

# CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

JULY - DECEMBER 2009



CORPORATE & COMMUNITY DEVELOPMENT

859.246.6666



KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

The Corporate & Community Development Office of Bluegrass Community & Technical College provides continuing education, recertification, and relicensure courses for a variety of professionals. Continuing Education Units (CEU's) will be awarded and participants will receive a Certificate of Completion to be used for recertification/relicensure requirements. Courses are offered throughout the year in the following topic areas:

- Child Care
- Dental Hygiene
- Dental Lab Technology
- Electrical
- Health Care
- HVAC
- Plumbing
- Respiratory Care

To remain competitive in today's world, new technical skills and certifications are often needed. We currently offer professional development training and/or exams in the following areas:

- Basic Welding
- Career & Workforce Training (Online)
- Computer Training
- HVAC: EPA Section 608 Certification Exam
- HVAC: R-410A Certification Exam
- HVAC: Journeyman Preparation Review
- Plumbing: State Plumbing Codes Review
- Surgical Technology: Certification Exam Review
- Welding Certification Exams

Courses may be offered online or at any one of our six campuses listed below so please note the location of the course when enrolling.

Cooper Campus  
470 Cooper Drive  
Lexington, KY 40506-0235

Danville Campus  
59 Corporate Drive  
Danville, KY 40422-9690

Leestown Campus  
164 Opportunity Way  
Lexington, KY 40511-2623

Lawrenceburg Campus  
1500 Bypass North, US 127  
Lawrenceburg, KY 40342-9465

Regency Campus  
2659 Regency Road  
Lexington, KY 40503-2922

Winchester-Clark County Campus  
2020 Rollings Hills Lane  
Winchester, KY 40391-1804

## REGISTER EARLY!

Sometimes excellent courses with expert instructors are cancelled when too many people wait until the last minute to register. Early registration reduces the likelihood of course cancellations so please register within 2 working days of the first class.

## ON-SITE-TRAINING

Many of our courses can be offered on-site at your location which allows entire teams or departments to be trained together. Group training is an exceptional way to solve team challenges and strengthen working relations among employees. Contact Donna Heath-Johnson, Project Manager for Continuing Professional Education at 859.246.6674 or via email at donna.heath-johnson@kctcs.edu for more information.

## INTERESTED IN TEACHING? HAVE AN IDEA FOR A NEW CLASS?

We are always seeking knowledgeable and enthusiastic instructors who are interested in developing and teaching new courses for us. If you are interested in teaching or have a particular class you would like to see offered in our next session, we would like to hear from you! Contact Donna Heath-Johnson at 859.246.6674 or via email at donna.heath-johnson@kctcs.edu.

## VISIT US ONLINE AT

[www.bluegrass.kctcs.edu/workforce/](http://www.bluegrass.kctcs.edu/workforce/)

## PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES

REGISTER BY CALLING 859.246.6666

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## CONTINUING EDUCATION

\*Participants may attend any or all four (4) sessions listed below. If all sessions are attended, participants will receive 14 hours of continuing education training with the understanding that 6 hours of outside work and observation are required. (14 Hours) \$84

### \*CHILD CARE – HOW TO BE A “DIVA” STORYTELLER (2 HOURS) \$12

Storytelling is an effective approach in teaching positive guidance in the classroom and a magical motivational tool. This class will build your storytelling skills and provide you with the knowledge to introduce your children to the joys of literacy. You will learn how to capture the attention of children, the importance of pre-reading, how to use literacy in transitions, and the steps to promoting a healthy literary environment. This is Session 1 of 4. *Maria Rutherford, BCTC Faculty, Level 5 Credentialed Trainer ~ Theme: (4) Learning Environment & Curriculum ~ CDA Subject Matter: (1) Planning a Safe, Healthy Learning Environment ~ Level 2 Training*

