



# Workforce Training and Continuing Education



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CYBERSECURITY 8

CNA TRAINING 10

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# Learning Through Technology

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SPRING 2022

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# WORKFORCE TRAINING

SPRING 2022

CONTINUING EDUCATION and PERSONAL ENRICHMENT Classes

## To our community:

Hello! I'm Heather Devasirvatham, Operations Coordinator for Workforce Training & Community Education. I love helping people as they strive to fulfill their goals, whether I'm working with customers directly or behind the scenes to ensure a positive experience for them. My role at WTCE includes customer service, managing our registration database, and data collection and analysis used to determine improvement opportunities. Thanks for taking the time to get to know me - I look forward to connecting with you!



Our goal is to help you along the way to where you want to go in life. We are your life-long learning partner and we're happy to provide training opportunities to explore a new career, learn a new skill, or simply enrich your life. We've expanded our programs to be more accessible; whether its online or in person, we hope to see you in a training program soon.

Please contact us with questions, or if you need any assistance, via email at wtce@cei.edu or call 208.535.5345. Sign up on our website to learn about new classes first: [www.cei.edu/wtce](http://www.cei.edu/wtce).

– CEI Workforce Training Team



ENSURE YOUR SUCCESS

### CEI Workforce Training delivers innovative customized solutions:

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- Traditional and Registered Apprenticeships
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- Continuing Education Credits (CEU's)

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# BUSINESS and PROFESSIONAL



## Accounting and Bookkeeping

### QuickBooks

Learn the practical skills necessary to succeed in a bookkeeping role. Provides comprehensive instruction within the QuickBooks program to give a strong base for the QuickBooks Certified User Exam for students interested in taking the exam.

\$499 Peggy Green  
6092 Online 2/14 - 5/9

### QuickBooks Basics

This basic course will provide instruction within the QuickBooks Program covering accounting principles, working with customers and vendors and doing banking. Students will feel comfortable navigating basic entries within QuickBooks software program at the completion of this course.

\$245 Peggy Green  
6093 Online: 3/7 - 4/18

### Introduction to Payroll

An introduction to payroll accounting including setting up a new employee, calculating pay, figuring federal and state income tax withholding, FICA taxes and voluntary deductions from employee's pay. Employer payroll expenses such as federal and state unemployment taxes will be covered as well as periodic and year end payroll reporting. A comprehensive project will be completed in QuickBooks to wrap up this course.

\$525 Peggy Green  
6094 Online: 2/15 - 5/10

## Fundamentals of Accounting

An introduction to the basic concepts and standards underlying financial accounting systems including analyzing transactions, the accounting cycle, preparing financial statements and their interpretations. Book included in course cost; students should expect to spend a minimum of 10 hours per week (120 hours in total) on the course to ensure they can gain the necessary skills.

\$549 Peggy Green  
6091 Online: 2/14 - 5/9

## Career Development

### Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned.

\$495 Jeff Kritzer  
6207 Online 2/7 - 4/29  
6208 Online 4/4 - 7/1

## Certificate in Customer Service

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

\$245 Nanette Sanders-Cobb  
6227 Online 2/7 - 4/1  
6228 Online 4/4 - 5/29

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June 27<sup>th</sup> - July 1<sup>st</sup> • July 11<sup>th</sup> - 15<sup>th</sup>

REGISTRATION WILL START APRIL 15<sup>TH</sup>  
REGISTER ONLINE AT CEI.EDU/WTCE

## Professional Software Training

# Develop Standout Software Skills

Most professionals use software products on a daily basis and utilize only the most basic functionality. In these information-packed sessions discover what you have been missing! In just one or two days, upgrade your skills and harness the power of these tools to increase your productivity and efficiency.

**LEVEL 1:** For everyone who uses any of the programs at any level. Learn new information, tips and tricks using the most commonly used functions.

**LEVEL 2:** For professionals who need to perform more complex tasks. Learn more about advanced functions such as data analysis, customization of documents, mail merge, and multimedia presentations.

**LEVEL 3:** For those who want to master MS Office programs and use all available functionality. For increased efficiency, learn to use advanced queries, automate functions, forecast data and create macros.

Chelisse Sessions has more than 25 years of experience in corporate training and courseware development, traveling extensively to teach for Fortune 500 companies.

12 month online access and workbook included with each class

These classes are presented in a live, online format over several 3-hour sessions and there are also in-person sessions available; choose the best option for you.

You don't need to have your own copy of Microsoft Office; you'll be able to access the required software through your computer and a strong internet connection. This class will be completely online using web conferencing software.

Online: Tue, Wed, Thu  
9:00 AM - 12:00 PM

### Word Level 3

Learn to use images in a document, create custom graphic elements, collaborate on documents, add reference marks and notes, add cross references and table of content, secure a document, create and manipulate forms, and create macros to automate tasks.

\$199 Chelisse Sessions

### Excel Level 1

Learn fundamental Excel 2016 skills like creating and developing worksheets and workbooks, as well as how to perform calculations, format and modify worksheets and to print and manage workbooks.

\$199 Chelisse Sessions

### Excel Level 2

Leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. Learn to create advanced formulas, analyze data by using functions and conditional formatting, organize and analyze datasets and tables, visualize data by using charts, and analyze data by using PivotTables, slicers, and PivotCharts.

\$199 Chelisse Sessions

### Word Level 1

Learn fundamental Microsoft Word skills including creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content and tips and tricks.

\$199 Chelisse Sessions

### Word Level 2

Learn to create and modify complex documents and use tools that allow you to customize. Organize content using tables and charts, customize formats using styles and themes, insert content using quick parts, SmartArt and WordArt, use templates to automate document formatting, control the flow of a document, simplify and manage long documents, and use mail merge to create letters, envelopes, and labels.

\$199 Chelisse Sessions

### Excel Level 3

Perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality. Learn to work with multiple worksheets and workbooks simultaneously, use Lookup functions and formula auditing, share and protect workbooks, automate workbook functionality, create sparklines and map data, and forecast data.

\$229 Chelisse Sessions

### Excel – Data Analysis with PivotTables

Upon successful completion of this course, you will be able to use Excel 2016 advanced PivotTable functionality to analyze your raw data. You will: prepare data for PivotTable reporting and create PivotTables from various data sources, analyze data using PivotTables, and work with PivotCharts. Book is included in the tuition cost.

