



TM

**EASTERN KENTUCKY UNIVERSITY
CONTINUING EDUCATION & OUTREACH
Workforce Education**
*www.workforce.eku.edu
January—June, 2013*



Workforce Education Training Schedule

January—June, 2013

- We offer open-enrollment courses for the workforce, including online options.**
- We have classes scheduled in Richmond, Corbin, Manchester, Somerset and Louisville.**
- We can also come on-site to your company!**



Dear Community Members:

I am excited to present the Eastern Kentucky University—Workforce Education “open enrollment” courses for Spring, 2013. We are reaching out into the region bringing classes to Corbin, Manchester, Somerset, and of course the Perkins Conference Center in Richmond. And, as usual, we can also come on-site to your company.

We have a busy semester planned with programs offered for various worker groups. Below is a partial listing of scheduled programs:

First Line Supervision Certificate Program
Quality Control Training (Failure Mode and Effects Analysis, Six Sigma)
Leadership Excellence for Middle Managers
Manufacturing Maintenance Certificate Program
SHRM Essentials of Human Resource Mgt. & Learning Systems
SHRM Continuing Education
OSHA Training Institute Education Center—Safety Courses in General Industry & Construction

We are pleased to report that ECU was reauthorized in October, 2012 as an OSHA Training Institute Education Center by the U.S. Department of Labor and will continue to offer a full schedule of safety courses. Check out the website for the complete schedule at www.osha.eku.edu.

ECU Workforce Education is now a member of the Automotive Industry Action Group (AIAG), a not-for-profit association whose members work collaboratively to streamline industry processes via global standards development and harmonized business practices. The organization was founded in 1982 by visionaries from the three largest North American automotive manufacturers – Chrysler, Ford, and General Motors (www.aiag.org). With ECU’s membership in AIAG, Workforce Education is now able to offer Failure Mode and Effects Analysis training for local industry.

A special thanks goes out to the Bluegrass Business Consortium and the Southeast Kentucky Regional Training Consortium for their on-going support of Eastern Kentucky University. Working together, we are able to maximize training dollars as we prepare “today’s workforce for tomorrow.” I hope to see you in class!

Sincerely,

Tammy W. Cole, Director
Continuing Education and Outreach
Non-Credit Programs

Training Consortium Partners

Bluegrass Business Consortium Members

Advanced Green Components, LLC
Asahi Bluegrass Forge Corporation
Catalent, Inc.
EnerSys, Inc.
GR Spring & Stamping Inc.
Hitachi Automotive Systems Americas, Inc.
Intertape Polymer Group, Inc.
Kentucky Smelting Technology, Inc.
Kentucky Steel Center, Inc.
KI (USA) Corporation
Lectrodryer
Quanex Building Products
NACCO Materials Handling Group, Inc.
Novelis Corporation
OSRAM Sylvania
Pittsburg Glass Works, LLC
P-K Tool & Manufacturing
Richmond Auto Parts Technology
Sherwin-Williams
STEMCO Motor Wheel CVS

Southeast Kentucky Regional Training Consortium Members

ABC Automotive Systems, Inc.
Aisin Automotive Casting, LLC
CTA Acoustics, Inc.
Firestone Industrial Products, LLC
Flowers Bakery of London, LLC
Highlands Diversified Services, Inc.
Jackson MSC, LLC
Manchester Memorial Hospital
Pepsi-Cola Bottling Co. of Corbin, Kentucky, Inc.
Phillips Diversified Industries, Inc.
The MPI Group, LLC
Webbed Sphere, Inc. d/b/a Troll and Toad

HOW TO REGISTER

To register over the phone, call 859-622-8405 for assistance.

Online registration is available for select programs. Visit the Workforce Education website for additional information at www.workforce.eku.edu.

We accept company purchase orders, checks, and credit card payments.

CANCELLATION POLICY

If you need to cancel, please do so 10 working days before the seminar. After that, cancellations are subject to the full registration fee.

If you do not cancel, and do not attend, you are still responsible for the registration fee.

TRAINING SITE LOCATIONS

Classes are held in Richmond, Kentucky at the Perkins Conference Center—just minutes from I-75 (at Exit 87) with ample free parking. Classes are also scheduled in Corbin, Somerset, and Manchester, Kentucky.

