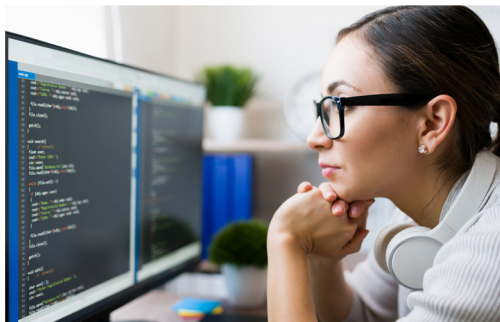




COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

COMMONWEALTH UNIVERSITY
WORKFORCE DEVELOPMENT

LEARN.
TRAIN.
ADVANCE.



WORKFORCE DEVELOPMENT TRAINING PROGRAMS

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Contact Information

Bloomsburg | Lock Haven | Mansfield
COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Workforce Development

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workforce@commonwealthu.edu

LEARN. TRAIN. ADVANCE.

Join us online or on-site at one of our Commonwealth University campuses in the northeastern region of Pennsylvania. Our mission is to get you trained for the 21st-century job market. Best of all, you'll gain the knowledge and skills necessary to acquire professional-level positions for several in-demand occupations in the field.

Through our partnerships and agreements with Cengage Learning, Condensed Curriculum International, CE Shop, Center for Legal Studies, National Healthcareer Association (NHA), and Grow with Google, Commonwealth University Workforce Development is pleased to offer Career Training Programs that lead to industry-recognized certifications.

The training programs offered through Workforce Development are not part of academic degree programs.

Compete better the minute you complete your training.

CREDIT FOR PRIOR LEARNING (CPL)

Commonwealth University recognizes that college-level learning and skills acquired outside the traditional classroom occur in many places. In addition to traditional transfer credit for courses completed at another institution, Commonwealth University offers the opportunity to earn credit for your prior work, training, and life knowledge and apply it toward your associate's or bachelor's degree. We allow students to earn credit for prior learning by demonstrating college-level knowledge they have acquired outside the classroom from a wide range of sources:

- Non-degree training (courses)
- Certificates & Licenses
- Military service
- Professional Development
- In Service Trainings
- Volunteer Work

Incoming and current students are eligible to have their prior learning evaluated for academic credit in the following training programs. The student must be credentialed, certified and/or licensed in a healthcare field and that credential must be current and active at the time of review. Expired or inactive credentials are ineligible for consideration.

Visit our website for a list of non-degree courses eligible for CPL credit:

commonwealthu.edu/academics/workforce-development/credit-for-prior-learning

EDUCATIONAL PARTNERS

Commonwealth University, in partnership with educational partners, offers a variety of certificate programs designed to provide the skills necessary to acquire professional-level positions and industry-recognized certifications for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective face-to-face and web-based learning programs.

Instructors or course mentors are actively involved in your learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

Educational partners include:

- CE Shop
- Center for Legal Studies
- Consolidated Curriculum International
- ED2Go
- Sage Truck Driving School and Testing Center – CDL

FUNDING OPPORTUNITIES

CAMPUS LOCATIONS

BLOOMSBURG

Founded in 1839, Bloomsburg was built on the vision that higher education should be available to anyone who is ready to work for a better life. Today that tradition continues, with limitless opportunities for our students across the Commonwealth and beyond. Bloomsburg is within a one-hour drive from such cities as Hazleton, Williamsport, Wilkes-Barre, and Scranton; 1.5 hours from Harrisburg; 2 hours from the Lehigh Valley; 2.5 hours from Philadelphia; 3 hours from New York City and Baltimore; and 4 hours from Pittsburgh.

LOCK HAVEN - CLEARFIELD

Lock Haven's Clearfield campus is located in a small, friendly community situated along the West Branch of the Susquehanna River, between I-80 exits 120 and 123 on route 322. The town of Clearfield sits amid scenic beauty. It boasts a quiet and pleasant downtown and access to many outdoor activities around the area. The Lock Haven Campus is approximately one hour to the east and is accessible to all Clearfield students for educational, social, cultural, and athletic activities.

LOCK HAVEN

Lock Haven's main campus is located on the West Branch of the Susquehanna River in the scenic mountains of central Pennsylvania, a few minutes off I-80 (exit 178). The historic town of Lock Haven boasts a vital downtown with tree-lined streets and beautiful Victorian homes in a safe and quiet environment. Lock Haven is less than an hour from State College and Williamsport and four hours from New York, Philadelphia, Washington, and Pittsburgh.

MANSFIELD

Mansfield Classical Seminary opened its doors in January 1857, four years before the beginning of the Civil War. Over the next 157 years, the institution has thrived, experiencing five name changes in three centuries.

Nestled in beautiful north central Pennsylvania, Mansfield's campus is in the middle of somewhere special. The campus is located near thousands of acres of state land, lakes, and spectacular mountain views – including the nearby Pine Creek Gorge - Pennsylvania's Grand Canyon.

SallieMae Smart Option Student Loan

Commonwealth University of PA Workforce Development -

School ID

003315-97

WIOA & TAA

Most of Commonwealth University's certificate programs are eligible for WIOA and TAA funding through the PA CareerLink. For more information on these funds and eligibility, please visit your local PA CareerLink.

WEDnetPA

WEDnetPA (Workforce & Economic Development Network of Pennsylvania) invests in Pennsylvania companies by providing the funds needed to upgrade their current employee skills, education, and training. WEDnet is a valuable resource to companies struggling to find new workers.

