

# FALL CONTINUING EDUCATION COURSES AT MxCC

## CONTINUING EDUCATION STAFF

Office: 860-343-5713

Diane Bordonaro, M.S.N., R.N., Director of Non-Credit Programs [dbordonaro@mxcc.edu](mailto:dbordonaro@mxcc.edu)

Jennifer Mueller, Continuing Education Assistant and CT Pathways Program Coordinator [jmueller@mxcc.edu](mailto:jmueller@mxcc.edu)

Evelyn Garcia, M.Ed., Enrollment Services [egarcia@mxcc.edu](mailto:egarcia@mxcc.edu)

## FREE information sessions to explore credit-free programs

### Do you want to learn more about our certificate programs?

Information sessions will be held every Thursday from 4-4:30 in Snow Hall, room 507. Topics include Veterinary Assistant, Pharmacy Technician, Certified Nurse Aide (CNA) training, Patient Care Technician, Phlebotomy Technician, and more!

## Many MxCC continuing education programs qualify for funding assistance



**Look for this symbol next to each eligible program. See page 20 for more information about funding resources.**

# HEALTH CAREERS

## CERTIFIED NURSE AIDE (CNA)



(WIOA, SNAP, HCAP funding eligible. VA Benefits approved. See info about these programs on page 20.)

Certified Nurse Aides play vital roles in healthcare delivery by providing routine patient care. Working under the supervision of a nurse, CNAs report important patient information including temperature, pulse, and blood pressure. CNAs have direct patient contact assisting with daily activities such as bathing, walking, and eating.

The Certified Nurse Aide training program consists of lectures, skills development, and clinical training. Learn the proper way to perform nursing procedures essential to meet the needs of patients under your care. This program is approved by the state Department of Public Health.

*Note: Convicted felons may have difficulty finding employment in the healthcare industry.*

**PREREQUISITES:** 1) High school diploma or GED. 2) English language competency. An ESL evaluation is strongly recommended. To schedule your evaluation, please call the Academic Success Center at 860-343-5770 to make an appointment to take the Accuplacer ESL test at no charge. 3) Health form signed by your physician including immunization information, PPD test for Tuberculosis. 4) Must be at least 18 years of age with valid identification. 5) Artificial nails are not permitted. 6) A criminal background check may be required. Students who have a record of felonies or multiple misdemeanors may be denied access to clinical training sites.

**SUPPLIES:** 1) Navy blue nursing uniform or scrubs and white shoes. 2) A watch with a sweep second hand. 3) Gait belt (available in the MxCC bookstore).

**PRICE:** \$1,299 (includes text, state of CT Certification exam fee, CT Nurse Aide Registry application fee, and UPASS)  
*Payment plan available.*



## Meriden/Middletown Evening CNA Class

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3430	Meriden Eve	\$1,299	9/10-11/12; κ No class 10/22, 10/31	T, Th	4:30-7 p.m.	MxCC@Platt 205 (Meriden)	Dellacamera
<i>Choose from these two sections for your labs and clinicals</i>							
3431	Lab 1		9/18, 9/25, 10/2	W	4-9 p.m.	Snow 514	McConnell
3431	Clinical 1		10/4-11/1	W, F	4-9:20 p.m.	Apple Rehab	McConnell
3432	Lab 2		9/16, 9/23, 9/30	M	4-9 p.m.	Snow 514	Nelson
3432	Clinical 2		10/2-10/30	M, W	4-9:20 p.m.	Wadsworth Glen	Nelson

## Old Saybrook/Essex Day CNA Class

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3433	Old Saybrook Day	\$1,299	10/7-11/18; No class 10/14	M, W	9 a.m.-12:30 p.m.	OS Town Hall	Corda
3434	Essex Day Lab		10/10, 10/11, 10/17	Th, F	9 a.m.-2 p.m.	Essex Meadows	McConnell
3434	Essex Day Clinical		10/18-11/14	Th, F	8 a.m.-2 p.m.	Essex Meadows	McConnell

## Middletown Day CNA Class

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3435	Middletown Day	\$1,299	10/25-12/13; κ No class 10/30 11/27, 11/29	W, F	9 a.m.-12:30 p.m.	Snow 507	Witkovic
<i>Choose from these two sections for your labs and clinicals</i>							
3436	Lab 1		11/4, 11/7, 11/11	M, Th, M	9 a.m.-2 p.m.	Snow 514	Cowen
3436	Clinical 1		11/12-12/10; No class 11/26	T, Th	8 a.m.-2 p.m.	Wadsworth Glen	Cowen
3437	Lab 2		10/31, 11/5, 11/12	Th, T, T	9 a.m.-2p.m.	Snow 514	Jordan
3437	Clinical 2		11/14-12/12; No class 11/28	T, Th	8 a.m.-2 p.m.	Apple Rehab	Jordan

# CERTIFIED NURSE AIDE (CNA) HYBRID ONLINE CLASSES WITH ON GROUND CLINICAL TRAINING

The CNA Hybrid Online program provides an option for students who wish to take advantage of distance learning. This program is offered in a hybrid format and includes online modules with in-person clinical learning. Students complete modules of nursing theory that cover the same material as the in-class CNA course. Students also complete skills training in the nursing lab and clinical training at a local nursing facility. CNA online classes are supported by the Blackboard Learn course management system.

This program is approved by the state Department of Public Health. Is online learning suitable for you? Are you ready for learning online? Are you prepared for online learning? Students enrolling in the CNA Online program should determine if distance learning is an option for them. To screen yourself, please visit the distance learning webpage and Take a SmarterMeasure test at [mxcc.edu/distance/take-a-smartermeasure-test](https://mxcc.edu/distance/take-a-smartermeasure-test). Note: Convicted felons may have difficulty finding employment in the healthcare industry.

**PREREQUISITES:** 1) High school diploma or GED. 2) English language competency. ESL evaluation is strongly recommended. To schedule your evaluation, please call the Academic Success Center at 860-343-5770 and ask for an appointment to take the Accuplacer ESL test at no charge. 3) Health form signed by your physician including immunization information, PPD test for Tuberculosis, and seasonal flu vaccine. 4) Must be at least 18 years of age with valid identification. 5) Artificial nails not permitted. 6) A criminal background check may be required. Students who have a record of felonies or multiple misdemeanors may be denied access to clinical training sites.

**SUPPLIES:** 1) Navy blue nursing uniform or scrubs and white shoes. 2) A watch with a sweep second hand. 3) Gait belt (available in the MxCC bookstore). 4) Textbook.

**PRICE:** \$1,299 (includes state of CT Certification exam fee, and CT Nurse Aide Registry application fee). Textbook is not included.