NEED CUSTOMIZED TRAINING?

We can come to you! If you do not want to travel to Richmond, we can come on-site at your business or industry and provide customized training for your workers. Give us a call for a free quote at (859) 622-6299.

CERTIFICATE PROGRAMS

Many of the Continuing Education training programs result in a Certificate documenting the number of Continuing Education Units (CEU's) and/or contact hours. Certificate programs are designed for adults seeking in-depth knowledge in a specialized field but not requiring academic credit. The courses build upon each other in a structured format and a Continuing Education & Outreach "Certificate" is issued upon successful completion of the program.

MEET THE STAFF



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Open Enrollment Classes in Richmond, Kentucky

www.osha.eku.edu
859-622-2961



OSHA 500

Trainer Course in OSHA Standards for Construction

\$750 • March 19-22, 2013 • 26 hours

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts.

Prerequisites: OSHA 510 and at least five years of construction safety experience.

OSHA 501

Trainer Course in OSHA Standards for General Industry

\$750 • April 16-19, 2013 • 26 hours

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts.

Prerequisites: OSHA 511 and at least five years of general industry safety experience.

OSHA 502

Update for Construction Industry Outreach Trainers

\$650 • January 15-17 or May 14-16, 2013 • 18 hours

This course is designed for personnel in the private sector who have completed OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry and who are authorized trainers in the OSHA Outreach Training Program. It provides an update on such topics as OSHA construction standards, policies, and regulations.

Prerequisites: OSHA 500

OSHA 503

Update for General Industry Outreach Trainers

\$650 • March 5-7, 2013 • 18 hours

This course is designed for private sector personnel who have completed OSHA 501 - Trainer Course in Occupational Safety and Health Standards for General Industry and who are authorized trainers in the OSHA Outreach Training Program. It provides an update on OSHA general industry standards and OSHA policies.

Prerequisites: OSHA 501

OSHA 510

Occupational Safety and Health Standards for Construction

\$750 • January 29-February 1 or May 21-24, 2013 • 26 hours

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.

OSHA 511

Occupational Safety and Health Standards for General Industry

\$750 • February 12-15 or June 11-14, 2013 • 26 hours

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.

OSHA 521

Occupational Safety and Health Administration Guide to Industrial Hygiene

\$750 • February 26-March 1, 2013 • 26 hours

This course addresses industrial hygiene practices and related OSHA regulations and procedures. Topics include permissible exposure limits, OSHA health standards, respiratory protection, engineering controls, hazard communication, OSHA sampling procedures and strategy, workplace health program elements and other industrial hygiene topics. The course features workshops in health hazard recognition, OSHA health standards and a safety and health program workshop.

OSHA 2015

Hazardous Materials

\$750 • April 2-5, 2013 • 26 hours

This shortened version of #2010 covers OSHA general industry standards and integrates materials from other consensus and proprietary standards that relate to hazardous materials. Included are flammable and combustible liquids, compressed gases, LP-gases, and cryogenic liquids. Related processes such as spraying and dipping are covered, as well as electrical equipment.

OSHA 2225

Respiratory Protection

\$750 • January 29-February 1, 2013 • 26 hours

This course covers the requirements for the establishment, maintenance, and monitoring of a respirator program. Topics include terminology, OSHA standards, NIOSH certification, and medical evaluation recommendations. Program highlights include laboratories on respirator selection, qualitative fit testing, and the use of a large array of respiratory and support equipment for hands-on training.

OSHA 2250

Principles of Ergonomics

\$750 • February 26-28, 2013 • 18 hours

This course covers the use of ergonomic principles to recognize, evaluate, and control work place conditions that cause or contribute to musculoskeletal and nerve disorders. Topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, material handling, repetition, and lifting and transfers in health care. Course emphasis is on industrial case studies covering analysis and design of work stations and equipment, laboratory sessions in manual lifting, and coverage of current OSHA compliance policies.

**Check the website for classes offered in Louisville, KY
We can also come on-site to your business/industry.**

OSHA 2264

Permit-Required Confined Space Entry **\$750 • April 9-11, 2013 • 20 hours**

This course is designed to enable students to recognize, evaluate, prevent, and abate safety and health hazards associated with confined space entry. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and ventilation techniques. This course features workshops on permit entry classification and program evaluation.