\$125 Chelisse Sessions

### PowerPoint Level 1

Create and deliver engaging multimedia presentations that convey your message through the use of text, graphics, and animations. Develop a PowerPoint presentation, perform advanced text editing operations, add graphical elements to your presentation, modify objects in your presentation, add tables to your presentation, add charts to your presentation, and prepare to deliver your presentation.

\$199 Chelisse Sessions

### PowerPoint Level 2

Upon completing this course, you will be able to customize the PowerPoint 2016 application and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations. You will: modify the PowerPoint environment, customize design templates, add SmartArt to a presentation, work with media and animations, collaborate on a presentation, customize a slide show, secure and distribute a presentation. Book is included in the tuition cost.

\$199 Chelisse Sessions

### Google G-Suite

The office productivity apps that comprise Google G Suite™ support both real-time and asynchronous collaboration. In this course, take your basic knowledge of Google Suite and kick it up to the next level! Learn how to collaborate in Gmail™, Google Drive™, Google Docs™, Google Slides™, Google Drawings™, Google Sheets™, Google Forms™, Google Hangouts™, Google Calendar™, and Google Sites™—and work within their respective environments.

\$199 Chelisse Sessions

## Real Estate Pre-License Bundle

Take 2 classes for \$645 – and SAVE!

### Sales Prelicense Module 1 - M1001

Study of fundamental real estate concepts. Module 1 is intended for the beginner in real estate who has little, if any, previous knowledge in this field. A solid core of fundamental concepts will be studied. This course partially fulfills the educational requirements for a salesperson's license. Completion of module 1 and 2 will satisfy the educational requirements for a salesperson's license. Books and Materials included!

\$399 Kathy Martin

5673 Mon, Tue, Wed, Thu 5:30 PM - 9:30 PM  
1/24 - 2/10

### Sales Prelicense Module 2 - M2001

Module 2 is designed for the real estate student who has a basic understanding of the fundamental concepts of real estate. It is a study of the knowledge and applied skills involved in the listings, selling, buying and closing of residential property. The intent is to prepare students to perform satisfactorily as a beginner in the real estate business. Completion of module 1 and 2 will satisfy the educational requirements for a salesperson's license. Books and Materials included!

\$399 Kathy Martin

5674 Mon, Tue, Wed, Thu 5:30 PM - 9:30 PM  
2/14 - 3/3



### Introduction to Game Design

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design, and how it can be applied in your field.

\$245 Jean Haefner

6289 Online 2/7 - 3/4  
6290 Online 4/4 - 4/29

### Power BI Certificate

Gain insights into your data using business intelligence software - Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time. Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using relationships and DAX (Data Analysis Expressions). Utilize Time Intelligence functions to view YoY or YTD reports. Add user friendly features to enhance your reports and analyze your results. This certificate will enhance your skills in data analysis, giving you greater insight into your organization's performance and allowing you to make more informed decisions.

\$495 Marion Williams

6395 Online 2/7 - 4/29  
6396 Online 4/4 - 7/1

### Commission Core 2021 - C2021

A required course developed by the IREC to update licensees on legislative, legal, and hot topics from the year. This course changes annually and the new version is released every July 1.

\$49 Kathy Martin

6095 Wed 8 AM - 12 PM 3/16

### Administrative Office Assistant Career Prep

In this course, we will discuss and become proficient in the skills necessary to succeed as an administrative office assistant, including office etiquette, reception skills, technology, correspondence, calendar management, bookkeeping, travel planning, and other duties performed by an assistant.

\$1,195

5741 Online

## Marketing and Social Media

### Digital Marketing Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

\$495 Dan Belhassen

6253 Online 2/7 - 4/29  
6254 Online 4/4 - 7/1



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## Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

\$495	Jennifer Selke
6163 Online	2/7 - 4/29
6164 Online	4/4 - 7/1

## Google Analytics

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

\$195	Susan Hurrell
6263 Online	2/7 - 3/4
6264 Online	4/4 - 4/29

## Management and Leadership

### Managing Generations in the Workplace

Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace. Come explore the characteristics of the different generations in the workplace. Discover the current motivations of Boomers, Gen Xers and Gen Yers and what messages they value. Then Identify practical, how-to tips and techniques for managing Boomers, Gen Xers, and Gen Yers in the workplace.

\$175	Kassia Dellabough
6200 Online	4/4 - 4/29

### Grant Writing

The Certificate in Grant Writing course is perfect for anyone wanting to learn the essentials of writing or acquiring grants for private, public, or government use. If you are thinking of starting a business that utilizes grants, learning the essentials of writing, researching, obtaining, maintaining, operations and strategies within the grant system is imperative. Books included.

\$2,295	
5716 Online	

## Six Sigma Green Belt Certificate

Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects.

\$495	Scott Follett
6332 Online	2/7 - 4/29
6333 Online	4/4 - 7/1

## HR Certification Prep Course

Become a certified HR Professional and prove your knowledge, competency and value to colleagues and employers looking for a competitive edge in today's global economy. Wherever your career takes you, your certification will define you as an HR expert and leader. Prepare for the HRCI PHR/SPHR and the SHRM CP/SCP exams with classes led by local HR professionals and online study materials and practice tests.

\$795	Stephanie Cecil
6089 Wed 6 PM - 9 PM	2/9 - 5/18

## Crucial Conversations

Whenever you're not getting the results you're looking for, it's likely a crucial conversation is keeping you stuck. A crucial conversation is a discussion between two or more people where the stakes are high, opinions vary, and emotions run strong. These conversations—when handled poorly or ignored—lead to strained relationships and dismal results. Learn in just two days how to broach difficult subjects and come out with positive outcomes. Crucial Conversations by VitalSmarts is presented by Sam Peterson, Delivery and Development Training Manager at INL. Sam has been trained and is authorized to teach this course by VitalSmarts.