## Hybrid CNA Programs-Online/Middletown/Essex

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3438	CNA Online/Hybrid	\$1,299	10/27-12/7	Online	Online	Online	Clark
3438	Written Exam		1/17	F	9 a.m.-11 a.m.	Snow 507	Staff
3439	CNA Hybrid Lab 1		12/17, 12/18, 12/19	T, W, Th	9 a.m.-2 p.m.	Snow 514	Cowen
3439	CNA Hybrid Clinical 1		1/2-1/15	T, W, Th, F	8 a.m.-2 p.m.	Wadsworth	Cowen
3439	Clinical Exam 1		1/16	Th	9 a.m.-2 p.m.	Snow 514	Wade
3440	CNA Hybrid Lab 2		12/17, 12/18, 12/19	T, W, Th	4-9 p.m.	Essex Meadows	McConnell
3440	CNA Hybrid Clinical 2		1/2-1/15	T, W, Th, F	4-10 p.m.	Essex Meadows	McConnell
3440	Clinical Exam 2		1/16	Th	3-8 p.m.	Snow 514	Wade

# EMERGENCY MEDICAL TECHNICIAN (EMT)

 (WIOA, HCAP eligible. VA Benefits approved. See info about these programs on page 20.)

The Emergency Medical Technician (EMT) program is designed for anyone who is interested in learning more about the emergency response system and caring for patients in the back of an ambulance en route to the hospital. Students gain the basic knowledge and skills necessary to provide patient care and transportation to sick and injured patients.

Topics include patient assessment, cardiac arrest management, airway management, patient immobilization, diabetic emergencies, strokes, and seizures.

Students meet for lectures and skills training on campus and also complete a mandatory observation at the Middlesex Health Emergency Department.

This course is offered in cooperation with Middlesex Health, Office of Emergency Medical Services, and the Connecticut Department of Public Health. The curriculum prepares students to take the exams to become nationally registered and state-certified as Emergency Medical Technicians. This program is open to students age 16 and older.

*Payment plan available.*



## Emergency Medical Technician (EMT)

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3442	EMT	\$999	8/28-12/14	M, W	6-10 p.m.	Chapman 605	Davis
			9/14, 10/12, 11/9, 12/14	S	8 a.m.-4 p.m.	Chapman 605	

*Students who become state-certified EMTs are eligible to receive college credit through Charter Oak State College.*

For more info about upcoming CE courses offered at MxCC, visit [mxcc.edu/ce](http://mxcc.edu/ce) or call 860-343-5713

# CONNECTICUT AND NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS (NREMT) PRACTICAL TESTING

Middlesex Community College is an authorized testing site for Connecticut and NREMT psychomotor (practical) examinations. Testing is held on selected Sundays throughout the year under the direction of the Connecticut Office of Emergency Medical Services (OEMS). Candidates testing in a practical examination must have completed a Connecticut OEMS-approved Emergency Medical Technician course within two years of their exam date, have an expired Connecticut or NREMT certification reinstated, or are completing the examination for endorsement as an EMT.

**TESTING FEES:** Initial Exam or full retake (6 stations): \$120 • Retesting (2 or 3 stations): \$80

**REGISTRATION:** To register go to [www.firstapproach.org](http://www.firstapproach.org). There are no in-person registrations at the college or on the day of the exam. Per OEMS policy, candidates must register at least 10 days prior to the desired testing date. Registration is on a first-come, first-served basis, with no waiting list. No registration transfers are allowed, so please choose your testing date carefully.

**PAYMENT:** Credit card (only) is due at time of online registration. Payment is nonrefundable. In the event that an exam is cancelled (inclement weather, catastrophic event, or lack of candidates), your registration will be transferred to the next available testing date. If an exam is cancelled, you will be notified via email. If you register for a date, you own it. No refunds for any reason. We cannot replace you with anyone else per OEMS. When you register for an exam, you agree to all the terms of this exam.

**EXAM DAY CHECK-IN AND ADDRESS:** Doors open for check-in at 8:20 a.m. Testing begins promptly at 9 a.m. Middlesex Community College, Snow Hall, Room 413, 100 Training Hill Road, Middletown, CT 06457

## CT and National Registry of Emergency Medical Technicians (NREMT) Practical Testing

CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
NREMT Testing	Initial exam or full retake \$120 • Retesting \$80	8/18	Sun	9 a.m.–1 p.m.	Snow 413	Davis
NREMT Testing	Initial exam or full retake \$120 • Retesting \$80	9/15	Sun	9 a.m.–1 p.m.	Snow 413	Davis
NREMT Testing	Initial exam or full retake \$120 • Retesting \$80	10/20	Sun	9 a.m.–1 p.m.	Snow 413	Davis
NREMT Testing	Initial exam or full retake \$120 • Retesting \$80	11/17	Sun	9 a.m.–1 p.m.	Snow 413	Davis
NREMT Testing	Initial exam or full retake \$120 • Retesting \$80	12/15	Sun	9 a.m.–1 p.m.	Snow 413	Davis

# EMT AND EMR REFRESHER AND RECERTIFICATION

*One-Day, On-Campus Skills Session Following Online Coursework*



This program allows busy Emergency Medical Technicians (EMT) and Emergency Medical Responders (EMR) to balance their DPH-required recertification training with work and family schedules. Students must complete 22 hours of online coursework and attend a one-day class session. All coursework must be submitted online prior to the class date. Students then attend a one-day skills session followed by state-proctored written exam. Class consists of practical work and exam review. The state Department of Public Health recertification exam is offered at the end of class day.

**COURSE TOPICS INCLUDE:** CPR/defibrillation, safety/well-being, BSI/infection control, medical/legal issues, airway, adjuncts and oxygen, patient assessment for medical and behavioral emergencies, trauma, obstetrics and gynecology, infants and children, and traumatic brain injury.

## EMT and EMR Refresher and Recertification

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3443	EMR/EMT Refresher	\$299	9/21	S	8 a.m.-4 p.m.	Chapman 605	Davis
3444	EMR/EMT Refresher	\$299	11/16	S	8 a.m.-4 p.m.	Chapman 605	Davis

# PHLEBOTOMY TECHNICIAN



(WIOA, HCAP, SNAP eligible. VA Benefits approved. See info about these programs on page 20.)

Are you seeking a new career in the high-demand healthcare field? Do you enjoy working with people and work well under pressure? A career as a phlebotomy technician may be right for you. Phlebotomy technicians are valuable members of the healthcare team who collect and prepare lab specimens for analysis. In this course, you learn about phlebotomy procedures and practice blood draw techniques. This is a 120-hour program including classroom learning and simulation labs that cover medical terminology, anatomy and physiology, venipuncture, specimen collection procedures, safety and universal precautions, common laboratory tests with clinical significance to body systems and disease processes, and laboratory equipment.