OSHA 3095

Electrical Standards **\$650 • February 5-8, 2013 • 26 hours**

This shortened version of OSHA 3090 is designed to provide the student with a survey of OSHA's electrical standards and the hazards associated with electrical installations and equipment. Topics include single- and three-phase systems, cord- and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA policies and procedures. Students will receive instruction on safe and correct use of their electrical testing equipment.

OSHA 3110

Fall Arrest Systems **\$750 • March 19-21, 2013 • 18 hours**

This course provides an overview of state-of-the-art technology for fall protection and current OSHA requirements. Topics covered include the principles of fall protection, the components of fall arrest systems, the limitations of fall arrest equipment, and OSHA policies regarding fall protection. Course features a one-day field exercise demonstrating fall protect equipment.

OSHA 7000

Ergonomic Guidelines for Nursing Homes **\$250 • February 25, 2013 • 7 hours**

The focus of this one-day course is to use OSHA's Ergonomics Guidelines for Nursing Homes to develop a process to protect workers in nursing homes.

OSHA 7100

Introduction to Machinery and Machine Safeguarding **\$250 • June 10, 2013 • 4 hours**

The main focus of this course is to increase the participant's knowledge and skill in proper machine safeguarding techniques, and to highlight the benefits of guarding various types of machinery.

OSHA 7105

Evacuation and Emergency Planning **\$250 • April 15, 2013 • 4 hours**

Evacuation and emergency planning focuses on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants will learn: (1) reasons for emergency action plans and fire prevention plans and when they are required for a workplace; (2) elements of a good evacuation plan; and (3) features of design and maintenance of good exit routes. The optional session for this course will focus on assessment of risk for terrorist attack and how to utilize OSHA's two matrices, evacuation planning and fire and explosion, as tools for planning in emergencies.



Check out our NEW website:
www.osha.eku.edu
for news regarding upcoming classes,
certificate programs, online registration, and
more!

ARE YOU INTERESTED IN BECOMING AN AUTHORIZED OSHA OUTREACH TRAINER?

If you have completed an OSHA Standards course and have at least five years of relevant safety experience, you may be qualified to enroll in the OSHA Outreach Trainer Program for Construction or General Industry.

These 4-day courses, OSHA 500 and OSHA 501, are offered several times throughout the year in Richmond and Louisville, Kentucky.

Successful completion of the trainer course authorizes you to teach the OSHA 10- and 30-hour safety classes.



Save the Date!
Customer Appreciation/Safety Week
April 22-26, 2013
OSHA Training Institute Education Center

Several safety training courses will be offered at deeply discounted rates as a "thanks" to our customers, including:

- OSHA 7200 Bloodborne Pathogen Exposure Control for Healthcare**
- OSHA 7400 Trainer Course in Construction Noise**
- OSHA 7100 Introduction to Machinery and Machine Safeguarding**
- OSHA 7500 Introduction to Safety and Health Management**
- OSHA 7845 Recordkeeping Rule Seminar**

Visit www.osha.eku.edu for full details!

Leadership Excellence for Middle Managers

Spring 2013

Schedule

January 20—May 3

Fridays (except for final class)

Full Days: (8:00-4:00)

January 25

February 8

February 22

March 8

March 22

April 5

April 19

May 9—Graduation and
Reception

Half Days: (8:00—12:00)

February 1

Cost

\$2,770 per person

For more information
and to register, contact:

Cheryl H. Juhasz
(859) 622-1164
cheyl.juhasz@eku.edu

Inclement Weather Link found at:
<http://workforce.eku.edu/>



Leadership

- ◆ Principles of human behavior
- ◆ Selecting & developing talent
- ◆ Performance management/coaching
- ◆ Power & influence
- ◆ Communications/oral presentations
- ◆ Human capital value & costing
- ◆ Leading teams & groups
- ◆ Leading in a multicultural world
- ◆ Managing change
- ◆ Accounting/finance
- ◆ Integrity & credibility

Note: Participants will need access to a computer with internet connection and will be expected to complete some assignments outside of the classroom.