We can help advance existing, hard-working employees into qualified candidates capable of performing at a higher level by expanding skill sets, teaching new technology, and creating a more productive environment.

Employee Qualifications

- Must be a resident of and employed in Pennsylvania.
- Must earn at least \$16.74 per hour, excluding benefits.
- Must be permanently employed full-time and eligible for full-time benefits.
- Must be an employee of the specific company location for which a contract is awarded.

Training Eligibility

- Must be skill-building for current job, advancement, or promotion
- Must start and be completed within the fiscal year (July 1 through June 30) for which the funds are awarded. Partial training cannot be reimbursed.
- Training costs must be "reasonable" as defined by market rates and other criteria.
- Each training session must be a minimum of 30 min in length.
- Company orientation and on-the-job training are not eligible.

APPLY Online at WEDnetPA.com

CLICK "Apply Today"

CHOOSE "Commonwealth University-Lock Haven" or
"Commonwealth University-Bloomsburg"
as your WEDnetPA Partner



HEALTHCARE TRAINING

NON-DEGREE CERTIFICATE COURSES

HEALTHCARE TRAINING

Healthcare professionals are seeing a rise in the need for validated, nationally recognized certifications. With these certifications come more opportunities, better pay and increased job security.

Our healthcare training opportunities will prepare you to successfully attain a National Healthcareer Association (NHA) industry certification. NHA certifications demonstrate both a proven level of knowledge and real-world application. NHA examinations are accredited by the National Commission for Certifying Agencies (NCCA).

Medical Assistant (CCMA)

Medical assistants (MAs) are critical members of healthcare teams in a variety of medical settings. As an MA, you are often the first and last person a patient interacts with, making a lasting impact on the patient experience. MAs are flexible, performing a variety of tasks such as:

- Taking patient vital signs
- Assisting providers with exams and procedures
- Administering injections or medications
- Performing EKG, phlebotomy and other essential laboratory procedures
- Checking patients in and out upon arrival and departure
- Answering phone calls and questions
- Updating and maintaining electronic health records (EHR)

Pharmacy Technician (CPHT)

The pharmacy industry is evolving. Many clinical duties have been extended to the pharmacy, which expands the role of both pharmacist and pharmacy technician. According to NHA's 2020 Industry Outlook, 40% of employers said pharmacy technicians have more responsibilities this year than last! Pharmacy technicians play a crucial role in providing safe and effective patient care, with duties including:

- Managing inventory
- Receiving prescription requests from patients and doctors' offices
- Accurately measuring medication amounts
- Establishing and maintaining patient records
- Accepting payment for prescriptions and processing insurance claims

Phlebotomy Technician (CPT)

Phlebotomy technicians are critical team members in hospitals, diagnostic laboratories and blood donor centers. As new types of tests are developed and laboratory tech positions grow, it's an especially exciting time to begin a career in this thriving field. Some tasks phlebotomy technicians may perform include:

- Drawing blood from patients and blood donors
- Evaluating patients' ability to withstand the procedure and helping them feel comfortable
- Explaining blood-drawing procedure to patients and answering questions
- Performing basic point-of-care testing, such as reading blood glucose levels
- Preparing blood, urine and other specimens for testing
- Maintaining medical equipment such as needles, test tubes and blood vials

Medical Administrative Assistant (CMAA)

Medical administrative assistants (also called medical office assistants or medical secretaries) are critical in keeping healthcare offices running smoothly, and also play an important role in the patient experience. Tasks vary by setting, but may include:

- Reviewing and answering practice correspondence
- Operating computer systems to accomplish office tasks
- Answering calls and scheduling appointments
- Greeting patients and updating electronic medical records
- Updating and maintaining patient and other practice-specific information
- Coordinating operation reports such as time and attendance
- Operating office software and equipment

HEALTHCARE TRAINING

EKG Technician (CET)

By administering EKGs — testing the electronic activity of the heart through small electrode patches attached to the body — you'll be making a life-changing difference, helping people of all ages prevent and treat heart disease. As an EKG tech, you may perform some or all of the following tasks:

- Set up and administer EKGs (electrocardiograms) and stress tests
- Prepare patients for Holter or ambulatory monitoring
- Edit and deliver final test results to physicians for analysis
- Schedule appointments
- Transcribe physicians' interpretations

Electronic Health Records Specialist (CEHRS)

The security, completeness and accuracy of patient data are critical. The Electronic Health Records Specialist Certification (CEHRS) is often combined with other NHA credentials to expand an employee's skill set, making them a valuable asset to their employers. Some common responsibilities tied to electronic health records include:

- Auditing patient records for compliance
- Abstracting clinical information for reports
- Performing basic coding to submit reimbursement claims
- Processing Release of Information (ROI) requests for medical records
- Reviewing patient demographic and insurance information
- Discussing patient information with physicians and insurance professionals

Billing and Coding Specialist (CBCS)

The skills learned through medical coding certification are essential to hospitals, physicians offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. This rewarding field requires a high level of professionalism and dependability. Tasks performed could include.