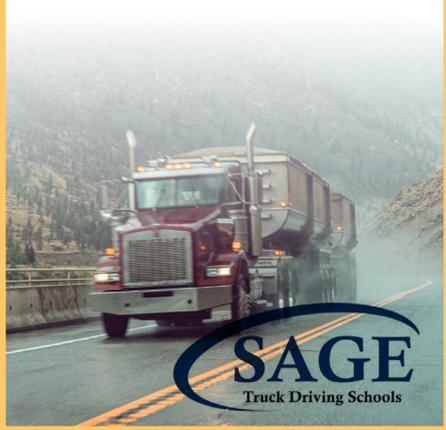
\$595	Sam Peterson
5672 Fri 8 AM - 5 PM	3/4 - 3/11

## COMING 2022

College of Eastern Idaho & Sage Truck Driving Schools have partnered to offer **"Professional Truck Driver Training"**

We will be offering Class A & B license training along with specialized and refresher training  
For more information call or email

**Matt Bates**  
208-535-5487  
matt.bates@cei.edu



## Leadership Academy

Take 3 classes for \$659 – and SAVE!

### Writing in Business

An exploration of writing as process, this class is meant for new or developing professionals. Learn to refine your writing skills in a business environment, communicate more effectively, and get your point across! You'll learn the importance of rewriting (rather than just writing) along with work on overcoming some of the most-common errors that editors see. This short but intense class will take you to the next level.

\$295 Barney Hadden

5850 Wed 8 AM - 12 PM 2/16

### Professionalism & Ethics

In this rapidly changing world, how do you know what the right move might be? Good gut instincts or a great moral upbringing are not sufficient. We will talk about potential traps you might run into, and explore tools for recognizing and handling them well.

\$295 Linda Montgomery

6102 Wed 8 AM - 12 PM 3/16

### Supervision 101

Supervisors are critical to influencing and leading a team to success. Setting team goals, maintaining discipline, and providing feedback, all while avoiding legal landmines, can be a daunting task. This class will provide you with the "tools in your toolbox" to successfully navigate the world of supervision, managing, and building up a strong team.

\$295 Stephanie Cecil

6134 Wed 8 AM - 12 PM 4/13

### Project Management Professional (PMP) Exam Prep

This course will provide experienced project managers with the knowledge and skills necessary to successfully complete the Project Management Institute's nationally recognized Project Management Professional (PMP) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the PMP exam.

\$2,375

5758 Online

### How to be an Entrepreneur

Curious about entrepreneurship, but not sure where to start? This course is designed to provide an educational basis for you to build a business while learning principles and practices that will enable you to create the foundations of a thriving business. No previous business or entrepreneurship experience needed.

\$175 Austin Wood

6121 Tue, Thu 6 PM - 7:30 PM 2/1 - 2/24

### Starting & Elevating a Successful Business

Starting and Elevating a Successful Business teaches entrepreneurs the basic principles of creating and elevating your business through the various stages of development and growth.

Critical tools crafted to ELEVATE YOUR BUSINESS include:

- Elevator Pitch
- Vision & Mission Statements
- Unique Selling Proposition / SWOT Analysis
- Business Plans and Growth Strategies

Done in collaboration with the Small Business Development Center, the Idaho Innovation Center, and CEI.

\$199 Bryan Magleby

Tues 6 PM - 7:30 PM 2/15 - 3/15

### Growing a Business to the Next Level

GROW YOUR BUSINESS is an intense 10-week interactive course designed for entrepreneurs eager to learn the skills necessary to GROW an EXISTING Business and take it to the NEXT LEVEL! Skills learned in this course to GROW YOUR BUSINESS include:

- Building Your Business Team
- Creating and Executing a Business Plan
- Strategic Marketing
- Positioning your Product/Service for Growth
- Implementing Financial Controls & Strategies
- Unleashing the Power of Financial Statements

Done in collaboration with the Small Business Development Center, the Idaho Innovation Center, and CEI.

\$395 David Noack

Tues 2 PM - 5 PM 3/29 - 5/31

## Management Academy

Take 3 classes for \$659 – and SAVE!

### Writing for Managers

Do you have previous professional experience with writing emails and proposals, but still want to do more? Gain the skills for a more sophisticated writing style, including understanding the problem of multiple audiences, believability, and voice. This is a great class for existing supervisors or managers.

\$295 Barney Hadden

5851 Wed 8 AM - 12 PM 2/23

### Contracts for Business

Gain an understanding of the various approaches, tools, and strategies used in purchasing and contracting. Legally binding purchase orders and contracts must have essential elements in order to be enforced in a court of law. You will learn basic terms and concepts and explore steps in the purchasing and contracting process. This class is created for managers and professionals who purchase and create contracts for their business currently or even in the future.

\$295 Don Stevens

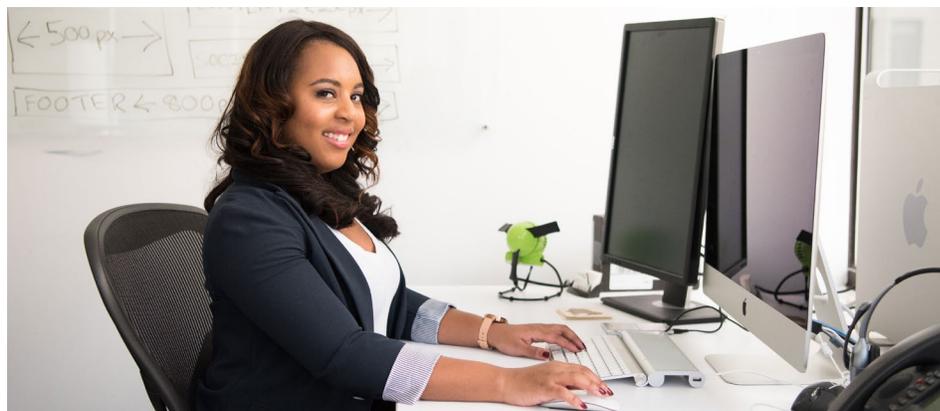
6122 Wed 8 AM - 12 PM 3/30

### Managing Employee Performance

Performance management plays a critical role in any successful business. It provides an opportunity for impactful dialogue to advance employee careers and strengthen employee manager relationships. A performance appraisal is also an opportunity for the organization to recognize employee achievements and future potential. Even experienced managers should sharpen their performance appraisal skills. This class will teach you how to coach, motivate, observe, and evaluate your employees.

\$295 Stephanie Cecil

6135 Wed 8 AM - 12 PM 4/20



# COMPUTER and TECHNOLOGY

## Cyber Security

### CEI Cybersecurity Bootcamp Powered By Cybint

The Cybersecurity Bootcamp is your first step towards a future-proof career in cybersecurity - one of the most in-demand careers in tech. Created by military veterans and educators, Cybint's accelerated program does not require any prior knowledge in IT to successfully prepare you for entry-level jobs. Its proven methodology combines the best of both online self-paced activities and live sessions with a Cybint-Trained Facilitator. This course includes 480 hours of interactive content including over 100 different lab exercises that take you from novice to acing your next job interview. The Bootcamp curriculum is also recognized by CertNexus for CFR and aligned with CompTIA for Security+.

