

For more information on any of the workforce or professional development courses listed, contact the Center for Workforce Development (CWD) at cwd@ncc.edu, visit our webpage at www.ncc.edu/continuingeducation/workforcedevelopment/, or scan the QR code

Workforce Development Scholarships and funded training opportunities may be available. For the latest on availability and eligibility, scan the QR code. ■■■►



SPECIAL NOTE: Students attending CWD courses on-campus must provide proof of COVID vaccination. If necessary for health and safety, on-campus classroom sessions could transition to remote format via Zoom video conferencing; computer and internet access would then be required.

HEALTH CARE CAREERS

The health care industry on Long Island is one of the fastest growing sectors. Consider beginning your employment in this sector by training for one of the following entry-level positions. Over time, you can advance your career by earning additional credentials that will also increase your earning power.



EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC) – FOUR-MONTH COURSE!

In partnership with the Nassau County Emergency Medical Services Academy, NCC is offering an approved New York State Department of Health Emergency Medical Technician - Basic (EMT-B) course which will prepare you to become a certified EMT. An EMT is the basic level Emergency Medical Services (EMS) provider associated with an ambulance service or rescue squad.

Students must also complete three online classes provided free of charge by FEMA. The textbook is required for the first day of class. Students should expect homework assignments and quizzes after each class.

To qualify for the NYS Department of Health (NYSDOH) certification exam, students must attend all classes, complete all assignments, have a clear (no felonies) background check*, and pass the final written exam and practical skills exam. Students who pass the NYS exam will receive Emergency Medical Technician certification from NYSDOH. Students must be 17 years of age by the written exam date. Content meets the requirement for the National Registry Exam. **Textbook, exam fee, and medical supplies are additional costs.**

For more information, visit https://www.ncc.edu/continuingeducation/workforcedevelopment/pds/EMT_Flyer.pdf

Instructor: Certified EMS Academy Instructor

CE1 211 B1 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-12:00pm.

January 14 – May 18. The NYS written exam is self-scheduled.

Registration accepted through January 2.

CE1 211 B2 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-4:00pm.

May 18 – August 17. The NYS written exam is self-scheduled.

Registration accepted through May 4. **Register early as this section fills up fast!**

Fee: \$1,500

CERTIFIED NURSING ASSISTANT – FOUR-MONTH COURSE!

In partnership with the VEEB School of Nursing, NCC is offering a Certified Nursing Assistant (CNA) program. Students will be taught patient care techniques such as personal grooming, feeding, transporting and administering treatments, as well as how to document patients' vital signs and symptoms. Course topics include: anatomy, physiology, nutrition, infection control, and legal and ethical policies. CNAs can work in a variety of settings including hospitals, nursing homes, adult day cares, private homes and assisted living facilities.

Students must complete the full 120 hours of training (90 classroom/lab hours and 30 clinical rotation hours) to sit for the New York State certifying exam. Students will also have the opportunity to earn their Basic Life Support for Healthcare Providers certification. Clinical rotations will be conducted during designated Saturdays at a local nursing home; students must arrange transportation. Students must be 18 years of age or older, have a high school diploma or equivalent, complete a background check* and meet health screening requirements.

Textbooks, materials, background check* and certifying exam are additional costs. Students will need to purchase blue scrubs and a stethoscope. Registration, proof of COVID vaccine, and a copy of high school diploma must be received by January 23.

For more information, visit <https://www.ncc.edu/continuingeducation/workforcedevelopment/pds/CNA.pdf>

Instructors: Licensed Registered Nurses from VEEB School of Nursing

CE1 243 B1 ON-CAMPUS COURSE Meets:

Monday, Wednesday, and Thursday: ON-CAMPUS, 6:00pm-9:00pm, and Saturdays 3/18, 25, 4/1, 15, 5/6, 13: at a local nursing home, 8:00am-1:00pm.