- Gathering/reviewing essential information
- Verifying required documentation before patient information is released
- Preventing fraud/abuse by auditing billing
- Supporting coding and billing process
- Assigning codes for diagnoses and procedures
- Submitting claims for reimbursement
- Auditing billing
- Coaching healthcare providers to achieve optimal reimbursement

Patient Care Technician (CPCT/A)

Doctors, nurses and other healthcare professionals rely on patient care technicians to assist with the critical day-to-day care some patients require. They provide hands-on assistance to serve patients' basic needs, which greatly impacts the lives of their patients and their patients' families. As a patient care tech, you may be able to perform some or all of the following tasks:

- Provide basic patient care — bathing, feeding, catheter care, etc.
- Acquire, distribute and administer patient care supplies
- Perform safety checks and ensure cleanliness in patient rooms
- Accommodate any additional patient needs
- Obtain EKG readings and monitor vital signs
- Perform phlebotomy procedures
- Provide emotional support to patients and families, particularly coping with grief and death

HEALTHCARE TRAINING

Emergency Medical Technician (EMT) Program

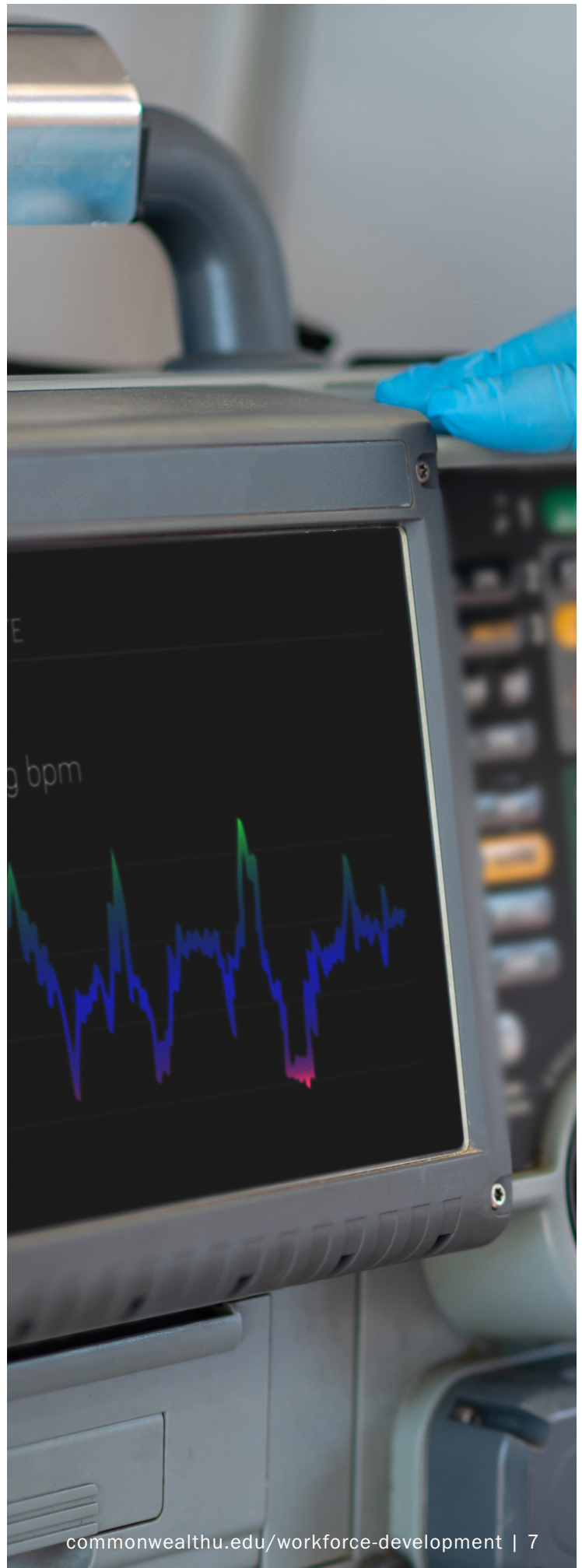
Emergency Medical Technicians (EMT) provide out-of-hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. Emergency Medical Technicians are a critical link between the scene of an emergency and the health care system.

This program will provide you with the overall roles and responsibilities of an EMT.

Some of the topics covered:

- Medical, legal, and ethical communication
- CPR
- Lifting and moving
- Patient assessment
- Providing emergency care
- Vehicle extrication
- Incident management
- Hazmat awareness
- Scene assessment and transport of patients

Upon successful completion of the EMT program, you will be authorized to take the NREMT cognitive examination to earn the National Registry Emergency Medical Technician (NREMT) EMT Certification.





LEGAL TRAINING

NON-DEGREE CERTIFICATE COURSES

LEGAL TRAINING

Advanced Legal Research and Writing Course

This exciting course is designed to teach advanced and specialized approaches utilizing the legal resources available in a law library and elsewhere. The conceptual differences between computer-assisted legal research and hard-copy research will be taught. You will also learn how to formulate WESTLAW search queries and effectively and efficiently use WESTLAW and other online legal research methods as time-saving devices in legal research and writing.

This course is designed to examine more thoroughly advanced and specialized approaches to utilizing the legal sources available in the law library and online.

Advanced Paralegal Certificate Course

These advanced topics build upon the nationally acclaimed Paralegal Certificate Course[®] offered by over 100 colleges and universities nationwide. These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Your study and concentration on substantively specific materials will give you a solid competitive edge over other paralegals. The additional training gained through participating in these advanced classes will embellish your legal knowledge and skills, increasing your salary and marketability.

Completing both the Core Requirements and the Advanced Requirements of the Paralegal Certificate Program provides comprehensive training and skills that should enable graduates to work in the quickly-growing paralegal profession. The two parts, in combination, have been designed to meet the requirements of the California Business and Professional Code §6450, legislation that took effect in California on 1/1/01.