Following the program, students complete an internship at Middlesex Health Outpatient Laboratories. Weekday internships are scheduled by the instructor. Scheduling requests can be made, but are not guaranteed. Students must have transportation to clinical sites.

This program has been recognized by the American Medical Technologists, a premier national certification agency. Upon completion of the program, students are eligible for national certification through American Medical Technologists.

**PREREQUISITES:** 1) Must be 18 years old. 2) High school diploma or GED. 3) Health form complete with immunizations and two-step TST. 4) Personal medical insurance. 5) Clean criminal background. A criminal background check may be performed. Students who have a criminal record are denied access to clinical internship sites.

**SUPPLIES:** 1) Navy blue scrubs. 2) A textbook is required for this course and can be purchased at the MxCC bookstore. Please bring the CRN and course title to the bookstore when purchasing.

*Payment plan available.*

## Phlebotomy Technician

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3441	Phlebotomy Technician	\$1,999	9/10-11/9 & internship	T, Th, S	8 a.m.-noon	Snow 507/514	Donovan

## PHLEBOTOMY REFRESHER **NEW!**

Are you looking to refresh your skills as a phlebotomist? This course provides students who have completed a Phlebotomy Technician program with up-to-date phlebotomy procedures. In this course, students refresh their skills as a phlebotomist and practice blood draw techniques. This eight-day class includes classroom learning and simulation labs that cover venipuncture, specimen collection procedures, safety and universal precautions, common laboratory tests with clinical significance to body systems and disease processes, and laboratory equipment.

This program does not prepare students to become Certified Phlebotomy Technicians.

**SUPPLIES:** 1) Navy blue scrubs. 2) A textbook is required for this course and can be purchased at the MxCC bookstore. Please bring the CRN and course title to the bookstore when purchasing.

**COST:** \$399 Payment plan is available.

### Phlebotomy Technician Refresher

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3473	Phlebotomy Refresher	\$399	9/6-10/25	F	9 a.m.-noon	Snow 507/514	Mueller

# CERTIFIED PERSONAL TRAINER

 (WIOA, HCAP eligible. VA Benefits approved. See info about these programs on page 20.)

*Certified Personal Trainer course with test voucher included.*

*The W.I.T.S. Certified Personal Trainer is NCCA accredited.*

Learn all the important information needed to start an exciting and successful career as a Certified Personal Trainer. Employers of all sizes have partnered with W.I.T.S. to come and meet you during our classes. The personal trainer course is a great way to prepare for the on-campus national exam and live your dream of becoming a successful personal trainer in a field you love. This challenging course is for candidates who want live instruction with in-depth, hands-on practical labs to master career skills and knowledge. Experienced teachers share the do's and don'ts in working with clients. The course consists of 15 lecture hours on key topics such as biomechanics, exercise physiology, fitness testing, equipment usage, and health assessments. The course also features 15 hours of hands-on practical training labs. Students role-play with assessing clients, programming, performing proper exercises, presentation skills, and more. Reading a book and testing does not get it done in the real world. Register today to join one of the hottest growing professions in North America. Register for CPR, too. CPR certification is required to become a Certified Personal Trainer. *Payment plan available.*



## Personal Trainer

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3464	Personal Trainer	\$799	10/5–11/16; <i>No class 11/9</i>	Sat	9 a.m.–4 p.m.	Snow 505	WITS
3455	CPR	\$95	10/30/2019	W	9:30 a.m.–noon	Snow 507	Satagaj
3456	CPR	\$95	12/2/2019	M	5:30–8 p.m.	Snow 507	Satagaj

# CERTIFIED PERSONAL TRAINER HYBRID/ONLINE

*This course is half online and half onsite at a fitness center.*

Another great option is the Hybrid CPT course. This version has all of the dynamic lectures online with incredible experienced mentors/teachers working with you every step of the way. As a bonus, the practical labs are still offered live, so you can master the skills. Do the lecture work online when you are available. Then join the LIVE class practical labs each week at their designated day and time. Register for CPR, too. CPR certification is required to become a Certified Personal Trainer.

You can start to work right after passing the CPT exams. You must be 18 years of age and have proof of CPR/AED to obtain the Level 1 Certified Personal Trainer. As a special bonus, take advantage of the 30-hour employer internship to get the advanced Level 2 Certified Personal Trainer credential at no additional cost.

*Payment plan available.*



## Certified Personal Trainer Hybrid/Online

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3465	PT (Hybrid)	\$799	10/5–11/16	Online & Sat.	Online & 1–4 p.m.	Online & Middlesex YMCA	WITS
			↖ No class 11/9				
			11/16	Sat	9 a.m.–noon & 1–4 p.m.	Snow 509 & Middlesex YMCA	WITS
3455	CPR	\$95	10/30	W	9:30 a.m.–noon	Snow 507	Satagaj
3456	CPR	\$95	12/2	M	5:30–8 p.m.	Snow 507	Satagaj

# PHARMACY TECHNICIAN

 (WIOA, HCAP, SNAP eligible. Veterans Benefits approved. See information about these programs on page 20.)

This program is offered in partnership with the Connecticut Pharmacists Association.

This comprehensive, 60-hour course prepares you for an entry-level position in a community, hospital, or long-term care setting. Topics include medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculation, IV flow rates, drug compounding, and dose conversion. Develop your knowledge of prescription dispensing, inventory control, billing, and insurance reimbursement. This program is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam (not included in this course fee).

**PREREQUISITES:** Students must take a math basic skills assessment prior to enrollment. To schedule an appointment, call the Academic Success Center at 860-343-5770 and ask for the pharmacy technician math assessment. This requirement is waived for students who submit SAT or ACT scores or a transcript showing enrollment in a college-level math course. Note: Individuals convicted of a felony are not permitted to sit for the exam.

**COST:** \$1,099 (textbooks included). *Payment plan available.*

## Pharmacy Technician

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3454	Pharm Tech	\$1,099	10/8-12/17; No class 11/28	T, Th	6-9 p.m.	Snow 507	CT Pharm Assoc

### PHARMACY TECHNICIAN CERTIFICATION EXAM INFORMATION

The Pharmacy Technician Certification Board (PTCB) offers the Pharmacy Technician Certification Exam. For more information, please visit [ptcb.org](http://ptcb.org).

*Students who complete the pharmacy technician program are eligible to receive college credit through Charter Oak State College.*

# HUMAN SERVICES ASSISTANT

 (WIOA, SNAP, HCAP eligible. VA Benefits approved. See information about these programs on page 20.)