Middle Managers in all types of organizations face additional challenges compared to first-line supervision due to the increased complexity of their responsibilities and managing individuals who are supervising others. To be successful Middle Managers need to hone their skills and approaches to maximize their personal effectiveness as organizational leaders.

“**Leadership Excellence**” is a high octane program that uses a variety of active-learning strategies — exercises, role plays, videos, class discussions, case projects, and electronic discussions on Blackboard — to promote application and long-term retention of the knowledge and skills gained in the program.

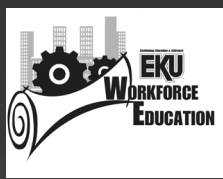
“Excellence Defined.... “We are what we repeatedly do. Excellence, then, is not an act, but a habit.” - Aristotle

“Management is efficiency in climbing the ladder of success; leadership determines whether the ladder is leaning against the right wall!” - Covey

Join us and take your leadership skills to the next level!

Cancellation Policy

Refunds: Prior to Dec. 17, 2012- 100%; Dec. 18, 2012 —Jan. 4, 2013 - 75%; Jan. 5—Jan. 18, 2013—50%; Jan. 18, 2013 or after - 0%



Eastern Kentucky University Workforce Education Training for Human Resource (HR) Professionals

SHRM Essentials of HR Management

Classes can be offered
at the following EKU
campus locations:

Richmond
Main Campus
Perkins Conference Center

Corbin Campus
Corbin By-pass/Hwy 3041

Manchester Campus
50 University Drive

Somerset Campus
46 Turpen Court

Course Dates & Times:

SHRM Essentials

Will be offered Fall, 2013
8:30—5:00 p.m.

SHRM Learning System

Dates to be Determined for
Spring, 2013
6:00—9:00 p.m.

Recertification Training

Essentials of Leadership
April 9 (Corbin)
June 3 (Manchester)
9:00 a.m.—1:00 p.m.
(Additional Dates to be
Determined)

Cost per Person:

Essentials of HR—\$525
Learning System—\$925
Recertification training—
\$150 per topic



The SHRM Essentials of HR Management course can help employees and companies increase HR knowledge that is critical to overall business success.

- Attain **knowledge and practical HR skills** to effectively approach challenging HR issues.
- **Gain expertise in areas of HR** that are broader than the normal scope of your job.
- **Stay up-to-date** on the latest laws and regulations.
- Learn **techniques for handling HR challenges** through interactive case studies.
- Utilize the print materials and one-year access to the online tools as a **comprehensive source of HR information**.
- Earn up to **12 PHR/SPHR/GPHR recertification credit hours** and a certificate upon completion.

SHRM Learning System Prep Course (for PHR/SPHR)

The SHRM Learning System has been developed to maximize your experience, education, and skill set to provide you with the best chance to pass the exam. Designed by a team of subject matter experts, it covers the HR Certification Institute Body of Knowledge and includes printed modules, over 1,500 practice test questions, an Online Resource Center, case study and study tools to customize and guide your studies.

By attending our course, you will benefit from:

- A structured classroom environment
- An experience instructor
- Opportunities to network and learn from your peers

In Partnership with



HR: Leading People, Leading Organizations

HR RECERTIFICATION TRAINING

Once you have passed the PHR/SPHR/GPHR HRCI exam, you will need to stay up to date on developments in the human resource field. The following courses are available to assist HR professionals in meeting that goal.

- **Essentials of Leadership**
- **Building an Environment of Trust**
- **Creating a Service Culture: The Service Leader's Role**
- **Reviewing Performance Progress**
- **Setting Performance Expectations**

Each of these sessions are 4 hours in length and can also be taken individually for professional development.

For more information about these sessions or to register, please contact Donna Helton Grady at (859) 622-6716.



Eastern Kentucky University Training for Supervisors



“First Line Supervision Certificate Program”

Now that you’re a supervisor, you have most likely developed the technical skills required in your field. Your continued success now depends upon the ability to get things accomplished through others. EKU’s supervision program helps develop your interpersonal skills or “people skills” area. The programs are designed to offer a bridge between technical skills and supervising others to increase overall company performance. These classes are helpful for new supervisors, those without formal training, and workers who hope to move into a supervisory role in the future.