Alternative Dispute Resolution Certificate Course

This intensive course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. Alternative Dispute Resolution (Mediation) is geared toward all professionals who are focused on “interest-based bargaining.” This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this non-degree course will be awarded a Certificate of Completion.

Topics include: Why Conflicts Escalate, Why Mediation Works, The Mediation Process, The Role of the Mediator, Coming to an Agreement, Problems Encountered in Mediation, Developing ADR Programs for Government, Business, and Personal Disputes, and Divorce Settlement Mediation.

eDiscovery for Paralegals Certificate Course

The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process. This 7- week course covers the entire eDiscovery process, from preparation to collection to review of Electronically Stored Information (ESI). Throughout the 17 online modules and tests, learners will progress through the basics of eDiscovery preparation, best practices for ESI collection, and, finally, the review process. The course is supplemented with a comprehensive textbook that covers the most relevant eDiscovery topics.

LEGAL TRAINING

Employment Law Certificate Course

Employment law is a branch of contract law that deals with relationships between employers and employees. This course will cover statutes such as the National Labor Relations Act, the Railway Labor Act, and other statutes dealing with public employees.

Topics to be included are master and servant, wages and hours, anti-discrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions.

Legal Investigation Certificate Course

This exciting course is designed to teach legal investigation to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegals, insurance companies, private businesses, and state and federal government agencies in the process of a civil and criminal investigation. Students will also learn how to create a freelance investigation business. Included subject areas are: arson investigation, product liability investigation, personal injury and traffic accident forensics, employment accidents, investigation of financial and equity matters, professional malpractice and negligence, skip-tracing, and the role of a legal investigator in preparing for civil and criminal litigation.

Legal Nurse Consultant Training Course

This exciting program prepares medical professionals for a career in the legal field as legal nurse consultants. Building on your medical education and possible clinical experience, this course provides the RN and PA with the fundamental skills necessary to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues and to appear in court as expert witnesses. The course teaches legal concepts related to the healthcare industry. A legal nurse consultant's role might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law, and workers' compensation. Any RN or PA interested in entering the legal field can benefit from the education provided by this course. The course is also open to anyone interested in the field of forensic testimony and medical-legal issues. Still, participants without an RN or PA background might be unable to take the LNCC exam after graduation. Legal Nurse Consultant Certified (LNCC) is a discretionary test separate from this training course that experienced registered nurses graduating from this course may decide to sit for. LNCC test eligibility requirements are discussed

during this training course; however, RNs graduating from this course need not take the LNCC to practice as legal nurse consultants.

Successful graduates will receive a certificate for 42 contact hours of continuing nursing education from The Center for Legal Studies that they may be able to use to fulfill continuing education requirements.

Medical Professional Legal Consultant

The healthcare system has experienced an increase in the number of lawsuits, and medical professionals have stepped forth to expand their professional role within the legal system to educate attorneys, judges, and juries. Medical professionals have the knowledge, competency, credential, and expertise to judge whether the appropriate standard of medical care has been delivered. Medical professionals are consulting into an expanding area of medical-legal concerns such as personal injury, worker's compensation, product liability, criminal custody cases, risk management, life-care planning, case management, healthcare licensing board issues, the insurance industry, as well as expert witness. While many medical professional legal consultants work in law offices and the insurance industries, they are also adopting an entrepreneurial spirit and starting their own businesses.

This exciting program prepares Medical Professionals for a career in the legal field as medical professional legal consultants. Building on the medical education and clinical experience of medical professionals, this course provides students with the fundamental skills necessary to advise law firms, healthcare providers, insurance companies, and governmental agencies regarding medically-related issues and to appear in court as expert witnesses. The curriculum of this course is designed to comply with the educational guidelines specified by the American Association of Legal Nurse Consultants.

This six-week course is approved for 45 Category 1 continuing medical education (CME) hours by the American Academy of Physician Assistants (AAPA). This course will comprehensively analyze medical professional legal consulting (MPLC) principles and practices, emphasizing law and expert witness testimony.

While most of the primary subject matter will pertain to legal nursing standards, professionals in other healthcare disciplines (pharmacy, physical therapy, physician assistants, etc.) may gain increased skills and knowledge of the medical-legal system to enhance their roles as service providers and functions as expert witnesses.

LEGAL TRAINING

Legal Secretary Certificate Course

This intensive program is designed for both beginning and experienced secretaries interested in improving their skills and working more efficiently within the law office. Students will study such topics as legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices, and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation, and citation format.

Paralegal Certificate Course®

The Paralegal Certificate Course® is the **cornerstone** of The Center for Legal Studies programs. Para-legalism is one of the fastest-growing careers in the country.

The U.S. Bureau of Labor Statistics projects the number of paralegals to increase by **28% between 2008 and 2018**, much faster than the national average for all occupations.

The national median earnings for paralegals is currently **\$44,480.00/Year**, and freelance paralegal professionals average significantly more across the board.

The Paralegal Certificate Course® is available in various formats to suit your schedule and is offered through colleges and universities nationwide. Successful graduates will receive a professional certificate from the college or university of their choice.

Personal Injury for Paralegals

With this exciting, fast-paced class, you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. We will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating, and other case-building techniques vital to a personal injury paralegal's success in the law office.

Class discussions and lesson material will include the different kinds of personal injury claims, including (but not limited to): car accidents, slip and falls, medical negligence/ malpractice, manufacturer product defects, and class-action lawsuits. Discover the basic categories of damages recovery, statutes of limitations, and schemes for liability.