Are you looking for a fulfilling career helping others? Human service workers support individuals with disabilities in leading self-directed lives. Develop the skills, values, and knowledge to effectively assist those who use social services. Basic knowledge about certain populations and problems encountered in human service work, ethical guidelines, and essential helping skills are covered. Learn how to interact with other members of a multidisciplinary team, including professionals with advanced degrees. Upon completion, students are prepared for entry-level positions as residential living assistants, direct behavioral support staff, and mentors. A textbook is required for this course and can be purchased at the MxCC bookstore. Please bring the CRN and course title to the bookstore when purchasing.

**PREREQUISITE:** 1) High school diploma or GED. 2) Must be 18 years of age.

*Students who complete the Human Assistant Services Assistant program are eligible to receive college credit through Charter Oak State College.*

## Human Services Assistant

CRN	CLASS	PRICE	DATES	DAYS & TIMES	ROOM	INSTRUCTOR
3446	Human Services Assistant Section 1	\$498	8/27-12/14	T, Th, 11 a.m.-12:15 p.m.	Snow 506	Hernandez
3447	Human Services Assistant Section 2	\$498	8/28-12/14	W, 5:15-7:45 p.m.	Meriden 200	Bonilla

# VETERINARY ASSISTANT

 (WIOA and SNAP eligible. Veterans Benefits approved. See information about these programs on page 20.)

Do you love working with animals? Are you looking for employment in the animal care industry? The Veterinary Assistant training program is a great way to begin your career in the animal field. The Introduction to Veterinary Assisting course provides students with the opportunity to determine if this is the right career path for them. Following the Introduction course, the Veterinary Assistant program dives deeper into the animal care field focusing on the care of small animals, large animals and exotic pets in the veterinary profession. This intensive program involves four hours of weekly lectures and four hours of weekly clinical experience where students complete routine tasks and specialized procedures done in the veterinary hospital. Students should be prepared for a challenging program that requires them to interact with professionals on the veterinary team. This program follows the National Association of Veterinary Technicians guidelines for veterinary assistant programs and can be a stepping stone to a Veterinary Technician Certification Program or entry-level position at a veterinary facility. MxCC partners with Pieper Veterinary to offer this program. This program is open to students aged 16 and up. *Payment plan available.*

**PREREQUISITE:** 1) English language competency. 2) Gray scrub top and pants. 3) Health form required. Must be physically fit, capable of kneeling to work with larger dogs, and able to lift 50 pounds. 4) Students must provide their own transportation to clinical sites.

**CERTIFICATE PROGRAM:** 94 hours theory + 56 hours clinical = 150 program hours. Earn 15 C.E.U.s.

## THE FOLLOWING COURSES ARE REQUIRED TO EARN THIS CERTIFICATE:

Introduction to Veterinary Assisting	\$49
Veterinary Assistant with Clinical	\$1,899
<b>Total</b>	<b>\$1,948 + textbooks</b>

## Veterinary Assistant

CRN	CLASS	PRICE	DATES	DAYS & TIMES	ROOM	INSTRUCTOR
3457	Intro to Vet Assisting	\$49	8/26, 8/27, 8/28	M, T, W: 7–9 p.m.	Pieper	Lavoie, Otte
3459	Veterinary Assistant	\$1,899	9/3–12/19; <i>No class 10/31, 11/28</i>	T, Th: 6:35–9:35 p.m.	Snow 510	Lavoie, Otte
3460	Vet Assist Clinical Section 1		9/7–12/14; <i>No class 11/30</i>	S: 8 a.m.–noon	Pieper	Lavoie, Otte
3461	Vet Assist Clinical Section 2		9/11–12/18; <i>No class 11/27</i>	W: 4–8 p.m.	Pieper	Lavoie, Otte

## VETERINARY ASSISTANT EMERGENCY AND SPECIALTY CENTER INTERNSHIP

*Offered at Pieper Memorial Emergency and Specialty Center*

Are you looking to advance your career in veterinary assisting, strengthen your clinical skills, or build your resume? In this internship, students become involved in the care of animals requiring advanced veterinary services. Students spend 30 hours working alongside the veterinary team in an acute care center that provides emergency care and advanced specialty services including surgery, neurology, internal medicine, oncology, diagnostic imaging, dentistry, and physical therapy. Students work closely with their instructor to reflect on their clinical experiences via online journaling. Each student who successfully completes the course earns a college certificate. Due to the limited availability of these individual internships, students must apply for this course. The application can be found on the MxCC website at [mxcc.edu/ce](http://mxcc.edu/ce). Internships are scheduled individually on a rolling basis. There is no closing date or due date for the applications.

**PREREQUISITE:** Veterinary Assistant Certificate

**SUPPLIES:** Gray scrub top and pants

### Veterinary Assistant Emergency and Specialty Center Internship

CRN	CLASS	PRICE	DATES	DAYS & TIMES	ROOM	INSTRUCTOR
3462	Vet Internship	\$99	8/27-12/14	Scheduled Individually	Pieper Memorial	Lavoie
3463	Vet Internship	\$99	8/27-12/14	Scheduled Individually	Pieper Memorial	Otte

## INTRO TO VETERINARY ASSISTANT FOR HIGH SCHOOL STUDENTS

This course is open to students (ages 13-17) who wish to explore veterinary careers. Learn about exciting careers in veterinary medicine and find out what veterinary assistants and veterinary technicians do on the job. Get a behind-the-scenes tour of a veterinary hospital and learn the basics of animal behavior. Employment opportunities for veterinary assistants and veterinary technicians are covered.

### Intro to Veterinary Assistant for High School Students

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3458	Intro to Vet Assisting (HS)	\$49	10/25, 11/1, 11/8	F	7-9 p.m.	Pieper	Lavoie, Otte

For more info about upcoming CE courses offered at MxCC, visit [mxcc.edu/ce](http://mxcc.edu/ce) or call 860-343-5713

# PATIENT CARE TECHNICIAN CERTIFICATE (PCT)



(WIOA, SNAP, HCAP funding eligible. Veterans' benefits approved. See information about these programs on page 20.)

The Patient Care Technician (PCT) Certificate program is an exciting opportunity for Certified Nurse Aides to advance their skills, earn a better salary, and have more job options in a changing employment market. PCTs are valued members of many healthcare teams. They work in hospitals, rehabilitation settings, physician offices, clinics, and long-term care facilities. Upon completion of this program, students are eligible to sit for the National Health Career Association Certified Patient Care Technician Exam. This program does not prepare students to become certified Phlebotomy Technicians or certified ECG Technicians.