Date & Time: Thursday, August 27 ~ 6:30 – 8:30 pm

Location: Lawrenceburg Campus, Room 106

Registration Deadline: Tuesday, August 25

### \*CHILD CARE –THE MAGIC OF CHOOSING THE BEST STORY BASED ON THE ELLCOL (2 HOURS) \$12

How many ways can a story be told? This session will focus on creating a rich literary environment based upon the ELLCOL assessment tool while building upon your “diva” storytelling skills. You will gain effective skills in storytelling and reading aloud (including theatrical stories) as well as the use of flannel boards. You will also learn how to encourage children to be authors, storytellers, and illustrators themselves. This is Session 2 of 4. *Maria Rutherford, BCTC Faculty, Level 5 Credentialed Trainer ~ Theme: (4) Learning Environment & Curriculum ~ CDA Subject Matter: (2) Steps to Enhance Children’s Physical & Intellectual Development ~ Level 2 Training*

Date & Time: Thursday, September 17 ~ 6:30 – 8:30 pm

Location: Lawrenceburg Campus, Room 106

Registration Deadline: Tuesday, September 15

**\*CHILD CARE – BIBLIOTHERAPY: USING BOOKS TO HEAL  
(2 HOURS) \$12**

Books contain the power to heal. Learn what bibliotherapy is and how to effectively use this technique in your classroom to support a child's social and emotional development while promoting positive guidance. This is Session 3 of 4. *Maria Rutherford, BCTC Faculty, Level 5 Credentialed Trainer ~ Theme: (4) Learning Environment & Curriculum ~ CDA Subject Matter: (3) Positive Ways to Support Children's Social and Emotional Development ~ Level 2 Training*

Date & Time: Thursday, October 1 ~ 6:30 – 8:30 pm

Location: Lawrenceburg Campus, Room 106

Registration Deadline: Tuesday, September 29

**\*CHILD CARE – TEACHER CAFÉ: FACILITATED  
ASSESSMENT IN THE ROUND (2 HOURS) \$12**

During this session participants will collaborate as professionals about individual learning experiences and evaluate skills and knowledge in literacy. Participants will learn the value of assessment tools based on the Core Content Assessment tool for Early Childhood Professionals. An action plan will be written by each participant to outline goals for the pursuit of greater knowledge in literacy. This is Session 4 of 4. *Maria Rutherford, BCTC Faculty, Level 5 Credentialed Trainer ~ Theme: (3) Professional Development/Professionalism ~ CDA Subject Matter: (6) Maintaining a Commitment to Professionalism ~ Level 2 Training*

Date & Time: Thursday, October 15 ~ 6:30 – 8:30 pm

Location: Lawrenceburg Campus, Room 106

Registration Deadline: Tuesday, October 13

## BEING A JAMES BOND DIRECTOR CHILD CARE SERIES

\*\*Participants may attend any or all three (3) sessions. If all sessions are attended, participants will receive 12 hours of continuing education training with the understanding that 6 hours of outside work and observation are required. (12 Hours) \$72

### \*\*CHILD CARE – BEING A JAMES BOND DIRECTOR: ACTION, SET, EVALUATE! PROGRAM EVALUATION (2 HOURS) \$12

The critics are correct when they say you cannot change the economy, but what they do not say is that we can control our attitudes, and take steps to eliminate many negative variables that affect the success of our centers. In this session, we will discuss how the economy is affecting our centers and outline a plan to evaluate our programs. This will include review of procedures, staff, vendors, service quality, and marketing. This is Session 1 of 3. *Maria Rutherford, BCTC Faculty, Level 5 Credentialed Trainer ~ CDA Subject Matter: Strategies to Manage an Effective Program Operation ~ Level 3 & 4 Training*

Date & Time: Wednesday, September 23 ~ 12 noon - 2 pm

Location: Leestown Campus, Building A Room 129

Registration Deadline: Monday, September 21

### \*\*CHILD CARE – BEING A JAMES BOND DIRECTOR: ACTION, SET, EVALUATE! BIG BANG FOR BIG BUCKS (2 HOURS) \$12

Where are you going to get the most bang for the buck? We are going to explore this question as employers and parents. With a focus on mission statements and marketing, this session will examine ways to improve service for our children and families, while at the same time making our operations more financially efficient. This is Session 2 of 3. *Maria Rutherford, BCTC Faculty, Level 5 Credentialed Trainer ~ CDA Subject Matter: Strategies to Manage an Effective Program Operation ~ Level 3 & 4 Training*