February 6 – May 13

Fee: \$1,700





PHARMACY TECHNICIAN PROGRAM

Offered in partnership with Condensed Curriculum International (CCI), this course will prepare students to sit for the Pharmacy Technician Certification Board (PTCB) exam, www.ptcb.org/. Students will be taught pharmacology, drug classification, purpose, and interaction. Students will study how to interpret a prescription, calculate dosages, prevent medication errors, fill prescriptions, and inventory control. Also included is a review of the top 200 drugs and generic and brand names. The course has 80 hours of instructor-led sessions in the classroom. **Textbook and supplies are included. Student must purchase blue scrubs.**

An optional, 80-hour Clinical Externship for no extra fee may be available after course completion. Students must comply with entry requirements including a resume, background check*, drug screening, and generally requires a medical exam and proof of immunization. A government-provided photo ID is also required. **Background check*/drug screening, and certifying exam are related additional costs.** For more information, visit: www.ncc.edu/continuingeducation/workforcedevelopment/pds/Pharmacy_Tech_Flyer.pdf.

CE1 254 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday 6:00pm-9:00pm.

February 8 – May 24

Fee: \$1,350



PHLEBOTOMY TECHNICIAN

Offered in partnership with CCI, the course will cover all aspects related to blood collection and develop comprehensive skills to perform venipunctures for lab analysis. The course has 54 hours of instructor-led classes via Zoom video conferencing, 36 hours of classroom sessions on campus, and access to an online system. The content includes: terminology; anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in techniques to perform punctures. During the on-campus lab sessions, students will perform phlebotomy on a practice arm and then perform venipunctures on other students.

Textbook and supplies are included. An optional, 40-hour Clinical Externship for no additional cost may be available after course completion. Students must comply with entry requirements, including a resume, a background check*,

a drug screening, medical exam and provide proof of immunizations. **Background check* and drug screening are additional related costs.** Students are also required to purchase blue scrubs. Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Students must have a high school diploma or equivalent and a current government-issued photo ID. The cost of the exam is not included. The NHA exam is scheduled for June 22. For more information, visit: www.ncc.edu/continuingeducation/workforcedevelopment/pds/Phlebotomy_Flyer.pdf.

CE1 261 B1 ON-CAMPUS and ZOOM COURSE Meets:

Tuesday and Thursday, 6:00pm-9:00pm.

February 23 – June 15

Note: This course meets by Zoom remotely on Tuesdays until March 21, and all Thursdays. On-campus sessions meet Tuesdays, 6:00pm-9:00pm. from March 28 – June 13.

Fee: \$1,795

EKG TECHNICIAN

Offered in partnership with CCI, this comprehensive course will prepare students to sit for the EKG Technician National Healthcareer Association (NHA) certification exam. Students will be introduced to the basic anatomy and physiology terminology associated with the heart and circulatory systems, signs and symptoms of diseases, and the electrophysiology/conduction system of the heart. Other topics that are covered include medical terminology, medical ethics, legal aspects of patient contact, and stress testing. Students will be taught to use and operate ECG equipment. Lab sessions will provide hands-on practice for proper lead placement, 12-lead placement and other clinical practices. Students will practice on other students in the class, in order to meet the requirement for performing EKGs on live individuals. The course has 60 hours of instructor-led sessions in the classroom. Students must attend all classes and complete assignments, including all practical skills.

An optional, 40-hour Observation Experience, at no additional cost, may be available after course completion. To be eligible for the observation, a student may be required to complete a drug screening, background check* and/or medical exam, and provide proof of immunization. Background check* and drug screening are related additional costs. To sit for the NHA certifying exam, candidates must meet the requirements specified by the National Healthcareer Association (NHA), including a high school diploma or equivalent and ten successful EKGs on a live individual. **Textbook and supplies are included. Students must purchase blue scrubs.** The certifying exam cost is additional. The exam date is May 24. For more information, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/EKGTechnician.pdf.

CE1 235 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 6:00pm-9:00pm

March 1 – May 17

Fee: \$1,050

**Applicants will be responsible to complete a background check. Once registered, a student will be provided information on completing the background check. Students are required to pay the cost of the background check. If you have been convicted of a felony, you should contact the Center for Workforce Development prior to registering for this program. A felony conviction may prevent you from participating in a clinical rotation/externship portion of the program. All cases will be reviewed on an individual basis. If it is determined that a student is not eligible to go into a clinical setting, the student may be allowed to continue with only the classroom portion of the program and may not meet requirements to sit for a certifying exam. The refund policy will be adhered to regardless of a student's eligibility for the clinical rotation/externship of any program.*