\$3,950

6451 Online: Mon, Thu 5:00 - 9:00 PM 3/14 - 9/1  
6452 Online: Tue, Fri 5:00 - 9:00 PM 3/15 - 9/2

### Certified Information Security Manager (CISM)

The ISACA Certified Information Security Manager (CISM) exam is designed to certify the competency of security professionals to manage designs; oversee and assess an enterprise's information security. The exam covers competency in the following domains: Information Security Governance; Information Security; Incident Management; Information Risk Management and Compliance; Information Security Program Development and Management.

\$599

5264 Online

### Certified Information Systems Auditor (CISA)

The ISACA Certified Information Systems Auditor (CISA) exam is designed to certify the competency of security professionals to audit, control, monitor, and assess information technology and business systems. It covers process of auditing information systems governance and management of IT; protection of information assets; maintenance and service management; information systems operations; and much more.

\$599

5266 Online



## Programming

### Data Engineering in partnership with Promineo Tech

Students learn the skills and technologies necessary to become a data engineer. Skills and technologies include Python, OOP, Functional Programming, Hadoop, Cloudera, Spark, Dask, IaaS, AWS, Building Data Lakes, Sqoop, Flume, Kafka, and more. Financial aid is available through Climb Credit.

\$4,500

6460 Online: Wed 7 PM - 8:30 PM 2/16 - 8/10

## Web Development and Design

### Promineo Front End Software Developer

In this 18-week, Front End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Front End Software Developer: Introduction to Java Script, Front End Technologies, and Web App Design with React. Financial aid available through Climb Credit.

\$3,599

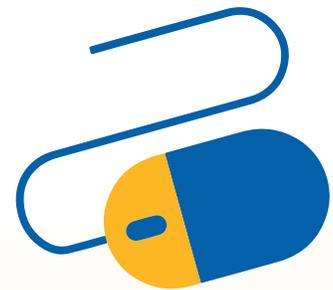
6449 Online: Wed 7 PM - 8:30 PM 1/26 - 5/25

### Promineo Back End Software Developer

In this 18-week, Back End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Back End Software Developer: Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot.

\$3,599

6456 Online: Tue 7 PM - 8:30 PM 2/15 - 6/14



# Coming Soon

**In-Person  
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**CompTIA Network+  
Certification Prep**

For more info  
Frankie Adams  
208.535.5329  
frankie.adams@cei.edu

# HEALTHCARE CAREERS

## CPR and First Aid

### BLS CPR for Healthcare Providers

Satisfies the Health Care Provider CPR certification requirement for the CEI Health Professions Division. It is for those working in a medical field. Includes adult and pediatric CPR, foreign-body airway obstruction, and two-rescuer CPR, and new information on barrier devices, stroke, and automated external defibrillation. The certification is good for 2 years.

\$95 Joseph Postiglione

Multiple Start dates, see schedule online

### CPR/AED/First Aid

Learn CPR, AED, and First Aid for infant, child and adult medical emergencies. This class is for certified homes, daycare providers and personal certification. Certifications are good for 2 years. Book is included in the tuition cost.

\$85 Judd Brown

Multiple Start dates, see schedule online

## Emergency Medical Services

### Emergency Medical Technician – EMT Basic

The EMT Basic program includes in-person practical skills instruction and clinical time that meets Idaho and national registry standards for obtaining the Emergency Medical Technician (EMT-B) license. This program will prepare you to provide pre-hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. You will acquire basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Upon successful completion of this course, you will be eligible to take the National Registry of Emergency Technicians exams.

\$1,399 William Hicks

6129 Mon, Wed, Fri 6 PM - 10 PM 1/10 - 4/22



## Healthcare Skills

### Assistance with Medications

Individuals who successfully complete this course may assist the patient with medication administration as governed by the regulations and policies of each state agency, as deemed safe by the delegating licensed professional based on provisions of Section 400 in the Administrative Rules of the Idaho Board of Nursing.

\$79 Ann Orme

Multiple Start dates, see schedule online  
In-person or Online

### Pharmacy Technician Career Prep

This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures. Graduates are equipped to assist the Pharmacist filling prescriptions according to doctor's orders. Pharmacy Technicians also participate in ordering products and inventory control, as well as billing and receiving payments. Trained graduates that pass this course are eligible to sit for a national certification exam. Once students pass the course and certification exam they can submit an application to participate in an internship program with national affiliation partners like CVS and Walgreens, or local pharmacy operations near their residence. This internship is what many employers in this industry want to see that tells them the student is job ready for this high demand job.

\$1,695

5200 Online

Train in high-demand fields with CEI and Job Corps

# Your future is knocking.

### What's your next step?

- Are you between the ages of 16 - 24?
- Are you low income?
- Are you in need of further education to secure employment?

**If so, Job Corps may be right for you!**

Contact Job Corps at CEI to learn more!

208.535.5389

jobcorps@cei.edu

 College of Eastern Idaho



A proud partner of the americanjobcenter network

## Medical Transcriptionist Career Prep

A medical transcriptionist is an integral part of a healthcare team. Transcriptionists must be familiar with the terminology used in every medical specialty and must be able to produce the documents and reports required by each specialty in a professional and competent manner. These reports are the foundation of patient care and not only comprise a patient's complete record, but also track a patient's medical history and determine any future treatment. This course identifies the specific knowledge, skills, and education required for medical transcriptionists and outlines the responsibilities associated with the occupation. Students who complete this course will be well prepared for careers in the medical transcription field, whether they choose to work in private physicians' offices, clinics or hospital settings, or as self-employed medical transcription entrepreneurs.

\$2,695

5209 Online

## Veterinary Office Manager Career Prep

The purpose of this course is to prepare an individual to manage and attend to the administrative, bookkeeping, and reception duties in a veterinary office. Concepts include medical record filing, appointment setting, record-keeping, bookkeeping and billing, and office etiquette.

\$2,595

5213 Online

## Medical Administrative Assistant Career Prep Professional

Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day support. In the Administrative Medical Assistant course you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel.