**PREREQUISITES:** 1) Current CT CNA required. 2) High school diploma or GED. 3) English language competency. An ESL evaluation is recommended. To schedule your evaluation, please call the Academic Success Center at 860-343-5770 and ask for an appointment to take the Accuplacer ESL test. There is no charge. 4) A criminal background check and drug screen are required. Students who have a criminal record are denied access to clinical training sites. Note: Convicted felons may have difficulty finding employment in the healthcare field. *Payment plan available.*

## THE FOLLOWING FIVE COURSES ARE INCLUDED IN THE PCT PROGRAM:

Advanced Nurse Aide	\$399
Phlebotomy Skills for the PCT	399
ECG and Pulse Oximetry	249
CPR	95
Hospital Clinical Experience (optional)	699
<b>Total =</b>	<b>\$1,841/\$1,142 (w/o clinical) + textbooks</b>

## Patient Care Technician Certificate

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3466	Advanced Nurse Aide	\$399	9/4-10/23	W	9 a.m.-noon	Snow 507	Skowronek
3467	Phlebotomy Skills	\$399	9/6-10/25	F	9 a.m.-noon	Snow 507/514	Mueller
3468	ECG & Pulse Oximetry	\$249	9/9-9/30	M	9 a.m.-noon	Snow 507/514	Dellacamera
3469	Hospital Based Clinical Exp	\$699	10/28-11/13, κ No class 10/30	M, T, W	6:45-11:45 a.m.	Middlesex Hospital	Skowronek
3455	CPR	\$95	10/30/2019	W	9:30 a.m.-noon	Snow 507	Satagaj
3456	CPR	\$95	12/2/2019	M	5:30-8 p.m.	Snow 507	Satagaj

# MANUFACTURING & INDUSTRY CAREERS

## SKILL UP FOR MANUFACTURING

### IS THIS YOU?

- Connecticut resident minimum high school diploma/GED
- 18 years or older
- Interested in entry-level manufacturing jobs
- Open to advancement and potential career growth in manufacturing computer experience or mechanically Inclined
- Good at math

Put your strengths to work and gain the skills needed to move quickly into entry-level manufacturing jobs. Complete the initial application form online to attend **\*FREE\*** FIVE-WEEK CLASSES.

Classes begin in September and October 2019 at our Middletown Vinal Technical location.

**\*FREE\*** to those who successfully complete an assessment and orientation session required after application

**CASH STIPEND** for successful completion of training benchmarks

**EARN 250** Pre-apprenticeship hours

**FAQS**, Course outline, resources at [www.workforcealliance.biz/skillup](http://www.workforcealliance.biz/skillup)

**APPLY TODAY** [mxcc.edu/skill-up](http://mxcc.edu/skill-up)

### MANUFACTURING EMPLOYER PARTNERS

Manufacturers from local employers and more will recruit from the class for open positions. Incentives offered for paid on-the-job training. DID YOU KNOW? Connecticut has 13,000-plus manufacturing jobs that need to be filled!



# BUSINESS CAREERS

## MEDICAL BILLING AND CODING CERTIFICATE

 (WIOA and SNAP funding eligible. See information about these programs on page 20.)

The Medical Billing and Coding Certificate Program is designed for those who want to begin medical billing and coding careers or prepare for a nationally recognized certification exam. The training in this program provides the necessary skills required by employers seeking a medical biller or medical coder. Medical billers are responsible for submitting claims to insurance companies, Medicare, Medicaid, and in some instances, patients themselves on behalf of their employers or clients. Professional medical coders transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric codes. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Students who successfully complete this program are qualified to sit for the American Academy of Professional Coders (AAPC)–Certified Professional Coder Exam (CPC). For more information on the national certification exams or student membership with the AAPC or AHIMA, please visit either [www.aapc.com](http://www.aapc.com) or [www.ahima.org](http://www.ahima.org). This program takes nine months to complete. The program will run from Fall 2019 to Spring 2020. For more information, please visit our website at <http://mxcc.edu/ce/courses/medical-billing-and-coding>. Payment plan available.

**PREREQUISITE:** 1) English language competency. An ESL evaluation is strongly recommended. To schedule your evaluation, please call the Academic Success Center at 860-343-5770 and ask for an appointment to take the ESL test. There is no charge. 2) Must be at least 18 years of age.

*Students who pass the CPC exam are eligible to receive college credit through Charter Oak State College.*

### THE FOLLOWING COURSES ARE REQUIRED TO EARN THIS CERTIFICATE:

Fall 2019	Medical Office Electronic Health Records	\$499
	Medical Terminology and Anatomy for Coders	\$825
	Medical Insurance	\$499
Spring 2020	Medical Coding I	\$498
	Medical Coding II	\$498

Total = \$2,819 + textbooks

## Medical Billing and Coding Certificate

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3471	Medical Insurance	\$499	8/31-12/14; <i>No class 11/30</i>	S	8-10:30 a.m.	Snow 521	O’Gorman
3470	Med Office Electronic HR	\$499	8/27-12/10; <i>No class 10/22</i>	T	12:30-3 p.m.	Snow 413	Flanigan
3472	Med Term & Anatomy	\$825	8/29-1/16; <i>No class 11/28, 12/26</i>	Th	12:15-3:30 p.m.	Snow 507	Corda

## REAL ESTATE PRINCIPLES AND PRACTICES

 (WIOA and SNAP eligible. Approved for Veterans Benefits. See information about these programs on page 20.)

Interested in stepping onto the path of becoming a licensed real estate salesperson? You have come to the right place. Middlesex Community College is working with the Connecticut Department of Consumer Protection to give students an extensive understanding of how the real estate marketplace works.

Learn about land use controls and regulations, market analysis, financing, contracts, and transfer of titles. This course prepares you for the practice of real estate and provides an understanding of real estate law and ethical practice. Students must attend 60 hours and pass this course with a grade of 70 in order to qualify for the state licensing exam (PSI exam). Textbooks are required for this course and can be purchased in the MxCC bookstore.

## Real Estate Principles and Practices

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3445	Real Estate Principles & Practices	\$499	9/10-12/10	T	12:30-5:30 p.m.	Snow 507	Myers

# SAFETY AND SECURITY

## CONNECTICUT SECURITY OFFICER *NO ADDITIONAL FEES!*

Security officer positions are available in many businesses such as security agencies, retail, hospitals, banks, housing complexes, and construction sites. Connecticut General Statute #29-161(q) mandates that all state of Connecticut security officers complete an eight-hour training course for certification. Successful completion of this daylong course fulfills the requirement. Learn essential information required for security from an instructor approved to teach this course by the commissioner of the Department of Public Safety. The course covers an overview of private security, public safety issues, search and seizure, use of force, basic criminal justice, and basic first aid. Participants are required to complete a written exam at the end of the course and achieve a passing grade of 75 percent. Upon successful completion, students apply for a Security Office Identification Card from the state of Connecticut at no additional cost. This procedure is covered in class. Please bring a lunch to class.

**NOTE:** Must be 18 years old. Students who have a criminal background are not eligible for state of Connecticut Security Officer Certification.