Date & Time: Wednesday, October 21 ~ 12 noon - 2 pm

Location: Leestown Campus, Building A Room 129

Registration Deadline: Monday, October 19

**\*\*CHILD CARE – BEING A JAMES BOND DIRECTOR:  
ACTION, SET, EVALUATE! FULFILLING YOUR MISSION  
STATEMENT WITH AN ENERGIZED STAFF  
(2 HOURS) \$12**

Today's successful center requires a total team effort, and this session will focus on center culture, including team camaraderie. Discussion will include center culture and team building techniques to enhance staff and build your center toward your mission statement. This is Session 3 of 3.  
*Maria Rutherford, BCTC Faculty, Level 5 Credentialed Trainer ~ CDA Subject Matter: Strategies to Manage an Effective Program Operation ~ Level 3 & 4 Training*

Date & Time: Wednesday, November 18 ~ 12 noon - 2 pm

Location: Leestown Campus, Building A Room 129

Registration Deadline: Monday, November 16

**CHILD CARE – ONLINE TRAINING**

Kentucky Educational Television (KET) provides online training to help Kentucky's licensed, certified, and registered early childhood education professionals earn credit toward state licensing requirements. For additional information, please visit their website at [www.ket.org/childcare](http://www.ket.org/childcare) or contact Susan Hines-Bricker at 800.432.0951 x7278.

**DENTAL HYGIENE – MANAGEMENT OF MEDICAL  
EMERGENCIES IN THE DENTAL OFFICE (4 HOURS)  
\$80 (EARLY BIRD REGISTRATION BY 9/23)  
\$90 (AFTER 9/23)**

This course is designed to satisfy the KY State Dental Practice Act regarding the general supervision of dental hygienists, covering potential medical emergencies. Common emergencies will be addressed with emphasis placed on the immediate, non-pharmacological aspects of care. This course is KY Board of Dentistry approved for satisfying licensure requirements of dentists and hygienists. Participants will receive four hours of Category B continuing education. *Dr. Lawrence Chiswell, BCTC Faculty*

Date & Time: Friday, September 25 ~ 1 – 5 p.m.

Location: Cooper Campus, Oswald Building Room 224

## DENTAL LAB TECHNOLOGY (7 HOURS)

\$99 (EARLY BIRD REGISTRATION BY 11/18 FOR KDLA MEMBERS\*)

\$110 (EARLY BIRD REGISTRATION BY 11/18)

\$120 (AFTER 11/18)

Lecture topics include Flexible Partial Dentures, Gypsum Material Science, Laboratory Safety, and Implants. Participants will be able to earn all documented scientific credits for the year if attending the entire day; however, participants may attend individual sessions & documented scientific points from the National Board of Certification will be awarded accordingly. The fee remains the same regardless of the number of sessions attended.

*Morning coffee/donuts & box lunch included in course fee.*

Date & Time: Saturday, November 21 ~ 9 am – 5 pm

Location: Cooper Campus, Oswald Building Room 230

\*Must present KDLA Membership Card at check-in on 11/21

## ELECTRICAL – MASTER’S UPDATE (6 HOURS) \$65

Course instruction will include techniques used to calculate conductor ampacities, raceway fill, cooking equipment/branch circuit feeders, service main-feeders, and neutral sizing. GFCI, AFCI, changes to the National Electrical Code and safety practices will also be discussed. Lunch provided. *Bobby Royalty, BCTC Faculty*

Saturday, July 11 ~ 8 am-3 pm ~ Leestown Campus, Building M Room 115

Saturday, August 8 ~ 8 am-3 pm ~ Danville Campus, Room 134

## ELECTRICAL – MASTER’S UPDATE (6 HOURS) \$65

Course discussion will include a NEC 2008 review focusing on conductors, conduit, and motors in addition to new technology in the areas of lighting and solar voltaic cells. Lunch provided. *Zac Carter, Adjunct Faculty*