\$2,655

5221 Online

## Medical Terminology - Root Terms and Word Associations

This course will present a comprehensive introduction and overview of medical terminology in a straightforward and easy manner for students who have no previous background in biology or medicine. Students will gain hands-on, practical experience working with word parts and medical terms related to each of the body systems. Students in this course will learn by doing. Every lesson reinforces the content through writing exercises and interaction with medical terminology. Through these interactive activities, students will gain the fundamental knowledge needed to be successful in one of the many fastest-growing fields in allied health.

\$140

5222 Online

## Medical Office

### Spanish for Medical Professionals

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

\$290

Cristina Sempé

6160 Online

2/7 - 4/1

6161 Online

4/4 - 5/29

## Nurse Aid Training

### CNA Mandatory Orientation - In Person

We recognize you may have questions about this program; the Mandatory Orientation will help you understand the requirements and provide assistance as needed. In order to ensure your success it is vital that you attend this session prior to class registration. Registration the CNA Program is permitted only after attending a scheduled Mandatory Orientation. Certified Nursing Assistant Handbook will be provided at the time of class. Please contact Sylvia Coleman at (208)535-5623 with questions or concerns.

FREE

To Be Announced

Multiple Start dates, see schedule online

### Certified Nursing Assistant & Testing Session- Hybrid

Begin your health care career as a Certified Nursing Assistant. This course prepares you to enter the workforce as a health care professional and to take the state exams required to be placed on the Idaho Nurse Aide registry. The 120-hour class includes online assignments, in-class skills practice and clinical experience at local health care facilities. Class registration covers the required textbook, required lab, computer, and state testing fees. Additional class costs are health screening for clinical access, background check, BLS CPR certification, and scrubs.

\$1,115

To Be Announced

Multiple Start dates, see schedule online

Rexburg or Idaho Falls



## EMT-Basic

Develop foundational skills to treat sick or injured patients using basic emergency medical equipment. This course meets the Idaho and national registry standards for obtaining the Emergency Medical Technician license.

Course fee: \$1399

### Registration NOW OPEN

**FREE EMT Orientation:** Register for a free orientation to get more information and learn about prerequisites.

# INDUSTRY and TRADES

## Apprenticeship

### Apprenticeship Readiness

Apprenticeship Readiness programs are workforce training programs that prepare participants to apply for, enter, and successfully complete an apprenticeship program. Trades Orientation, Tools and Materials, Blue Prints/ Construction Math, Work readiness, and OSHA 10hr will be subjects that will be learned in the class.

\$199 Matt Tovey  
2/10 - 3/17



## Construction

### Landfill Operations

Using the Internet those taking this course will gain a vast array of knowledge concerning the many aspects of landfill operations. This course provides eight foundation blocks for the operator with units on waste decomposition, geology and hydrology, engineering, surveying, landfill design, landfill construction, landfill operations, and regulations. This class will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals.

\$245  
5229 Online

### SH - Home Entertainment Systems

The SH (Smart Home) - Home Entertainment Systems course includes complete instruction on the possibilities, benefits, technology, design, and installation of whole house music systems for residential installers/integrators, builders, developers, contractors, and real estate professionals.

\$465  
5230 Online

### Asbestos Training

(Initial & Refresher)

1. A person must be accredited as a contractor/supervisor to supervise activities with respect to friable ACBM in a school or public and commercial building.
  - 1.1. Contractor/supervisors shall complete at least a 5-day training course.
  - 1.2. EPA specifies 15 topics that must be addressed
  - 1.3. 14 hours of hands-on training

Rex Steel

Go to [cei.edu/wtce](http://cei.edu/wtce) for more details

### HAZWOPER 24-Hour Moderate Risk

This self-paced HAZWOPER education course on the Internet meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. The regulation stipulates that employers at hazardous waste sites, and at many other "sites" as further defined by the regulation, shall ensure that all workers with the potential of chemical exposure will receive a minimum of 24 hours of waste site health and safety training. Content for the course will be provided through text, manuals, web sites, assignments and exercises.

\$365  
5232 Online

### Flagging

16 years old or older. This one day, five hour course meets the requirements to obtain an Idaho flagger certification card. The card is valid for three years through ATSSA and valid in most surrounding states. Book is included with the cost of the course.

\$75 David Boyce  
Go to [cei.edu/wtce](http://cei.edu/wtce) for more details

### Construction & Jobsite Readiness Program

Orientation to construction and jobsite readiness will include Construction drawings, Construction math, Introduction to floor, wall, and concrete systems. This course will also include an OSHA 10hr card. This course is to help new general construction employees assimilate to the construction industry.

\$699 Matt Tovey / Mike Smart  
Go to [cei.edu/wtce](http://cei.edu/wtce) for more details

### Forklift Certification (Simulator)

This forklift certification class covers the uses of forklifts. Includes instructions for lifting, transporting, and placing various types of loads, as well as safety, operation, and maintenance procedures. They will also know the duties and responsibilities of operators, as well as safety rules. This class has 8 hrs of Simulator training to enhance the students skills before the practical portion of the class. Students must be 18 years old and possess a valid drivers license at the time of training

\$199 Mike Smart  
Go to [cei.edu/wtce](http://cei.edu/wtce) for more details



## Construction Combine

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## Coming Spring 2022



## Instructor Highlight Gene Miller

Gene Miller was born in St. Anthony, Idaho and attended South Fremont High School. After high school he entered the U.S. Army where he served for 25 years before retiring. He continued his education in the army attending University of Maryland and Embry Riddle University studying Aviation Management.

During his career in the military, he served in numerous teaching and educational positions to include Drill Instructor, Instructor at the Infantry training center, Staff position with the Directorate of Training Development all at Ft Benning Ga. and as Chief instructor for the Maneuver Control System – New Equipment and Training Directorate, Ft. Leavenworth Ks. Gene began working in the HVAC industry after retiring from the army with New Tech Energy Systems and then with Wiemer Heating and Air Conditioning and is now the owner of Mechanical Compliance Solutions LLC.

Gene joined the EITC Workforce training HVAC Apprenticeship in 2005 Teaching the 4th year Apprentice class. He continued teaching 4th year thru the transition from EITC to CEI and from 2008 to 2020 instructed both the 2nd and 4th year classes.