MENTAL HEALTH FIRST AID



MENTAL HEALTH FIRST AID

Similar to traditional First Aid and CPR, Mental Health First Aid (MHFA) is assistance provided to a person (youth or adult) exhibiting a mental health problem or experiencing a crisis until professional treatment is obtained or the crisis resolves. People who enroll in local Mental Health First Aid courses will be taught a five-step action plan to help loved ones, colleagues, neighbors, and others cope with mental health or substance use problems. Mental Health First Aid is an evidence-based public education and prevention tool. It improves the public's knowledge of mental health and substance use problems and connects people with care for their mental health or substance use problems. The Mental Health First Aid certification course is open to students ages 18 and over. Students who successfully

complete the course will receive their Mental Health First Aid certification. For more information, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/MentalHealthFirstAid_Flyer.pdf.

Instructor: Sandra Ouedraogo

CE1 267 B1 ON-CAMPUS COURSE Meets:

For MHFA Adults Certification:

Saturday, April 22, 8:00am-4:30pm.

Registrations accepted until April 14.

CE1 288 B1 ON-CAMPUS COURSE Meets:

For MHFA Youth Certification:

Saturday, May 20, 8:00am-4:30pm.

Registrations accepted until May 12.

Fee: \$145

OSHA



OSHA 500 SERIES TRAINING COURSES AT NCC

NCC partners with Rutgers University's School of Public Health to offer OSHA 500 Series training courses. Class materials and a copy of the CFR will be given to participants on the first day of all training courses. All course descriptions, requirements, applications and instructions can be found at: www.ncc.edu/continuingeducation/workforcedevelopment/pds/OSHA.pdf. For further information on OSHA at NCC, please contact: Donna Pesiri at donna.pesiri@ncc.edu or call 516.572.7487.

OSHA 500 TRAINER COURSE IN OCCUPATIONAL SAFETY & HEALTH STANDARDS FOR CONSTRUCTION INDUSTRY

CE1 500 B1 ON-CAMPUS COURSE Meets:

Monday-Thursday, 8:00am-4:00pm for 4 sessions

January 9, 10, 11, 12

CE1 500 B2 ON-CAMPUS COURSE Meets:

Monday-Thursday, 8:00am-4:00pm for 4 sessions

May 8, 9, 10, 11

Fee: \$875

OSHA 502: OSHA 502 FOR CONSTRUCTION INDUSTRY: TRAINER UPDATE REQUIREMENTS

CE1 502 B1 ON-CAMPUS COURSE Meets:

Monday-Wednesday, 8:00am-4:00pm for 3 sessions

February 13, 14, 15

Fee: \$695

OSHA 510 OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR CONSTRUCTION INDUSTRY

CE1 510 A1 ON-CAMPUS COURSE Meets:

Monday-Thursday, 8:00am-4:00pm for 4 sessions.

March 20, 21, 22, 23

Fee: \$750

For further information on OSHA at NCC, please contact: Donna Pesiri at donna.pesiri@ncc.edu or call 516.572.7487



COMMERCIAL DRIVER'S LICENSE

In partnership with Ancora Corporate Training, NCC is offering a Commercial Driver's License (CDL) Class A training program. Students may be able to earn a CDL in as little as five weeks. CDL Class A Drivers transport goods between locations using tractor trailers and heavy trucks with a gross vehicle weight (GVW) capacity of more than 26,000 pounds. They must follow all traffic and safety regulations while making their deliveries on time. In order to pass a skills test to acquire a CDL, students must master performing a full vehicle inspection, range maneuvers, and proper operation of the vehicle on public roadways.

Job skills and qualifications for a CDL driver include:

- Valid Driver's License in NYS and Resident of New York
- Be comfortable operating heavy machinery
- Ability to drive safely, regardless of weather or time of day
- Have strong eyesight and hearing and be in good physical health
- Successfully pass a DOT Physical and DOT Drug Test
- Have a driving record that meets criteria
- 21 years old
- Prove your legal presence/right to work in the United States and show Social Security card
- Sufficient ability to read and speak English
- Pass the CDL Permit Exam

As required by NYS, the student needs to attend all sessions, master all skills and knowledge in order to pass the road test. Study/homework is expected.

If you would like to learn more about CDL driver duties, earning a CDL, and our program, visit https://www.ncc.edu/continuingeducation/workforcedevelopment/cdl_training.shtml or scan the QR code.