Date(s) & Time: Monday/Tuesday, October 19 & 20 ~ 5:30-8:30 pm

Location: Leestown Campus, Building A Room 200

## ELECTRICAL – MASTER’S UPDATE (6 HOURS) \$65

Course discussion will include motor branch circuit calculations and transformer calculations. Lunch provided. *Bobby Royalty, BCTC Faculty*

Date(s) & Time: Saturday, December 12 ~ 8 am-3 pm

Location: Danville Campus, Room 134

## HEALTH CARE (ONLINE TRAINING)

Accredited certificate programs for nurses and other health care professionals are offered through our online partner Education To Go™. Continuing education hours can be earned in the following areas:

- Bioenergy & Spiritual Healing
- Complementary & Alternative Medicine
- Spirituality, Health, and Healing
- End of Life Care
- Gerontology
- Growth & Development Through the Lifespan
- Legal & Ethical Issues in Nursing
- Oxygenation Issues
- Pain Assessment & Management
- Perinatal Issues

Please visit our website at [www.ed2go.com/bluegrass](http://www.ed2go.com/bluegrass) for course descriptions, contact hours, fees, and start date information.

**HVAC – TROUBLESHOOTING A 90% FURNACE/  
DELIVERING EXCELLENT CUSTOMER SERVICE  
(8 HOURS)**

**\$100 (EARLY BIRD REGISTRATION BY 7/10)**

**\$150 (AFTER 7/10)**

Course discussion will include instruction on equipment & tools used to perform the job, tips to make the job less time consuming and more profitable, and the 10 most important rules to remember when it comes to providing excellent customer service. Meal provided first night of class.

*Jason Schul, Adjunct Faculty*

Date(s) & Time: Tuesday/Thursday, July 14 & 16 ~ 5–9 pm

Location: Leestown Campus, Building M Room 136

**HVAC – HEAT LOADS (8 HOURS)**

**\$100 (EARLY BIRD REGISTRATION BY 9/24)**

**\$150 (AFTER 9/24)**

This course will include a hands-on manual load workup of a sample house and the various aspects that may affect heat gain/loss. Meal provided first night of class. *Tim Hubbard, Adjunct Faculty*

Date(s) & Time: Monday/Wednesday, October 5 & 7 ~ 5:30 – 9:30 pm

Location: Leestown Campus, Building M Room 122C

**PLUMBING – ADULT CPR/FIRST AID/BLOODBORNE  
PATHOGENS (8 HOURS)**

**\$100 (EARLY BIRD REGISTRATION BY 7/9)**

**\$150 (AFTER 7/9)**

Participants will learn to administer CPR as well as the skills needed to recognize and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive. In addition, participants will learn the proper measures to take when exposed to blood or other body fluids that could cause infection. Lunch provided. *Woody Ball, Adjunct Faculty*

Date(s) & Time: Saturday, July 11 ~ 8 am-4:30 pm

Location: Leestown Campus, Building M Room 136

**PLUMBING – FUEL GAS & BUILDING CODES/SITE  
SAFETY & AWARENESS (8 HOURS)**

**\$100 (EARLY BIRD REGISTRATION BY 8/6)**

**\$150 (AFTER 8/6)**

Discussion will include septic tanks and sewer gases, plumbing code revisions, plumbing tools and trenching, and backflow preventer valves. Site safety training will include personal protective equipment, general construction guidelines, hoists and scaffolding, and excavation safety. Lunch provided. *James Griffith, Division of Plumbing & Woody Ball, Adjunct Faculty*