Classes Offered At:

EKU Richmond Campus
Perkins Building
521 Lancaster Avenue
Richmond, KY 40475

EKU Corbin Campus
Corbin By-pass/Hwy 3041
One Pennington Way
Corbin, KY 40701

EKU Manchester Campus
50 University Drive
Manchester, KY 40962

EKU Somerset Campus
46 Turpen Court
Somerset, KY 42503

All Classes are 9:00 a.m. to 4:00 p.m.

Our seminars can be taken as part of the Certificate program or as an individual professional development topic.

Course Tuition (includes materials)

- **3 Day Seminar** **\$380**
- **2 Day Seminar** **\$275**
- **1 Day Seminar** **\$250**
- **Computer Classes** **\$160**



“Basic Supervision Certificate”

The First Line Supervision Program begins with an 18-hour seminar (3 one-day classes), Basic Core Concepts I. Participants then select an additional 18 hours (3 days) of elective seminars—6 hours of which may be computer classes. This completes the Basic Supervision Certificate for a total of 36 hours. Basic Core Concepts I is required to receive the Basic Supervision Certificate.

“Advanced Supervision Certificate”

Advanced Supervision is the second phase of the program and consists of another 18-hour seminar (3 one-day classes), Advanced Core Concepts II. Participants then select an additional 18 hours (3 days) of elective seminars—6 of which may be computer classes—for a total of 36 hours of training. This completes the Advanced Supervision Certificate. Advanced Core Concepts II is required to receive the Advanced Supervision Certificate.

Elective Options:

- **Accident Prevention**
Highlights practical approaches to promote safety and prevent accidents in the workplace.
- **Business Writing**
Improve your written communication skills.
- **Coaching & Workplace Communication**
Assess employees' development needs and respond with appropriate leadership style.
- **Conflict Management**
Use communication skills to defuse conflict and solve problems. Learn how to respond successfully in a variety of situations that occur in the workplace.
- **Creative Problem Solving**
Learn how to effectively apply creative techniques for problem solving while capitalizing on your own creative talents.
- **Dealing with Difficult People**
This course emphasizes communication and flexible thinking as key methods of dealing with difficult people.
- **Effective Team Building**
Learn the practical framework required for building teams within a work unit.
- **Embracing your Emotional Intelligence**
Leaders will benefit from this course by understanding how aware they are of their emotions as well as those of others, how to deal with negative emotions, and how to utilize positive emotions to improve their leadership performance and that of their team.
- **Legal Issues for Supervisors**
Explore legal aspects and obligations of being a supervisor.
- **Managing Stress**
From burnout to performance...learn what causes stress, its effect on behavior, physical and mental health, and ways to alleviate stress.
- **Motivating Employees**
Learn practical leadership skills to increase employee motivation and performance.
- **Presentation Skills**
As a supervisor, having good presentation skills is a must...but it can also be intimidating to speak to a group. This two-day seminar provides the opportunity to develop your presentation style in a safe environment.
- **Sexual Harassment**
Led by a practicing attorney "policy to prosecution"...current issues that supervisors need to know for today's workplace.
- **Time Management**
Designed for anyone who wants to do a better job managing their time—both in the workplace and at home.
- **MS 2010**
Instructor-led Microsoft 2010 computer classes are also available. Only one computer class may count towards each certificate.



Microsoft 2010 Computer Classes

Richmond:

Excel Basic—February 15

Excel Intermediate—March 8

Excel Advanced—April 12

Outlook—April 19

Corbin:

Introduction to the Computer—
February 18

Excel Basic—March 25

PowerPoint Basic—April 1

Word Basic—April 29

Excel Intermediate—June 10

Manchester:

Introduction to the Computer—
February 4

Excel Basic—March 4

Word Basic—April 15

PowerPoint Basic—May 20

Somerset:

Introduction to the Computer—
February 13

Excel Basic—March 20

Word Basic—April 17

PowerPoint Basic—May 8



Eastern Kentucky University Training for Supervisors



Spring 2013 Class Schedule

Basic Core Concepts I

Core Concepts I provides participants the opportunity to learn vital skills needed to successfully supervise in today's ever-changing workplace. This course is based around the book *Taking the Step up to Supervisor* by Geoff Nichols and includes the following topics: Learning your New Role, Expectations of Supervision, Motivating and Coaching Others, and other critical issues.