### Heavy Equipment Operations (Simulator Training)

Heavy equipment operators are highly skilled workers who are needed on every construction site and in every mining operation. A skilled operator has many opportunities for advancement with an employer or as an entrepreneur. Many of the large excavating and site-development companies operating today were founded by equipment operators who started with a single machine. Provides an overview of heavy equipment terminology, operations, operator responsibilities, career opportunities, and basic principles of safety. Student must be 18 years old and Possess a valid Driver License at time of Training

\$1,569 Matt Tovey

Go to [cei.edu/wtce](http://cei.edu/wtce) for more details

### CDL Program (Sage Trucking)

SAGE offers a wide variety of truck driving and CDL training programs across the country to meet the needs of new drivers and employers. CDL training programs are designed based upon the entry-level driver training (ELDT) standards set by Federal Motor Carrier Safety Administration (FMCSA). The programs are continually improved and comprised of a broad base of the trucking industry. Class A and B training

\$4,817 Daren Jensen

Go to [cei.edu/wtce](http://cei.edu/wtce) for more details

## Journeyman Continuing Education

### NEC Code Update

This class covers the significant changes to the most current National Electrical Code and meets the requirements for 8 hours of Code Update continuing education. Journeyman and master electricians are required to have a total of 24 hours of continuing education every three years in order to renew their license.

\$145 Bob Baird

6155 Sat 8 AM - 5 PM 1/15

### Electrical Controls

Requirements for 8 hours of related continuing education. Journeyman and Master Electricians are required to have a total of 24 hours of continuing education every three years in order to renew their license.

\$145 Bob Baird

6157 Sat 8 AM - 5 PM 1/29

### Electrical Calculations

This class will include sizing raceways, conductors, and boxes. Residential and commercial feeder and service calculations will be covered. This class is designed to help prepare the student for either the journeyman or master electrician calculation test questions and meets the requirements for 8 hours of code related continuing education. Journeyman and master electricians are required to have a total of 24 hours of continuing education every three years in order to renew their license. Please bring a real calculator to class.

\$145 Bob Baird

6159 Sat 8 AM - 5 PM 2/12

## Regulatory Compliance

### NQA-1

The NQA-1 orientation is a comprehensive training, that provides the fundamental concepts of nuclear quality assurance and explains the information and knowledge needed to understand, interpret, and apply the Part 1 requirements of the ASME NQA-1 standard. The NQA-1 standard may be adopted for any industry, not just nuclear, because of the focus on safety.

Daren Jensen

Go to [cei.edu/wtce](http://cei.edu/wtce) for more details

## Welding

### Welding 1

Introduction for the safety and theory behind the electric arc welding processes. Instruction will include practical hands on lab time for setup and operation as well as industry recognized safety certification.

\$199 Brad Huntsman

1/10 - 1/13, 3/7 - 3/10

### Welding 2

Instruction is given in three common welding processes: GMAW (GAS METAL ARC WELDING) GTAW (GAS TUNGSTEN ARC WELDING and SMAW (SHIELDED METAL ARC WELDING) students will learn to use different electrodes in/on Aluminum and Carbon Steel. Using tubular and solid wire with short circuit and spray type wire transfers. Students learn hands-on application for forming Tee, Lap, Butt, and corner joints performing welds according to the AWS (American Welding Society) and ASME (American Society of Mechanical Engineers) Standards in Flat, Horizontal, Vertical, and Overhead positions.

\$499 Brad Huntsman, Scott Isom

1/17 - 3/2, 3/14 - 5/4

# PERSONAL ENRICHMENT

## Art

### Watercolor

Learn basic watercolor painting techniques! Become knowledgeable of color mixing theories and how to plan and organize values. This class will have variations in design and subject matter. By the end of the course, you will be able to do a flat wash, graded wash, mingled wash and understand glazing. Sign up for both classes for the full experience.

\$125 Marina Zavalova

Watercolor 1  
6118 Wed 6 PM - 9 PM 4/6 - 4/27

Watercolor 2  
6119 Wed 6 PM - 9 PM 5/4 - 5/25

### Figure Drawing

Improve your drawing skills or start drawing people. Part 1 will teach you how to draw human anatomy involved in movement, proportions, axels, and counterpoint. In Part 2, you'll concentrate on drawing limbs and hands, heads, and other hard to replicate skills in drawing.

\$75 Marina Zavalova

Figure Drawing  
6152 Wed 6 PM - 8 PM 2/2 - 2/23

Figure Drawing 2  
6153 Wed 6 PM - 8 PM 3/2 - 3/30

### Digital Art on Tablets

Learn to create digital illustrations will feel intuitive and as natural as drawing with pencil and paper. Use the app "Procreate" and Apple iPads, you'll learn the basics of digital painting, digital drawing, and digital composition. You'll also learn how to take your skills to the next level with layers, animating, and even how to print your art! No supplies needed; we provide the tablets and accessories needed!

\$109 Katie Braithwaite

Digital Art on Tablets  
6082 Tue 6 PM - 8 PM & Thu 6 PM - 7 PM  
3/1 - 3/31

Digital Art on Tablets 2  
6083 Tue 6 PM - 8 PM & Thu 6 PM - 7 PM  
4/5 - 4/28

## 📷 Photography Series

Take 3 classes for \$169- and SAVE!

**Beginning Photography 3/2**

**Manual Mode 3/9**

**Lenses for Photographers 3/16**

Master your DSLR or Mirrorless camera! Learn the basics, then advance your skills. Find out how lenses and tools can improve your skill.

## Hobbies

### Adobe Lightroom Classic for Photographers

Get ready to take your knowledge to the next level! Whether you're a complete beginner or an experienced photographer, this class can show you the wonders of Adobe Lightroom Classic. Learn to master your editing techniques and create a unique style of your own.

\$69 Taylor Brown

6084 Wed, Thu 6 PM - 8 PM 3/23 - 3/24

### Guitar for Beginners

Somewhere, there's a person who put their guitar down and never picked it back up again. Don't be that person! This class is for beginners or players that are feeling rusty. We will focus on chord application, ensemble playing, and playing tunes. Bring your own guitar and get ready to learn!

\$149 John Anderson

6081 Mon 7 PM - 9 PM 2/28 - 4/25

### Floral Arranging: Special Occasions

Floral artistry lends a special touch and an emotional component to any event. Learn to design arrangements for any occasion, get together, party, and even the holidays. You'll also learn a little of the history of floral arranging, and some tips on availability, selection, and budgets for various flowers.