Victim Advocacy Certificate Course

Participants will be prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims' rights, jurisdiction, venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships, and crisis intervention. It also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, murder, and homicide.





COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING

NON-DEGREE CERTIFICATE COURSES

COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING

Train to become a professional truck driver through Commonwealth University's certified CDL Driver Training program. The CDL programs include CDL Class A, CDL Class B, and Class A 40-Hour Refresher trainings in both full-time day classes and part-time evening and weekend classes.

Our Computer Based Training (CBT) assists you in obtaining your Commercial Driver Permit with all endorsements. We offer lifetime job placement assistance to all graduates at no additional charge.

CDL Class A

Comprehensive Tractor-Trailer Driver Basic: This is SAGE's "flagship" program. It is a comprehensive curriculum that provides the student with the substantial knowledge and practical skills necessary to become an entry-level over-the-road truck driver. The program consists of 150 hours of instruction (44 one-student-per-truck driving hours) conducted over 4-5 weeks and meets the needs of students with no prior knowledge or experience in truck driving. Our most popular program!

Commercial Drivers License Essentials: The program objective is to provide students with the essential knowledge and practical skills necessary to be qualified as an entry-level, supervised over-the-road or in-town driver of tractor-trailers, heavy-duty trucks, dump trucks, and medium-sized delivery trucks. The CDL2150 is a program designed to provide tractor-trailer driving fundamentals to students who have minimal or no truck driving experience. The program includes classroom instruction, hands-on labs, independent study, and substantial behind-the-wheel driving time on a practice range and public roads.

Tractor-Trailer Driver Advanced: Appropriate for students who have some truck driving experience or training but will not meet the standards required for a truck driving job. This "Advanced" program consists of 80 hours of instruction (30 driving hours) conducted over 2-3 weeks. Provides the student with the basic knowledge and fundamental skills necessary to become an entry-level over-the-road or in-town truck driver.

Tractor-Trailer Driver Refresher: This "Refresher" program provides sufficient knowledge and skills to applicants with some prior experience to enable them to pass the written and practical portions of the CDL examination. The program also provides an excellent opportunity for those who have their CDL, but need to improve their driving skills through focused, hands-on driver training. The concentrated program consists of 40 hours of instruction (20 driving hours) conducted over 1-2 weeks.

Prerequisites: You must take and pass a DOT Physical and Drug Test (contact staff for approved vendor), have a Driver's License, have a Motor Vehicle Record free of major violations for the past 3 years, and complete a Training Application and Admissions Interview.

CDL Class B

Straight Truck Class B Driver: Designed for those students who wish to obtain a Class B CDL license for "straight trucks," including delivery trucks, dump trucks, water trucks, waste trucks, and concrete mixers. The program includes preparation for the CDL tests and basic skills instruction completed in 40 hours.

Class B Driver with Passenger: Designed for those students who wish to obtain a Class B CDL license for passenger buses. The program includes preparation for the CDL tests and basic skills instruction completed in 40 hours.

Prerequisites: You must take and pass a DOT Physical and Drug Test (contact staff for approved vendor), have a Driver's License, have a Motor Vehicle Record free of major violations for the past 3 years, and complete a Training Application and Admissions Interview.

COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING

Class A - 40-Hour Refresher

This refresher course is for students who may have had their CDL for years but may not have recent experience on the road; or for students with lapsed CDL's who want to refresh before testing again.

Module I: Computer based training for Commercial Driver Permit (0 hours). Assists students in obtaining their Commercial Driver Permit and in obtaining all endorsements, General Knowledge, Air Brakes, Combination Vehicle, Doubles/Triples, Tank Trucks, HazMat.

Module II: Classroom and Hands-on Laboratory (20 hours). Provides students with knowledge to become an entry level Professional Driver. Topics include Introduction to trucking, Hours of Service, DOT Rules and Regs, Vehicle Inspection, and Whistle-blower Protection for Professional Drivers.

Module III: (range & road work) (20 hours) Straight Line Backing, Coupling & Uncoupling Alley Dock Sightside Parallel Park Blindside Parallel Park CDL Skills Prep, Basic Vehicle Control systems, Demonstrate Proper Lane Controls and Turning Demonstrate Proper Start-Up and Braking Demonstrate Proper Speed and Space Management.

*CDL Road Test (2 hours)

Contact Information

Jennifer Williams
570-389-4004
jwilliam@commonwealthu.edu





PUBLIC SAFETY INSTITUTE

NON-DEGREE CERTIFICATE COURSES

PUBLIC SAFETY INSTITUTE (Can be offered on location. Call for more information.)

The Mansfield Public Safety Training Institute has made available resources for law enforcement, first responders, and public safety professionals. Visit our website for our resource modules at mansfield.edu/mupsti

A Regional Public Safety Training Center

The institute is a regional training center providing initial and continuing professional education for criminal justice practitioners, first responders, public safety professionals, and the public. The center also provides initial training for municipal police officers through the Act 120 Police Academy.

Additional Classes:

- Children & Youth Services Investigations
- Autism Training for First Responders
- Non-Traffic Death Investigation

Mansfield's ACT 120 Municipal Police Academy is a 26-week course (919 hours) required to become a municipal police officer in the Commonwealth of Pennsylvania. Established in 1977, Mansfield's Academy is one of only 17 pre-service municipal police academies across Pennsylvania certified by the Municipal Police Officers' Education and Training Commission (MPOETC).