The eight-hour course may be waived on the basis of equivalent training completed in the National Guard or armed services. A veteran of the armed services must present qualifications within two years of discharge in order to have the course requirement waived.

### Connecticut Security Officer

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3448	CT Security Officer	\$350	10/5	S	8:30 a.m.-4:30 p.m.	Snow 509	Siena

## SUPER SATURDAY ACADEMY

Are you considering a career in criminal justice? Are you fascinated by criminal cases that you hear about in the news? Or would you like to learn more about police dogs and how officers address situations involving animals? This semester, MxCC is offering a series of courses on unique topics related to the criminal justice field. These classes have limited enrollment and are open to students ages 16 and up. Register early!

### CANNABIS *NEW!*

Grow your knowledge of cannabis by taking this introductory class. Learn how it is used medicinally in Connecticut. This course explores a variety of related topics including state laws on medical marijuana, the chemical composition of cannabis, and how it plays a role in human physiology and pharmacology. The course also examines the conflict between state, federal, and civil laws. Additional topics include employment law, ADA considerations, DUI enforcement, search and seizure, as well national and global trends towards rescheduling cannabis.

#### Cannabis

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3418	Cannabis	\$149	8/31, 9/7	S	9 a.m.–4 p.m.	Chapman 605	Crouse

### K-9s IN LAW

The course is designed to provide students with an overview of the use of K-9s in law enforcement. Topics include training, patrol work, special detection, community relations, search and rescue, liability, K-9 psychology, and special care required for maintaining the health and wellbeing of the canine. The course also illustrates the distinction between working dogs and pets.

#### K-9s in Law

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3420	K-9's in Law	\$149	9/14, 9/21	S	9 a.m.–4 p.m.	Chapman 808	Scribner

## SHOOT, DON'T SHOOT **NEW!**

The authority for police officers to use force in the line of duty is one of the most controversial aspects of police work. Every day police officers across the nation are involved in deadly force situations and subject to criticism via social media. This course provides students with an overview of the use of force continuum and how each step is utilized. Students review landmark cases involving use of force. The course outlines the steps that take place when a deadly force situation occurs and includes the investigation, mental health support, civil liability, and criminal liability.

### Shoot, Don't Shoot

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3419	Shoot, Don't Shoot	\$149	9/28, 10/5	S	9 a.m.-4 p.m.	Chapman 808	Staff

## THE CITY OF CORRECTIONS

This class connects students to the world of the Connecticut Department of Corrections (DOC). You are introduced to the DOC through an interactive lecture and practical exposure from various correctional staff as guest speakers. The historical origin of the DOC, and how it has progressed into current times is covered with an emphasis on rehabilitation and reintegration. Students are introduced to the organizational structure of the DOC and how it operates to ensure public safety, staff wellness, and efficiency. This is an opportunity to become exposed to various correctional jobs, policies, practices, and structure including Correctional Warden, Correction Officer, K-9 unit, CERT team, Gang Intelligence Unit, Security Division, and Parole and Community Services.

As part of the class, students tour the Cheshire Correctional Institution, one of the state's prisons for adults. The size limit on the tour is to be determined. During the tour, students will view the Young Adult Offender Program where offenders are paired with mentors in order to rehabilitate them. Students must provide their own transportation to the Cheshire Correctional Institution on the day of the tour.

### The City of Corrections

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3421	The City of Corrections	\$149	10/12, 10/19	S	9 a.m.-4:15 p.m.	Snow 413	Moore

## ANIMAL CONTROL OFFICERS

The course provides an overview of the daily operation of animal control officers as a branch of law enforcement. Topics include training, response, animal cruelty, community relations, liability, rabies, public health, zoonotic diseases, and population control. The course also illustrates the distinction in the policies and procedures of different municipalities. Students participate in an animal CPR class at Pieper Memorial Veterinary Center. Students must provide their own transportation to Pieper.

### Animal Control Officers

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3422	Animal Control Officers	\$149	10/26, 11/2	S	9 a.m.–4 p.m.	Snow 413	Lawton

## FINGERPRINTING 101

This hands-on workshop introduces students to the fundamental skills necessary for documenting, identifying, and developing latent fingerprints. Students use both chemical and physical visualization techniques to include fingerprint powders, magnetic powders, SPR, Cyanoacrylate fuming, iodine, crystal, and crystal violet.

### Fingerprinting 101

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3423	Fingerprinting	\$149	11/9, 11/16	S	9 a.m.–4 p.m.	Wheaton 221	Rist-Brown

## MIND OF A SERIAL KILLER

Do you ever wonder what in the world a person could be thinking? Students in this course analyze and examine the mind of a serial killer. Students begin by learning the basics of the criminal law system, from what happens from the time of the arrest to the time of prosecution and conviction. Students then move into an examination of famous killers such as Charles Manson, Ted Bundy, and Jeffrey Dahmer. In conclusion, students take an in-depth look at the inner workings of the mind and what makes these killers tick.

### Mind of a Serial Killer

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3424	Mind of a Serial Killer	\$149	11/23, 12/7	S	9 a.m.–4 p.m.	Snow 413	Bradani

# PERSONAL DEVELOPMENT

## SAFE BOATING AND PERSONAL WATERCRAFT *NEW!*

Approved by the Connecticut DEEP and NASBLA, and recognized by the USCG, this course meets the requirement to receive your state Certificate of Personal Watercraft Operation (boating license), allowing you to operate all recreational motorboats up to 64.5 feet, including personal watercraft Jet Ski-type vessels and all registered sailboats. In addition, the Safe Waterskiing Endorsement is included in the curriculum, allowing you drive vessels pulling persons waterskiing, tubing, etc., for recreational purposes.

The instructor provides the technology in the classroom to allow students who pass the 60-question final exam to purchase and print their boating license (CPWO) from the Connecticut DEEP (separate \$50 one-time fee to the state, MasterCard and VISA accepted) before departing the second evening. Your Connecticut boating license never expires and is valid in every other U.S. state.

### Safe Boating and Personal Watercraft

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3451	Safe Boating	\$89	10/12	S	8 a.m.-4:30 p.m.	Snow 509	Boat Safe CT

## HEARTSAVER ADULT/CHILD CPR CERTIFICATION

Heartsaver Adult/Child Cardiopulmonary Resuscitation (CPR) is taught with the use of barrier devices. The relief of choking in adults and children and use of the Automated External Defibrillator (AED) are covered. This is an excellent course for parents, coaches, and teachers. Successful completion of this course results in a two-year American Heart Association certification.