\$69 Alla Muench

6123 Sat 10 AM - 12 PM 2/12

### Floristry

Perfect for beginners, students in Part 1 will learn the basics of using flowers of all shapes, sizes and colors to make tasteful floral arrangements that will amaze with splendor, variety and artistry. Students will continue to hone their skills, and find their own creative style in Part 2.

\$69 Alla Muench

Floristry: Part 1  
6124 Fri 5 PM - 7 PM 3/11

Floristry: Part 2  
6125 Sat 10 AM - 12 PM 3/12

### Floral Arranging: Modern Floristry

If you've taken previous floral arranging classes, than this is for you! Learn how to use modern design and technology to create new types of arrangements. You'll perform works of varying complexity and get acquainted with the latest trends in modern floristry fashion trends around the world.

\$69 Alla Muench

6126 Sat 10 AM - 12 PM 4/9



Photo courtesy of Hope Noe

### Tap Dancing: The Basics

Get moving, sharpen your mind, and listen to some great music! Learn basic tap steps and combinations while working on flexibility. You'll enjoy the benefits of developing rhythm. By the end of class, you'll have learned a simple tap dance routine. No experience necessary but any level welcome. Tap shoes (or taps on your shoes) required.

\$65 Beverly Hanson

6103 Thu 6:30 PM - 7:30 PM 2/24 - 5/5



### Instructor Highlight Beverly Hanson

Beverly began her professional dance career at age 16, when she received a Ford Foundation Scholarship to study at the San Francisco Ballet School. She performed tap, musical comedy, and ballet with orchestras throughout the United States including performances with a partner (Fred Astaire and Ginger Rogers style). She has taught both ballet and tap in San Francisco, Seattle, and St George. After her dance career, she became a nurse practitioner, but continues to love and teach tap.

## Lifestyle

### Spanish

Begin speaking Spanish today! Students will learn vocabulary, pronunciation, grammar and conjugation through various activities. In Spanish 2, you'll learn conversational skills, along with grammar and vocabulary. Practice your Spanish in class and participate in activities to increase your fluency.

\$109	Sergio Romero
Spanish 1	
6086 Tue 7 PM - 9 PM	2/8 - 4/19
Spanish 2	
6087 Wed 7 PM - 9 PM	2/9 - 4/20

### Cooking Academy

Take 3 classes for \$129— and SAVE!

<b>Cooking Basics</b>	<b>3/8</b>
<b>Stocks and Sauces</b>	<b>3/15</b>
<b>Preparing Meats</b>	<b>3/29</b>

It's time to take your cooking to the next level! The Cooking Academy series combines three classes designed to take your cuisine from plain to extraordinary. Take all 3 classes and save!

### Artisan Bread

Mouth-watering fresh, hot bread with melting butter - the perfect complement to any meal. Take the mystery out of baking a crusty, golden-brown loaf of artisan bread. Learn the basics for successful doughs, and how to make round loaves, French baguettes, ciabatta and focaccia at home.

\$49	Blake Avery
6139 Tue 6 PM - 8 PM	2/15

### Mardi Gras: Cooking Cajun Classics

Turn up the Zydeco music and put on your party shoes! Learn to produce the Cajun dishes of Gumbo, Jambalaya, Dirty Rice and Muffaletta. Fais-do-do, Mon Chéri!

\$65	Blake Avery
6140 Tue 6 PM - 8 PM	2/22

### Keto Diet: Cooking Deliciously without Carbs

Contrary to belief, cooking without carbs can be delicious! Recipes, tips and suggestions for following the Keto Diet will be covered.

\$65	Blake Avery
6138 Tue 6 PM - 8 PM	2/1

### Building Charcuterie Displays

Come learn to build meat and cheese displays that WOW! You'll learn different elements in building homemade sausage & cheese pairings to use in your Holiday entertaining.

\$65	Blake Avery
6141 Tue 6 PM - 8 PM	4/12

### How to Talk to Your Teen

This course is geared towards the parents of teenagers and young adults. Learn about how to more effectively communicate with your teens, how to look for the signs of mental health risks in your child, and ask a mental health professional your questions. All proceeds will be donated to a local charity.

\$10	Hailey Holland
6145 Wed 6 PM - 7:30 PM	1/19

### American Sign Language

Have you always wanted to learn sign language? This course will teach students with little or no knowledge of ASL and Deaf Culture and provide them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community. Cultural information taught throughout class allows students to interact with the Deaf community in a way that is respectful and aware. The end goal is to bring a person unable to communicate in ASL to a basic level. In Part 2, you'll refine your skills and use them to communicate in a wider array of situations, to further develop their language fluency, and to advance their level of comprehension of ASL in culturally appropriate ways. Book included.

\$199	Caitlin Quiroz
American Sign Language Part 1	
6146 Tue, Thu 6 PM - 7:30 PM	2/8 - 3/17
American Sign Language Part 2	
6147 Tue, Thu 6 PM - 7:30 PM	3/29 - 5/5

### Idaho Art Lab Classes

Saint Anthony, ID

<b>Pottery Wheel</b>	<b>\$149</b>
Wed 7 PM - 9 PM	3/23 - 4/13

<b>Lost Wax Metal Casting</b>	<b>\$159</b>
Thurs 6 PM - 8 PM	5/5 - 5/19

Only 35 minutes away, the Idaho Art Lab is a volunteer-run makerspace for the visual arts offering an assortment of creative classes to Southeast Idaho. For more details about the classes listed, go to [www.cei.edu/wtce](http://www.cei.edu/wtce) or call 208-535-5345. Space is limited.

### Cake Decorating - Candy Cake

This class is an introduction to decorated cakes by teaching you how to make a beautiful and delicious 'candy cake'. Learn techniques like cake stacking, crumb coating, frosting, smoothing, piping, and top it off with your favorite treats. This type of cake is perfect for any occasion plus you get to take it home! Bring an apron.

\$115	Katrina Morrow
6149 Wed 6 PM - 8 PM	2/23

### Cake Decorating - Fondant Fun!

Take your decorating to the next level! Learn basic fondant skills on a cake that you get to take home! Practice skills like cake stacking, crumb coating, frosting, smoothing, and covering the cake with fondant. You'll finish the cake with some fondant decorative accents and more!