Lodging and Sustenance

Commonwealth University-Mansfield is able to provide lodging at a minimal cost per night per student. Additionally, 3 meals per day per student can be provided to those lodging on campus.

If lodging is requested for training times, please contact Roxy LeBlanc by email or call 570-662-4974.

Contact Information

Public Safety Training Institute
570-662-4974
psti@commonwealthu.edu



LEADERSHIP DEVELOPMENT TRAINING

NON-DEGREE CERTIFICATE COURSES

LEADERSHIP DEVELOPMENT TRAINING

This five-module series is designed to help participants develop and sharpen skills that relate to leading in today's workplace environment. It is appropriate for existing workplace leaders, managers, and supervisors; or those who are new or emerging.

Throughout the program, each module will outline clear learning objectives and be presented by a subject matter expert. The delivery will feature an engaging mix of lectures, hands-on activities, practical exercises, and real-world examples.

In our training sessions, participants experiment with new approaches and behaviors in applied learning activities, receive constructive feedback, and leave with specific action steps for addressing current and future challenges. The program fosters a collaborative learning environment with a results-focused, action-oriented curriculum.

Professional course materials will be provided and will include assessments, activities, and other learning enhancement components to help each participant develop practical knowledge and individualize their experience.

The five, three-hour modules are:

1. Leadership Effectiveness
2. Effective Communication for Managers
3. Conflict Management
4. Navigating a Multigenerational Workforce
5. Being a Great Mentor or Coach

Sharpening management skills and your leadership presence are valuable for navigating today's workforce. This series will help you prepare and improve your role as a leader.

Call to schedule a session near you!

This workshop can be customized for your individual company and held on-site at your company location.

This program is WEDnet funding eligible.





AUCTIONEERING TRAINING

NON-DEGREE CERTIFICATE COURSES

AUCTIONEERING TRAINING

The Commonwealth University Auctioneering Program is a comprehensive curriculum designed to equip students with the essential knowledge and practical skills needed to thrive in the auction industry. This program encompasses a series of interconnected courses that cover all aspects of auctioneering, from hands-on experience to theoretical concepts.

Auctioneering Practicum

This hands-on course provides 60 hours of supervised training with licensed auctioneers in Pennsylvania. Students will engage in all essential tasks and duties involved in conducting a successful auction, gaining practical experience and written documentation to bolster their understanding of the auction process.

Procurement & Appraisal - Personal Property

This module covers the procurement of personal property for auction, emphasizing appraisal techniques for evaluating items. Students will learn to prepare and write comprehensive auction proposals and personal property appraisals. The course also includes strategies for promoting oneself and auctioned goods, alongside discussions on ethics in the auction business, product knowledge, and the role of social media in the auction industry.

Procurement & Evaluation – Real Estate

Focusing on real estate, this course covers the procurement of properties for public auction and the step-by-step selling process. Students will learn effective marketing techniques for themselves and the properties they represent. Core topics include fundamentals of real estate, home ownership, environmental issues, real estate taxes and liens, transfer of title, fair housing laws, appraisal methods, legal descriptions, and forms of real estate ownership.

Preparation for the Auction

This section prepares students for the myriad tasks involved in auction preparation. Topics include how to prepare goods for auction, effective planning, marketing, and advertising strategies, clerking and cashiering duties, staffing requirements, government compliance (including sales tax and product-specific regulations), and the equipment necessary for various auction types, including online formats.

The Auction

Students will delve into government compliance issues and explore different types of auctions, including variations in online formats. A key component is the student-led auction, either face-to-face or online, allowing participants to apply learned skills in a practical setting. The course also examines the role of social media in auctioneering.

Audience Communication

Effective communication is crucial in auctioneering. This course focuses on developing communication skills, understanding the importance of the opening talk, and studying the terms and conditions of sale for both buyers and sellers. Students will refine their public speaking abilities, particularly the “chant,” which is a vital skill for auctioneers. This segment emphasizes the art of engaging an audience and delivering compelling presentations.

Upon completion of this program, you become eligible to sit for the PA State Auctioneer Licensing Examination. Otherwise, an individual must serve as a licensed auctioneer apprentice for two years under the supervision of a licensed auctioneer.

Auctioneering program is offered through the non-degree area of the college and the credits received are Auction Board approved credits and not college credits. This enables the student to complete the program at our reasonable non-degree rate.



ADDITIONAL CAREER TRAINING

NON-DEGREE CERTIFICATE COURSES

ADDITIONAL CAREER TRAINING (ONLINE COURSES)

Certified Administrative Professional with Microsoft Office Specialist 2019

Certified Administrative Professional (CAP) is one of the most valuable credentials an administrative professional can hold. When held with a Microsoft Office Master certification, you demonstrate that you can perform all administrative assistant duties and responsibilities at the highest level.

This course will prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP), and Microsoft Master certification.

You will learn the fundamentals of workplace administration, including organizational communication, records management, and human resources. You will then learn advanced skills for using programs in the Microsoft Office suite.

Upon course completion, you will receive prepaid vouchers to take the CAP exam and the MO-200 (Excel), MO-100 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

Certified Bookkeeper with Microsoft Excel 2019

Certified Bookkeepers are the profession's elite, much like CPAs are the best in the accounting field. Gaining industry-recognized certification increases your earning potential and enhances your professional status. This course prepares for the American Institute of Professional Bookkeepers (AIPB) certification and the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel.