Date(s) & Time: Saturday, August 8 ~ 8 am-4:30 pm

Location: Leestown Campus, Building M Room 136

**PLUMBING – FUEL GAS & BUILDING CODES/SITE  
SAFETY & AWARENESS (8 HOURS)**

**\$100 (EARLY BIRD REGISTRATION BY 9/10)**

**\$150 (AFTER 9/10)**

Discussion will include septic tanks and sewer gases, plumbing code revisions, plumbing tools and trenching, and backflow preventer valves. Site safety training will include personal protective equipment, general construction guidelines, hoists and scaffolding, and excavation safety. Lunch provided. *James Griffith, Division of Plumbing & Woody Ball, Adjunct Faculty*

Date(s) & Time: Saturday, September 12 ~ 8 am-4:30 pm

Location: Leestown Campus, Building M Room 122AB

## PLUMBING – COMPUTER FAMILIARIZATION (8 HOURS)

\$100 (EARLY BIRD REGISTRATION BY 10/15)

\$150 (AFTER 10/15)

This hands-on course is designed for the user with little or no computer experience. Course discussion will include basic computer terminology, opening/closing a program and shutting down Windows, understanding the control panel and dialog boxes, Internet features, and using email. Meal provided the first night of class. *Connie Rine, BCTC Staff*

Date(s) & Time: Monday/Wednesday, October 12 & 14 ~ 5:30-9:30 pm

Location: Leestown Campus, Building N Room 119

## PLUMBING – INTRODUCTION TO THE INTERNET

(8 HOURS)

\$100 (EARLY BIRD REGISTRATION BY 11/12)

\$150 (AFTER 11/12)

This hands-on course will provide an overview of the Internet with participants browsing websites, searching and downloading information from the Web, managing favorite links, sending and receiving instant messages, and communicating via email. Meal provided first night of class.

*Connie Rine, BCTC Staff*

Date(s) & Time: Monday/Wednesday, November 16 & 18 ~ 5:30-9:30 pm

Location: Leestown Campus, Building N Room 119

## PLUMBING – ADULT CPR/FIRST AID/BLOODBORNE PATHOGENS (8 HOURS)

\$100 (EARLY BIRD REGISTRATION BY 12/10)

\$150 (AFTER 12/10)

Participants will learn to administer CPR as well as the skills needed to recognize and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive. In addition, participants will learn the proper measures to take when exposed to blood or other body fluids that could cause infection. Lunch provided. *Woody Ball, Adjunct Faculty*

Date(s) & Time: Saturday, December 12 ~ 8 am-4:30 pm

Location: Leestown Campus, Building M Room 122AB

## **RESPIRATORY CARE – INTRODUCTION TO CHEST X-RAY INTERPRETATION (ONLINE) \$10**

Designed for the working therapist, this presentation consists of 44 narrated slides and 11 multiple-choice questions presented by Ron Wasielewski, M.S.Ed, RRT, BCTC Associate Professor of Respiratory Care. Successful completion will result in the awarding of two (2) CEU's approved by the KY Board of Respiratory Care (KBRC). To begin the course, please go to the following website: <http://district.bluegrass.kctcs.edu/ron.wasielewski/xray-ceu.htm>.

## **RESPIRATORY CARE – INTRODUCTION TO EVIDENCE BASED PRACTICE (ONLINE) \$7**

Topics discussed include the definition of EBP, why EBP is important in caring for patients, the five levels of evidence, differentiating between Disease Oriented Evidence (DOE) & Patient Oriented Evidence that Matters (POEM), and describing a clinical trial. Successful completion will result in the awarding of one (1) CEU approved by the KY Board of Respiratory Care (KBRC). To begin the course, please go to the following website: <http://district.bluegrass.kctcs.edu/ron.wasielewski/EBP.html>.