Advanced Core Concepts II

Advanced Core Concepts II offers an opportunity for a supervisor to expand the concepts introduced in Core I through detailed examination and case-study experience. Added material includes the performance appraisal process, the changing workplace, legal aspects of supervision, and growing into management. Learn to make your best skills as supervisor become second nature.

Richmond:

- Basic Core Concepts I—*February 6, 7, & 12*
- Creative Problem Solving—*February 20*
- Conflict Management—*March 5*
- Emotional Intelligence—*March 19*
- Motivating Employees—*March 27*
- Sexual Harassment—*April 16*
- Managing Stress—*April 23*
- Time Management—*April 30*
- Advanced Core Concepts II—*Dates TBA*

Corbin:

- Legal Issues—*February 21*
- Interpersonal Communication Skills—*February 28*
- Managing Stress—*March 7*
- Presentation Skills—*March 21 & 28*
- Basic Core Concepts I—*April 11, 18, & 25*
- Advanced Core Concepts II—*May 7, 14, & 21*
- Accident Prevention—*May 9*
- Coaching & Workplace Communication—*May 23*
- Dealing with Difficult People—*June 6*

Manchester:

- Conflict Management—*February 11*
- Motivating Employees—*March 18*
- Sexual Harassment—*May 13*
- Creative Problem Solving—*June 17*

Somerset:

- Conflict Management—*March 27*
- Motivating Employees—*April 3*
- Dealing with Difficult People—*May 22*
- Sexual Harassment—*June 12*

QUALITY TRAINING

Failure Mode and Effects Analysis

Used in product development, systems engineering, reliability engineering and operations management for analysis of failure modes within a system, enabling a team to design those failures out of the system, reducing time and costs.

Introduction to Six Sigma (Two levels)

- Green Belt Certification -SSGB (42 Hrs.)
Body of knowledge expected of individuals preparing to take the ASQ Six Sigma Green Belt Certification.
- Yellow Belt (16 Hrs.)
Provides a basic knowledge of Six Sigma. An introduction to the process management and basic tools of Six Sigma.

Manufacturing Maintenance Certificate Program

- Developed in conjunction with the Bluegrass Business Consortium.
- Designed to provide basic and advanced training for new/ existing maintenance personnel. We recommend a blend of maintenance training and “on the job” work activities for participants to receive the full benefits of the program.
- Consists of a BASIC and ADVANCED Certificate. Each program involves completion of selected technical classes that cover a variety of topics and 3 modules of foundation classes to provide comprehensive training in basic skills and management tools to complement the technical content of the program.
- All technical modules stress the four keys of manufacturing maintenance: safety, OSHA, trouble-shooting, and preventive maintenance.



CNA PREP COURSE COMING SOON!
EKU Workforce Education is currently working with the Kentucky Cabinet for Health & Family Services and Lake Cumberland Regional Hospital in Somerset, KY to offer a Certified Nursing Aide prep course. This 75 hour course will consist of 59 classroom training hours, along with 16 hours of clinical practice. When completed, this program will prepare participants to sit for the board exam offered by the state of Kentucky. Upon CHFS program approval, this training will be offered at the ECU Somerset Campus in 2013. For more information, please contact Donna Helton Grady at (859) 622-6716.

Manufacturing Maintenance Spring 2013 Schedule

**Basic Technical Module # 3—
Electronic/Ladder Logic (36 hours)**
January 17—February 28, 2013
(No class January 31st, 2013)

**Basic Technical Module # 7 –
Plumbing (36 hours)**
March 12 — April 25, 2013
(No class April 2 and 4)

Classes are held on:
Tuesdays and Thursdays
3:30 to 6:30 p.m.

For more information or to register, contact:

Cheryl H. Juhasz
Workforce Education Consultant
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cheryl.juhasz@eku.edu

**Continuing Education & Outreach
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Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability, national origin or Vietnam era or other veteran status, in the admission to, or participation in, any educational program or activity which it conducts or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, 859-622-8020 (V/TDD), or the Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA.



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