\$115	Katrina Morrow
6150 Wed 6 PM - 8 PM	3/30

## Senior Programs

### The A, B, C & Ds of Medicare

This course will cover the basics of Medicare along with explanations of how and when to enroll into Medicare. The course will also explain the different types of insurance plans that work with Medicare such as: Medicare Advantage, Medicare Supplement, and Medicare Part D plans. Learn what is required of people eligible for Medicare and what options are available upon eligibility. This will be an educational course focused on the basics with lots of time for questions and answers.

FREE	Casey Peterson
6096 Wed 7 PM - 8:30 PM	1/26
6097 Wed 7 PM - 8:30 PM	2/23
6098 Wed 7 PM - 8:30 PM	3/30
6099 Wed 7 PM - 8:30 PM	4/27
6100 Wed 7 PM - 8:30 PM	5/25

### Computers for Absolute Beginners

Are you comfortable with computers? If not, this is the class for you. Computers are everywhere and understanding the fundamentals will help you harness their power! In this beginning level class, you will learn to maneuver around using the mouse and keyboard as well as basic functions. Come learn in a fun, low-key environment with a patient instructor. Class size is limited to ensure personal attention.

\$75	Van Davis
6090 Mon, Wed 2 PM - 4 PM	2/7 - 2/16

### Smartphones for Seniors

Need a little extra help with that new phone? Smartphones are handheld computers with lots of features. Come learn how to use yours in a fun, low-key environment with a patient instructor. Topics to be covered include: adding a contact, text messaging, how to use your camera and other functions. Class size is limited to ensure personal instruction.

\$75	Frankie Adams
6080 Mon, Wed 2 PM - 4 PM	3/28 - 4/6

# 5 WAYS TO REGISTER

## 1 ONLINE – [www.cei.edu/wtce](http://www.cei.edu/wtce)

- Select “Online Catalog and Registration”.
- Select LOGIN/CREATE ACCOUNT and complete the process.
- Find the classes you are interested in attending, select each class, and add it your basket.
- Checkout and pay. It’s easy and convenient!

## 2 PHONE – 208.535.5345

## 3 EMAIL – [WTCE@CEI.EDU](mailto:WTCE@CEI.EDU)

**4 MAIL** CEI WTCE  
(checks only) 1600 S. 25th E.  
Idaho Falls, ID 83404

**5 IN-PERSON** CEI Student Affairs  
Christofferson Building #3  
Room 300  
1600 S. 25th E., Idaho Falls

### Register Early!

Register early to help ensure the class will run! Our courses are subject to cancellation if a minimum enrollment is not reached; this minimum will vary by course/topic. If CEI WTCE cancels a class, you will be notified by email or phone, and your full course fee will be credited back to you. Complete registrations are accepted on a first-come, first-served basis.

### Tuition, Fees and Information

All prices, fees and other details contained in this catalog are subject to change without notice. For the most current information on all classes, please see our online registration system at: [www.cei.edu/wtce](http://www.cei.edu/wtce).

### Class Cancellations and Refunds

Workforce Training & Continuing Education (WTCE) is committed to offering classes that appeal to the community for both content and schedule. If you need to withdraw from a class, call WTCE **2 business days before the first day of class** to receive a refund of the tuition fee. All refunds can be placed as a credit on your account or it can be refunded back to you. Material fees, testing fees, facilities fees, etc. are separate from class tuition and refunded at the discretion of WTCE. All decisions are final. Please contact our office at [wtce@cei.edu](mailto:wtce@cei.edu) or 208-535-5345 during regular business hours (8:00am - 5:00pm, Monday through Friday) and we will work with you to transfer, reschedule or to complete the withdrawal process.

Thank you for your business and we hope you enjoy your learning experience.

**For complete policy information, please visit [cei.edu/wtce](http://cei.edu/wtce).**

College of Eastern Idaho is a tobacco-free, alcohol-free campus.  
Thank you for your cooperation.

## REGISTRATION FORM

Please provide your full legal name.

Last Name\* \_\_\_\_\_ First Name\* \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth\* \_\_\_\_\_  Female  Male Email Address\* \_\_\_\_\_

Primary Address\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip Code\* \_\_\_\_\_ Phone\* \_\_\_\_\_

Ethnicity:  Hispanic  Non-Hispanic

Race:  White  Asian  American Indian / Alaskan Native  Black or African American  Native Hawaiian / Pacific Islander

Please tell us how you learned about our classes:  Catalog  Internet  Friend  Other \_\_\_\_\_

**\*REQUIRED: Your registration cannot be completed without this information.**

CLASS TITLE	DATE(S)	FEE

**PAYMENT:** Please make checks payable to College of Eastern Idaho. If you wish to pay for your course(s) by credit card, you must either register online (see above) or call CEI WTCE at 208.535.5345 and we will be happy to provide assistance.

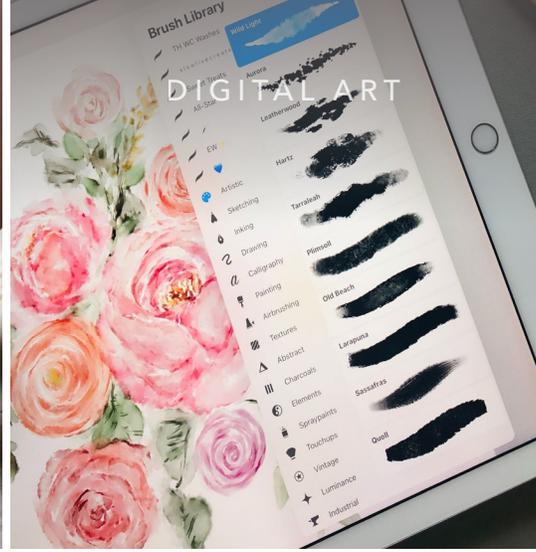
**TOTAL DUE** \_\_\_\_\_

By signing below, you acknowledge that you meet the minimum course requirements, if any, including age.

Signature \_\_\_\_\_ Date \_\_\_\_\_



ARTISAN BREAD MAKING



DIGITAL ART



PHOTOGRAPHY

ENRICH • ENHANCE • EXPLORE



 **College of  
Eastern Idaho**  
1600 S 25th E, Idaho Fall, ID 83404

Non-Profit  
U.S. Postage  
PAID  
Post Falls, ID  
Permit No. 32

**POSTAL PATRON**