# PROFESSIONAL DEVELOPMENT

## BASIC WELDING (25 HOURS) \$395

This course is designed for the individual who has little or no welding experience and will discuss the basics of MIG welding including safety, machine settings, modes of transfer (short-circuit, globular, spray transfer), types of gases, metallurgy, joint design, and various welding positions. Participants will be provided with a textbook and all supplies including welding gloves, helmet, jacket, cutting glasses, and goggles. *Jamie Mattox, Adjunct Faculty*

Date(s) & Time: Wednesdays, September 9-November 11 ~ 5:30-8:00 pm

Location: Leestown Campus, Building S Room 116

## COMPUTERS – COMPUTER BASICS FOR THE ABSOLUTE BEGINNER (8 HOURS) \$50

Participants will learn the parts of the computer and basic computer terms, be given instruction on how to use a mouse and keyboard, and introduced to the Internet. Class is limited to 10 participants. *Donna Heath-Johnson, BCTC Staff*

Date(s) & Time: Monday/Wednesday, October 19, 21, 26, 28 ~ 5:30-7:30 pm

Location: Leestown Campus, Building N Room 119

To register: Contact Donna Heath-Johnson, 859.246.6674

## HVAC – EPA SECTION 608 CERTIFICATION EXAM \$80

Federal regulations require that persons who work with regulated refrigerants are certified to do so. This certification exam verifies that the individual has read and understands the requirements of the Federal Clean Air Act. *Fee includes preparatory manual.*

Date & Time: By appointment....call 859.246.6674

Location: Leestown Campus, Building S Room 111

## HVAC – R-410A CERTIFICATION EXAM \$90

Certification requires a complete understanding of the safe handling, proper charging, operating characteristics, proper applications, and general use of R-410A refrigerant. *Fee includes preparatory manual.*

Date & Time: By appointment....call 859.246.6674

Location: Leestown Campus, Building S Room 111

## HVAC – HVAC REVIEW FOR JOURNEYMAN PREPARATION (45 HOURS) \$405

This course is a series of lectures, discussions, and presentations pertaining to the proper application of HVAC codes and will help prepare the individual for the KY Journeyman HVAC Mechanic exam. A textbook list will be provided upon registration. *Tim Hubbard, Adjunct Faculty*

Date(s) & Time: Monday/Wednesday, October 14-December 12 ~  
5:30-8:30 pm

Location: Leestown Campus, Building M Room 122C

To register: Contact Donna Heath-Johnson, 859.246.6674

## CAREER & WORKFORCE TRAINING (ONLINE)

Online learning is available through our partnership with Education To Go™ and can be completed in the comfort of your own home at any time of the day or night. These instructor-facilitated courses are informative, fun, convenient, and highly interactive. Course areas include, but are not limited to, the following:

- The Internet
- Graphic Design
- Personal Finance
- Art, History, Psychology, & Literature
- Law & Legal Careers
- Basic Computer Literacy
- Web Page Design
- Digital Photography & Digital Video
- Child Care & Parenting
- Health Care, Nutrition, & Fitness
- Grant Writing & Nonprofit Management

Courses run for six weeks and you may register up to 10 days after the class starts. Classes begin once a month: July 15, August 19, September 16, October 21, November 18, and December 16. Please visit [www.ed2go.com/bluegrass](http://www.ed2go.com/bluegrass) for demonstrations, prerequisites, required software, and to begin the enrollment process.

## PLUMBING – STATE PLUMBING CODES REVIEW (36 HOURS)

**\$100 (EARLY BIRD REGISTRATION)**

**\$150 (LATE REGISTRATION)**

This course is a thorough review and discussion of the 2007 Kentucky State Plumbing Law, Regulations, and Code Book. A Code Book and workbook are provided.

Date(s) & Time: To be announced in separate mailing

Location: Leestown Campus

## **SURGICAL TECHNOLOGY – CERTIFICATION EXAM REVIEW (20 HOURS) \$250**

This course will focus on the review of Surgical Technology concepts with emphasis on the preparation for the National Board of Surgical Technology and Surgical Assisting Certification Exam. During this course the student will receive information regarding the CST application process, eligibility, testing centers, and continuing education requirements, in addition to test taking strategies. The student will also be exposed to concepts involved with peri-operative care, intra-operative procedures, post-operative procedures and basic science such as anatomy & physiology, microbiology and pharmacology. Prerequisites: current or previously certified Surgical Technologist, graduate of a surgical technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), or graduate of a surgical technology program accredited by the Accrediting Bureau of Health Education Schools (ABHES). *Fee includes textbook.*

*Kevin Craycraft, BCTC Faculty*

Date(s) & Time: Course will be offered in Spring 2010

Location: Leestown Campus

## **WELDING CERTIFICATION EXAMS \$175 PER EXAM**

Individuals are given the opportunity to test to certification standards (vertical and/or overhead) for Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW).