Gaining AIPB certification is the highest standard in the profession, so this course is recommended for practicing bookkeepers with several years of experience and working knowledge of payroll concepts, including accounting transactions and journal entries.

Clinical Dental Assistant

Are you ready to launch your career in an in-demand field that is fulfilling and rewarding? Becoming a dental assistant could be just the right path for you, with flexible hours and strong job growth predicted. In fact, according to the U.S. Bureau of Labor Statistics (BLS), employment of dental assistants is projected to grow 11% through 2030, faster than the average for all occupations, with a median annual wage of \$41,180. Dental assisting education is your first step towards providing comfort and education for patients—and the online Clinical Dental Assistant course will prepare you to become a productive and successful member of a dental team.

Certified HVACR

New construction is fueling the industry, so there's no better time to enter the HVACR field. This course will prepare you to earn NATE or HVAC Excellence certification in under 12 months! You'll master core skills like accurate measurement and conversions, heat carrying capacity, condensation and vaporization, and air weight and value.

Certified Professional Life Coach

The Certified Professional Life Coach course teaches the Core Competencies of the International Coach Federations (ICF). The ICF is the leading organization dedicated to advancing the coaching profession through high standards, independent certification, and a worldwide network of trained coaching professionals.

You will learn ICF-recognized protocols and use these to build your own distinctive coaching style.

This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) Code of Ethics, used to enhance the lives of individuals impacted by addiction. You will learn strategies for applying the IAPRC Code of Ethics, ICF Core Competencies, and other recognized coaching concepts. You will receive the Certified Professional Coach (CPC) certification upon completing the course's final exam. This credential is issued through the International Association of Professional Recovery Coaches (IAPRC). Finally, you will have gained the industry-recognized skills needed to become a certified life coach and establish a successful coaching business.

ADDITIONAL CAREER TRAINING (ONLINE COURSES)

Certified Residential Interior Designer

If you love coming up with creative designs and interior decorating that will turn a house into a home—or add a unique touch to any space—and want to make those dreams a reality, our interior design certification course is for you.

This residential interior design course is perfect for aspiring and current designers who want to increase their education, career opportunities, and professional status in the interior design industry. Take the first step toward a fulfilling career in this creative industry today with this course.

When looking for interior design classes, you want to ensure you get the best education possible.

This Certified Residential Interior Designer course will teach you the fundamentals and ethical practices involved in becoming a residential interior designer and provide you with invaluable insights on running your own design business and building your client base. Your interior design coursework will also include valuable documents and exercises to help you practice and develop your skills.

By the end of the course, you will be able to use your design concepts in a portfolio to present to potential clients.

The Residential Interior Designer Education (R.I.D.E.) exam is the final exam in the course and is included with enrollment. The R.I.D.E. credential provided by the Designer Society of America (DSA) will increase your status with potential clients and make you a stronger candidate in the industry. Once you achieve this certification, you will receive a free one-year DSA membership.

Freight Broker

From licensing and operations to sales and marketing, learn how to get your broker license and start a successful freight brokerage – 100% online and at your own pace! The U.S. Bureau of Labor Statistics (BLS) lists freight broker/ agent as a “Bright Outlook” career area, with over 30% job growth expected in the next five years.

Optician Certification Training

No matter which area of optometry you choose, you'll be in high demand in the job market because the need for eye care professionals is constantly expanding. It may surprise you to learn that while our eyes are healthier in many ways than in the past, some eye problems are actually growing more common due to changes in our lifestyles and the aging population.

For instance, the incidence of myopia (nearsightedness) is growing rapidly. In fact, experts estimate that nearsightedness will increase by 50% over the next decade. It may be because we spend more time doing close work and less time outside. Other eye problems, such as presbyopia (the poor near vision that develops as we age), are also increasing as our population gets older.

In this course, you can gain the skills and knowledge you need to obtain an entry-level job as an optician in the states that recognize this certification. In addition, you'll prepare to take the Basic American Board of Opticianry (ABO) exams, which include the NOCE (National Opticianry Competency Exam) and the CLRE (Contact Lens Registry Exam), which is required by many states to work as an optician or as a stepping-stone to career advancement.

After successfully completing this course, you will possess the knowledge required to pass the American Board of Opticianry (ABO), National Opticianry Certification Exam (NOCE) exam, or Contact Lens Registry Exam (CLRE). However, we recommend researching your state's requirements before pursuing an optician career. While some states only require a high school diploma or GED and a passing score on the ABO exam to fulfill licensing requirements, others have their own optician licensing exams. Additionally, some states may require opticians to complete an apprenticeship program or degree program to become licensed.

ADDITIONAL CAREER TRAINING (ONLINE COURSES)

Veterinary Assistant

Do you love animals? Have you ever thought about a career as a veterinary assistant? This intensive course will provide the information you need to become a productive veterinary team member. The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Upon completion of the course, you will also have the opportunity to gain access to an Externship Starter Kit.