The fee includes the use of materials in class, enrollment checks (driving record, drug test, and physical), and learner's permit fee. Scholarships are available for eligible students.

Instructor: Certified CDL Instructors

CE1 290 W1 ON-CAMPUS COURSE Meets:

Saturday, Sunday, 7:00am-5:30pm.

January 7 – February 26

CE1 290 W2 ON-CAMPUS COURSE Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

January 9 – February 2 (no class Jan. 16, instead class on Friday, Jan. 20)

CE1 290 B1 ON-CAMPUS COURSE Meets:

Monday, Tuesday Wednesday, Thursday, 7:00am-5:30pm.

February 6 – March 2 (no class Feb. 20, instead class on Friday, Feb. 24)

CE1 290 B2 ON-CAMPUS COURSE Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

March 20 – April 14 (no class Apr. 6, instead class on Friday, Apr. 14)

CE1 290 B3 ON-CAMPUS COURSE Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

April 17 – May 11

CE1 290 B4 ON-CAMPUS COURSE Meets:

Saturday, Sunday, 7:00am-5:30pm.

May 6 – July 2 (no classes May 27 & May 28 due to Memorial Day Weekend)

CE1 290 C1 ON-CAMPUS COURSE Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

June 5 – June 29

CE1 290 C2 ON-CAMPUS COURSE Meets:

Saturday, Sunday, 7:00am-5:30pm.

July 8 – August 27

Fee: \$4,950

PROJECT MANAGEMENT



CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)

Knowledgeable, competent, trained Project Managers can improve business performance by bringing quality products to market on schedule while controlling costs. This course will cover topics included in the Certified Associate in Project Management (CAPM®) exam, an entry-level certification designed for those with little or no project management experience. Students will be taught the fundamental knowledge, terminology, and processes of effective project management. The course will cover Project Management Fundamentals and Core Concepts, as well as topics on the new exam including: Predictive Plan-Based Methodologies, Agile Frameworks/Methodologies, and Business Analysis Frameworks.

A Guide to the Project Management Body of Knowledge (PMBOK®

Guide), Edition to be determined, Project Management Institute, is required at an additional cost. Other resources might be also suggested. Info on purchase options will be provided at a later date. Students completing the course will receive a Certificate of Completion from Nassau Community College. Students will need a computer and internet access for a Google folder which will contain the slides for the class. For more information, visit:

www.ncc.edu/continuingeducation/workforcedevelopment/pds/Project_Management.pdf and <https://www.pmi.org/>.

Instructor: Terry Mitchell

CE1 222 B1 ON-CAMPUS COURSE Meets:

Thursday, 6:00pm-9:30pm for 7 sessions (April 27 class meets until 10:00pm).

March 2 – April 27

Fee: \$495

PROJECT MANAGEMENT: LEADERSHIP AND COMMUNICATION

A project manager is assigned to lead a cross-functional team to meet project objectives. In most cases, there is no formal authority and team members and stakeholders often sit higher on the organizational chart and in pay grade. The project manager must rely on strong leadership and clear communication skills to succeed. This class will focus and expand upon the PMBOK® knowledge areas of Project Communication, Human Resources, and Stakeholder Management. The methodologies of leading without authority, building credibility and consensus, and establishing an environment that brings out the best in people will be explored. For more information, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/Project_Management.pdf

CE1 263 B1 ON-CAMPUS Meets:

Thursday, 6:00pm-10:00pm for 2 sessions.

May 11 and May 18

Fee: \$160

HUMAN RESOURCES MANAGEMENT



HUMAN RESOURCES MANAGEMENT CERTIFICATE IN PROFESSIONAL HUMAN RESOURCES MANAGEMENT (SHRM-CP®/SHRM-SCP®)

EARN THE MOST SOUGHT AFTER CREDENTIAL IN THE HUMAN RESOURCES MANAGEMENT PROFESSION!