### Heartsaver Adult/Child CPR Certification

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3455	CPR	\$95	10/30	W	9:30 a.m.-noon	Snow 507	Satagaj
3456	CPR	\$95	12/2	M	5:30-8 p.m.	Snow 507	Satagaj

## BEGINNING DIGITAL PHOTOGRAPHY *NEW!*

Are you taking photos with a digital camera, but not getting the kind of images you want? This course teaches you how to move away from the automatic mode of photography to modes that give you total control over your camera. All basic photography concepts are discussed in depth along with camera controls. The class includes practice, discussion, and critique of photographic composition.

### Beginning Digital Photography

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3453	Beginning Digital Photography	\$99	9/21, 9/28, 10/5	S	10 a.m.–1 p.m.	Chapman 613	Glass

## TAKE GREAT PHOTOS WITH YOUR SMARTPHONE

### *NEW!*

The quality of smartphone cameras is improving rapidly. Their capabilities extend far beyond taking selfies. This class is for students specifically interested in producing first-rate images with their smartphones. Move away from auto mode and take control of the camera. Learn about the best camera apps. How to take selfies will not be covered.



### Take Great Photos with your Smartphone

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3452	Take Great Photos with Smartphone	\$39	10/12	S	10 a.m.–1 p.m.	Chapman 613	Glass

## SICILY: CULTURE AND TRADITIONS

The rich Sicilian culture and civilization in Middletown and neighboring areas are a testimony to the heritage of the American Sicilian community in Connecticut. If you would like to learn about the origin of Sicily's population and their spoken languages, this course is for you. Professor Glaviano, a Sicilian native, covers the geography of the island, including volcanos and archipelagos. Learn about the cities of Sicily along with Greek and Roman ruins. You also can sample some of the island's delicious culinary products such as pastas and cannoli. Don't miss this opportunity to become immersed in the rich culture and traditions of Sicily.



### Sicily: Culture and Traditions

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3449	Sicily	\$75	9/24-10/10	T, Th	5-6:30 p.m.	Snow 505	Glaviano



## SPORTS AND STATISTICS *NEW!*

### *Get Ready for the World Series!*

Sports data is a big part of any baseball discussion. Learn to analyze the players and teams by collecting data and using statistics. Our experienced mathematics professor and baseball enthusiast uses math to discuss home run totals and slugging averages. Find out if the home field advantage is true and if teams are skilled, lucky, or both. No prior knowledge of statistics is necessary to enroll in this class.

### Sports and Statistics

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3450	Sports & Statistics	\$75	9/24-10/10	T, Th	5-6:30 p.m.	Snow 506	Krevisky

## ENGLISH FAST-TRACK WORKSHOP

This non-credit, fast-track workshop is designed to help students refresh their skills in essay writing, grammar, and reading comprehension. The workshop will be particularly beneficial for students placing at the intensive level but is open to all students. At the end of the workshop, students may retake a placement test to see if they can progress to a course that is College Level or College Level with Embedded Support.

### English Fast-Track Workshop

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3391	English Fast-Track	Free	9/23-12/16	M, W	5:30-7 p.m.	Middletown Adult Ed	Manfull

## MATH FAST-TRACK WORKSHOP

This non-credit workshop is designed to help students refresh their skills in arithmetic and elementary algebra concepts. The workshop is targeted to benefit students who placed at the developmental levels (MAT\*085 and MAT\*095). At the end of the workshop, students may retake the placement test to see if they can progress to a course that is College Level or College Level with Embedded Support.



### Math Fast-Track Workshop

CRN	CLASS	PRICE	DATES	DAYS	TIMES	ROOM	INSTRUCTOR
3393	Math Fast-Track	Free	9/23-12/16	M, W	7:30-9 p.m.	Middletown Adult Ed	Staff

# ONLINE COURSES

## EducationToGo Online Courses

- Over 350 two-month courses are offered every month, beginning on the third or second Wednesday of the month.
- Available 24/7
- Four start dates: Sept. 11, Oct. 16, Nov. 13, Dec. 11, Jan. 15
- Go directly to <http://ed2go.com/mxcc>

MxCC partners with EducationToGo, one of the foremost online course providers in the world. All courses are instructor-facilitated and taught by many nationally known authors and professionals. Basic requirements for these online courses include: 1) modern computer, 2) modern Windows, 3) Internet access with Microsoft Internet Explorer or Mozilla Firefox Web browser, and 4) Adobe Flash and PDF plug-ins (free downloads). Most computer courses also require the specific version of any software that is listed under "Requirements" in the online course descriptions.

## Getting Started – 5 Easy Steps!

1. Visit the Online Instruction Center at <http://ed2go.com/mxcc>
2. Choose your course. On the left side, click on a general heading for a list or in the Search field at the top, enter a keyword like "Quickbooks" or "Grant Writing." Once you find a course, click on its course title for more information—the Syllabus (course outline), Instructor Bio, Requirements (software, etc.), and Student Reviews. READ THE "REQUIREMENTS." Check computer compatibility.
3. Once you've chosen a course, click "Enroll Now" and choose your "Start Date." Then follow the step-by-step directions. Create your account OR sign in as a returning student. You'll receive email verification.
4. Click on Purchase Now and pay using a credit card. We can also accept your payment by phone, mail, fax, or walk-in. Your payment must be received before your course start date.
5. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your selected username and password.

## EducationToGo Online Course Subjects



Accounting and Finance  
Business  
College Readiness  
Computer Applications  
Design and Composition  
Healthcare and Medical  
Language and Arts  
Law and Legal  
Personal Development  
Teaching and Education  
Technology  
Writing and Publishing

## Frequently Asked Questions (FAQs) About Credit-Free EdToGo Online Courses

### Who takes online courses?

Anyone looking for short-term, practical-skills training. Certification courses are offered as well as professional continuing education for healthcare practitioners and teachers. Online courses are a great alternative for those who cannot take classroom courses, have transportation issues, or have limited accessibility. No pre-tests, age minimums, or other qualifications are required. ALL coursework and participation is online.

### How long is a course?

Most courses last about two months. A typical course has 12 two-hour modules of which two are released each week for six weeks. Two additional weeks are available to complete an optional final proficiency exam or to complete delayed work. Some technical

preparation and healthcare certificate programs may be longer than two months.

### When can I access my course online?

Once the course starts each month (every second or third Wednesday), you can access the course 24 hours a day and 7 days a week from any computer that fits basic requirements. You have up to eight weeks to complete your course, and you can apply for a 10-day extension if an emergency arises.

### What support is available for a student?

Each module is set up to be self-guided. The format of each lesson makes it easy to follow and understand. Each of the 12 modules has its own discussion board, where students can post questions and comments and get answers. There

is often an FAQ page. The instructor is active in responding to questions and monitoring the discussion boards.

### How do I get the most out of each course?

We recommend you take all 12 modules, do all of the recommended activities, read any supplemental materials, complete the self-quiz at the end of each module, and complete the final proficiency exam. Each module takes approximately two hours to complete depending on the student. Often additional resources or links are listed in case a student wishes to explore the topic in greater detail.