Examinees must provide their own safety equipment due to OSHA safety regulations. *Alan Mattox, BCTC Faculty*

Date & Time: By appointment....call 859.246.6674

Location: Leestown Campus, Building S Room 116

## REGISTRATION INFORMATION

**FEES:** Registration fees are listed with each class description and include all instructional materials unless otherwise noted. Fee payment by fax, mail, phone, or in-person completes the registration process and ensures your place in the class. Your payment is confirmation of your enrollment in the class. You may call the office (859.246.6666) to confirm your registration or for more class information.

**TO REGISTER:** Pre-registration is required for all classes and you are encouraged to register early to reserve a space in the class(es) you want. There are four easy ways to register...

**FAX.** Fax a completed registration form to 859.246.6664 and include your credit card number and expiration date at the bottom.

**MAIL.** Mail a completed registration form and payment to Bluegrass Community & Technical College, Attn: Corporate & Community Development, 164 Opportunity Way, Lexington, KY 40511-2623.

**PHONE.** Call 859.246.6666 to register using a credit card.

**WALK-IN.** Register in-person by coming to the CCD Office located on the Leestown Campus (164 Opportunity Way, Lexington) in Suite N121. We accept cash, checks, money orders, and credit cards.

**INCLEMENT WEATHER:** In the event of severe weather conditions, please tune to local radio or television stations or visit our website at [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu) for the official closure of the college. If the college is closed, all continuing education courses will be rescheduled.

**PARKING:** Please observe all parking signs and park in areas designated as "Student Parking."

**REFUNDS:** Unless otherwise noted, full refunds will be given if requested 2 working days prior to the first class. Failure to attend does not constitute withdrawal. Credit card refunds take 24 hours. Cash and check refunds require a social security number and take 4-6 weeks to process.

**OFFICE HOURS ~ MONDAY - FRIDAY, 8 A.M. - 5 P.M**

# REGISTRATION FORM FOR CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer \_\_\_\_\_

Course Title \_\_\_\_\_

Start Date \_\_\_\_\_ Fee \_\_\_\_\_

Method of Payment: Cash \$ \_\_\_\_\_ Check # \_\_\_\_\_

Money Order # \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp \_\_\_\_\_

Invoice (Company & PO #) \_\_\_\_\_

Receipt Required \_\_\_\_\_ Yes \_\_\_\_\_ No

Office Use Only:

\_\_\_\_ Account String: 68030-41110-01-701060-01300-37001 Cont. Ed.

\_\_\_\_ Account String: 68030-41110-01-701060-01300-80308 Ed To Go™



Bluegrass Community and Technical College (BCTC) is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by Marilyn Childre, Bluegrass Community and Technical College, 202 B Oswald Bldg, Cooper Drive, Lexington, KY 40506, 859.246.6200.

Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by Marilyn Childre, Assistant to the President, as required by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Questions concerning compliance with regulations may be directed to the Bluegrass Community and Technical College's Assistant to the President or to the Director of the Office of Civil Rights, U.S. Department of Education, Philadelphia, PA.

BCTC is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the BCTC's Student Affairs Office or the Assistant to the President.

Questions about admission to BCTC should be directed to the Admissions Office.

BCTC offers two-year Associate in Arts (A.A.) and Associate in Science (A.S) degrees or students can earn an Associate in Applied Science (A.A.S.) degree, diploma or certificate in more than 45 technical areas.

Official curricula, policies and procedures are contained in the 2006-2007 Bluegrass Community & Technical College Catalog. BCTC will follow all published deadlines. The College reserves the right to change course offerings and to cancel any course not selected by a sufficient number of students at the time offered.

A College of KCTCS.