Earning your SHRM® credential makes you a recognized expert and leader in the HR field — and a valuable asset to your organization, keeping you and your organization more competitive in today's economy. This professional distinction sets you apart from your colleagues, proving your high level of knowledge and skills. HR teams are assuming increasing responsibilities in managing diverse staff and workplaces as well as setting strategic direction. SHRM's global HR credentials

provide you tangible recognition and prepare you for advancement. Based on SHRM's Body of Competency and Knowledge™ (SHRM BoCK™), SHRM® certification is applicable across industries, geographic borders, job responsibilities, and career levels. SHRM® certifications directly link to on-the-job scenarios and realistic work situations. As the industry leader in HR professional development, SHRM® has supported more than 100,000 employers representing 115 million employees worldwide. Earning the SHRM-CP® / SHRM-SCP® will allow you to strengthen your HR body of knowledge and provide you an industry-recognized credential of your HR competencies. Our program is open to anyone that wants to attend. However, if you are seeking certification, please review SHRM's exam eligibility requirements at: <https://www.shrm.org/certification/apply/eligibility-criteria/pages/default.aspx>. Included in the course fee are the required text and access to SHRM® online resources. The exam fee is not included in this course fee.

For more information, visit: www.ncc.edu/continuingeducation/workforcedevelopment/shrm.shtml

Instructor: SHRM® Certified Instructor

CE1 287 R1 ZOOM and ONLINE COURSE Meets:

Tuesday and Thursday, 6:00pm-9:00pm.

March 28 – May 9

Registration is accepted until March 16.

Fee: \$1,250

ONLINE COURSES AND CERTIFICATION PREP CLASSES



With a partnership with ed2go, NCC is offering self-paced workforce development courses totally online. Sign in day or night to complete lessons, assignments, quizzes and exams. For the full list of available courses, registration and payment information, technology requirements and support, please visit our ed2go box at: <https://careertraining.ed2go.com/nassaucc/training-programs/>

COMMUNITY HEALTH WORKER PROGRAM

Become a Community Health Worker in Just 5 Months!
Please email us for further information at CWD@ncc.edu



Community Health Workers (CHWs) are frontline public health workers who provide health and social service support to individuals in the community and also build community capacity by increasing health knowledge and self-sufficiency through a range of activities such as community education, counseling, and advocacy. Working with a Community Care team including Doctors, Nurses, Therapists and Social Workers, CHWs conduct home visits, facilitate transportation and patient appointments, link patients to supportive services and teach patients self-management techniques with the goal of improving health outcomes.

As a Community Health Worker, your responsibilities would include a wide array of responsibilities including but not limited to helping individuals, families, groups and communities develop their capacity and access resources, including health insurance, food, housing, and quality care and health information; working closely with medical providers, primary care teams, and social services agencies to help provide short term care coordination and connection to resources and support to program clients to improve their health and general well-being through education and provision of coordination of care and services. If you are interested in entering the growing fields of healthcare, human services or social services, while making a meaningful difference in the community, then a Career as a Community Health Worker may be the position for you.

PROGRAM INFORMATION:	MINIMUM REQUIREMENTS:
<p>June to November</p> <ul style="list-style-type: none"> • Earn Six College Credits <ul style="list-style-type: none"> o HMS 117 (Intro to Community Service) 3cr o HMS 205 (Internship) 3cr • Non-Credit Training 80 hrs. • Six additional Certifications • Employability Sessions • Computer Skills Training 	<ul style="list-style-type: none"> • 18 Years of age or older • High School Diploma or Equivalent required • Basic Computer Skills • Valid New York Driver's License • Interest in health and human service related work • Proven eligibility to work in the U.S. • Nassau County resident • Covid-19 Vaccine required • Must be Unemployed or Underemployed

For more information, and to apply for the program, email CWD@ncc.edu, or call at 516.572.7481, or scan the following QR code:



WORKFORCE DEVELOPMENT EXPO

NCC invites you to the Center for Workforce Development Expo. Opportunities for rewarding careers in Healthcare, Energy, Trade, Business, and Specialized Programs. Professional Skills and Development workshops will be offered.

Don't miss this opportunity to meet with employer representatives and learn more about career pathways!



For more information, please check our web site at <https://www.ncc.edu/continuingeducation/workforcedevelopment/> or scan the QR code.