### Can I receive credit for these courses?

No, all of these courses are credit-free.

### Will I receive a certificate upon course completion?

Yes, if you successfully complete the course by achieving a 65% or better score on the final proficiency exam, you will be able to download a certificate. If you would like an MxCC Certificate of Completion, please call 860-343-5865 once you have passed the course.

### Can I earn C.E.U.s?

2.4 C.E.U.s or Continuing Education Units for 24 hours of class time are awarded upon written request to the MxCC Continuing Education Office. In addition to passing the final proficiency exam, you must also have passed all of the module's self-quizzes. There are accredited certificate programs for nurses and other healthcare professionals. K-12 teaching professionals may earn professional units by completing specific online courses.

# Non-Credit Registration Information

QUESTIONS? CALL THE CONTINUING EDUCATION OFFICE AT 860-343-5713.

## Five Ways To Enroll In Non-Credit Courses

### ENROLL NOW to guarantee your seat in the course!

1. **Mail** – Non-credit application, registration form and check or credit card payment.
2. **Email** – Non-credit application and registration form with credit card payment to [JMuller@mxcc.edu](mailto:JMuller@mxcc.edu)
3. **Fax** – Non-credit application, registration form and credit card information to 860-344-7488.
4. **Walk-In** – Enrollment Services Office hours are 8 a.m.–4:30 p.m., Monday–Friday
5. **Phone** – 860-343-5713. Registration with credit card only. See above office hours.

*VISA, MasterCard, Discover, and AmEx accepted.*

All registration forms available for download at [mxcc.edu/ce](http://mxcc.edu/ce).

---

**Registration Deadlines:** For most courses, Wednesday of the week before a course starts. Please enroll as soon as possible to make sure your seat is guaranteed and to lessen the chance of a course being cancelled.

**Confirmation Letters:** Students are mailed a confirmation letter of payment and a course schedule.

**Refunds:** Refund requests must be made to the Continuing Education Office in writing. No refunds will be granted for requests less than 3 working days before a course start date. Refunds will be issued approximately one month after request or course cancellation.

**Course Cancellations by College:** MxCC reserves the right to cancel a course due to insufficient enrollment or emergency.

## Frequently Asked Questions (FAQs) About Continuing Education Courses

**Do I need to pay for the course when I register?**

Yes, payment must be made at the time of application. Payment plans are available.

**Do you offer payment plans?**

Yes, payment plans are available for our non-credit programs.

**Can I register online for non-credit courses?**

No, currently our non-credit program online registration site is under revision.

**Do I need to submit proof of immunization (MMR) for these courses?**

No, MMR (mumps, measles, rubella) documents are not required. However, students attending clinical classes must submit a non-credit health form.

**Do I need to submit high school or college transcripts for these courses?**

No, transcripts are not required. You are required to be a high school graduate to take many of the Allied Health courses. (Please check the course descriptions for details.)

**Are refunds available?**

Yes, you can receive a full tuition refund when you withdraw from your course at least three working days before the course start date. Once the course has started, refunds are not available.

**What happens if my course gets cancelled?**

Students will be notified by telephone approximately two to three business days prior to the scheduled start date. Refund checks will be mailed to the current address on file.

**Can I receive C.E.U.s (Continuing Education Units) for my course?**

Yes, C.E.U. requests must be made in writing to the Continuing Education Office. They are given on the basis of 1 seat hour = .1 C.E.U. or 10 hours = 1 C.E.U. To receive C.E.U.s, 100% attendance is required in a classroom course. No partial C.E.U.s for a course will be awarded.

# Need help finding funding for your education?

## Health Careers Advancement Project (HCAP)

### *Turn your dream of a career into a reality*

You could be eligible for FREE training in the healthcare field through the Health Careers Advancement Program (HCAP).

Eligibility based on employment and income guidelines.

Choose from any of these programs:

- Certified Nurse Aide (CNA)
- Human Services Assistant
- Patient Care Technician (PCT)
- Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician

For more information on HCAP funding, contact either Omayra Vega at 203-624-1493 ext.216, [ovega@workforcealliance.biz](mailto:ovega@workforcealliance.biz) or TaMesha Greene 203-238-3688 ext.307, or [tgreene@workforcealliance.biz](mailto:tgreene@workforcealliance.biz).

## WIOA Funding

### *Are You Unemployed?*

You may be eligible for funding for several training programs if you meet certain income requirements. Most Middlesex Community College career programs are eligible for WIOA funding. Contact the American Job Center at 87 West Main St., Meriden or call 203-238-3688 right away.

### *American Job Center @ MxCC*

NEED A JOB? WE CAN HELP! Come to Snow Hall Room 515 on the 1st, 2nd, and 4th Tuesday of each month from 1-4 p.m. to learn about all of the services available at the American Job Center. You can be screened for a match with local employers seeking qualified candidates and find out if you qualify for financial assistance with training.

## Veterans Administration (VA)

### Education Benefits

Veterans Administration (VA) education benefits may be applied to non-credit workforce training programs. A veteran of the armed forces who is interested in enrolling in a non-credit program should contact the College Veterans Administration representative to discuss eligibility requirements and the application process.

MxCC Veterans Administration Representative Contact  
Information: Cynthia Valencia at [cvalencia@mxcc.edu](mailto:cvalencia@mxcc.edu) or 860-343-5720.

## CT Pathways (SNAP Employment and Training)

The Supplemental Nutrition Assistance Program (SNAP), formerly food stamps, is a nutrition program that helps low-income individuals and families buy food and stay healthy. Recipients of SNAP benefits may be eligible for the CT Pathways program.

The CT Pathways (SNAP Employment and Training) program prepares and assists clients by offering vocational training, career activities, case management, and support services. This program assists students who are interested in career training for the following courses:

- Certified Nurse Aide
- CT Security Guard
- Human Services Assistant
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician
- Real Estate
- Veterinary Assistant Certification

To be eligible, students must receive SNAP benefits throughout the entire course, have a high school diploma or GED, be a United States citizen, have a clean criminal record (for most courses), and must not receive TFA (cash) assistance from CT DSS. For more information about enrolling in a course under this program, contact Jennifer Mueller at [jmueller@mxcc.edu](mailto:jmueller@mxcc.edu).

### INFORMATION SESSIONS ON CT PATHWAYS PROGRAM

CT Pathways Information Sessions are held every Monday from 3-3:30 p.m. in Snow Hall room 507. No registration is necessary. Come learn how to enroll in career classes for the Fall 2019 semesters!



# WHOOPS!

**We cancelled your program because we didn't know you planned on attending.**

***Register Early!***