Thursday, April 27, 10:00am-1:30pm
Field House, P Building (Physical Education Complex)



HOW TO REGISTER FOR NON-CREDIT COURSES

MAIL-IN

Nassau Community College

Office of Workforce Development & Lifelong Learning
One Education Drive
Garden City, NY 11530-6793

WALK-IN

355 East Road (on NCC Campus)

FAX-IN

516.828.3507

FOLLOW

Like us on Facebook "Continuing Education" at Nassau Community College

SPECIAL NOTE

- **Checks or Money Order:** No fee
- **Credit Card Processing fee of 2.75% applies ONLY if a student pays online through the NCC portal** (i.e., \$100 course will be charged at \$102.75).
- You will then receive confirmation and specifics regarding your class including required text, classroom assignment (if on campus), and access links for remote or online classes.
- Upon registration, we will send you a receipt with the course location map and a **parking pass** (for student/visitor parking only) by return mail.
- Non-credit classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.
- Please be advised, by submitting your registration form, you are accepting the terms of our refund policy (page 27).

Any questions throughout this process may be sent to
CED@ncc.edu or call 516.572.7472 | CWD@ncc.edu or call 516.572.7487
LC@ncc.edu or call 516.572.7062 | Testing@ncc.edu or call 516.572.7667

CLASSES WILL NOT MEET, EXCEPT WHERE NOTED

January 1, 16 ♦ February 20 ♦ March 11-17 ♦ April 5-9 ♦ May 29

SPECIAL NOTE: Per SUNY's COVID-19 Vaccination Policy, students in courses meeting more than once a week on-campus will require a proof of COVID vaccination. Otherwise, students will be required to submit risk of attestation waiver. A summary of the college's health and safety guidelines can be found on the College's website at NCC Next (<https://ncc.edu/nccnext/>).

REGISTRATION FORM

Please answer all questions on this form and send it together with your check, money order, or credit card information to:

OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING

Nassau Community College
One Education Drive
Garden City, New York 11530-6793

Make check payable to: Nassau Community College
OR fax the form with credit card information to:
516.828.3507

Per SUNY's COVID-19 Vaccination Policy, students in courses meeting more than once a week on-campus will require a proof of COVID vaccination. Otherwise, students will be required to submit risk of attestation waiver.

HOW DID YOU HEAR ABOUT OUR COURSES?

- | | |
|----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Brochure/Mail | <input type="checkbox"/> Family/Friend |
| <input type="checkbox"/> Website | <input type="checkbox"/> Facebook/Instagram |
| <input type="checkbox"/> Email | <input type="checkbox"/> Google |
| <input type="checkbox"/> Other: _____ | |

Last Name _____

FirstName _____

Address _____

City _____ Zip _____

Home Phone: () _____ Cell Phone: () _____

*Birthdate: mm/dd/yyyy ___/___/_____ I identify my gender as: _____

Have you ever taken any courses at NCC? Yes No NCC ID# N00 _____

*Preferred E-mail: _____

*Alternate E-mail: _____

*required information

COURSE SELECTION

YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE AND SAT PREP COURSES.

CED #	SECTION	COURSE TITLE	DAY	FEE
Total Amount:				\$

- By submitting this registration form, I am aware that if required, I have to submit my vaccination information to **SUNY Vaccination Verification Application** site at least one (1) week prior my class/es starts..
- By submitting this registration form, I am accepting the terms of the refund policy noted below.
- I certify that there is sufficient credit amount on the card listed below to cover the fee charges shown on the accompanying Registration Form. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

CREDIT CARD PAYMENT INSTRUCTIONS:

- I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

Credit Card Processing Fee of 2.75% applies ONLY if a student pays online through the NCC portal (i.e., \$100 course will be charged at \$102.75).

Step 1: Print Cardholder's name (as it appears on the credit card) _____

Step 2: Provide Cardholder's signature: _____

Step 3: Card Information:

PLEASE Check ONE: VISA Mastercard Discover American Express

Card Number: _____ **Date of Expiration:** ___/___/_____

Non-Credit Refund Policy: Fee is refundable when a course is canceled by the College. Fee is refundable to the student whose written request for withdrawal has been received by the Office of Workforce Development & Lifelong Learning prior to the beginning of the class. A 50% refund of fee may be made to the student who has applied in writing to the Office of Workforce Development & Lifelong Learning prior to the second session of the class. NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS. Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed.

For the CDL Program only, a refund request must be received in writing at least seven days prior to the start of the course to be honored.

The deadline for mailing in registration is: **February 10, 2023**
Beyond deadline, please call 516.572.7472 for class availability.