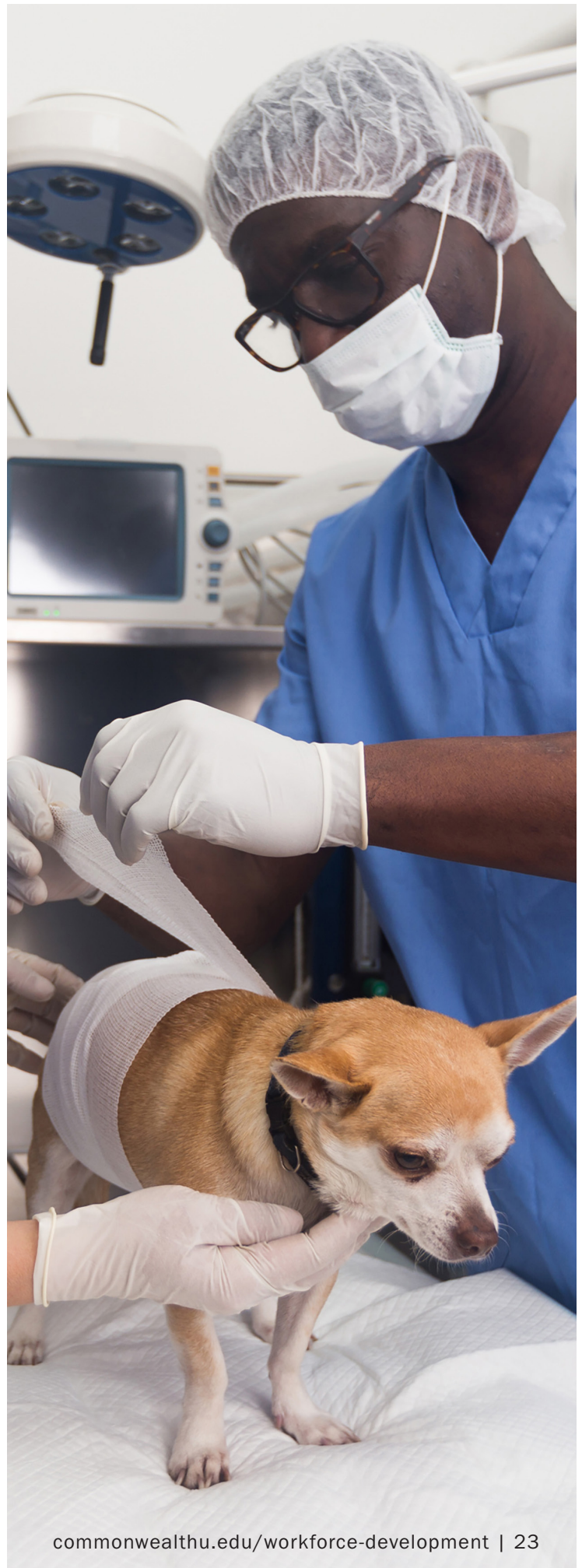
Are you looking for veterinary assistant schools near you? The course covers all the requirements that hospitals and veterinarians' offices look for and more! You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs.

You'll also learn how to interact professionally with clients and gain the expertise to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. The course concludes with a lesson to prepare you for the job market, in which you'll see how to create an effective resume, advance your expertise, and develop strong interview skills. You will truly learn everything you need to know to be successful in your new career.

Additional Career Options online:

- Arts and Design
- Business
- Computer Applications
- Computer Science
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Teacher Professional Development
- Writing

Additional Career Training opportunities are available online. Visit our website for a complete list of online Career Training Opportunities at careertraining.ed2go.com/lockhaven



A close-up photograph of a hand holding a pencil over a notebook. The background is blurred, showing another person's face. A red square frame is overlaid on the image, containing the text.

TESTING PROGRAMS & SERVICES

TESTING PROGRAMS & SERVICES

Commonwealth University of Pennsylvania's Professional Testing Centers are committed to providing a broad spectrum of testing services in convenient, professional settings. Our test centers are open to Commonwealth University students, students from other institutions, and the public.

Testing Programs and Services

- CLEP tests for College Credit
- English Proficiency (TOEFL)
- Foreign Language Proficiency (ACTFL's OPIc)
- Graduate & Law School Entrance Exams (GRE, LSAT)
- High School Equivalency tests (GED, HISET)
- Nursing School Entrance Exam (ATI TEAS)
- Placement tests (Foreign Language, ASL)
- Proctoring Exams for Other Schools
- University Assessments

Professional Certification & Licensure Exams*

Professional certification and licensure exams are available in multiple fields through contracts with national test vendor partners including:

- Assessment Systems- professional certification for multiple fields
- Certified Anticoagulation Care Provider (CACP)
- CASLI- Sign Language Interpreter certification
- Crane Institute Certification
- Educational Testing Service (ETS)- CLEP, PRAXIS, TOEFL
- EIPA WT – Sign Language Interpreter certification
- Kryterion- professional certification for multiple fields
- Metro Institute - PA Department of Agriculture certifications
- National Center for Competency Testing (NCCT)- medical field certifications
- Certified Postsecondary Instructor
- ECG Technician
- Insurance and Coding Specialis
- Medical Assistant
- Medical Office Assistant
- Patient Care Technician
- Phlebotomy Technician
- Tech in Surgery Certified
- PearsonVUE- professional certification for multiple fields (including GED)

- Prometric - PA State Civil Service exams
- ProV- professional certification for multiple fields
- PSI- Academic, Professional Associations, Government/ State Licensing Agencies, IT certifications, HISET
- Scantron- professional certification for multiple fields

*Note: not all exams are available at all Test Center locations.

Scheduling

Candidates schedule test times with the appropriate exam vendor (I.E., Pearson VUE, Prometric, and ETS). During the scheduling process, you can choose the most convenient location.

Bloomsburg Testing Center

411 Lightstreet Road
Bloomsburg, PA 17815
570-389-2998

testingservices@commonwealthu.edu

Exams are administered Monday—Friday. Doors open at 8:00 AM; Testing begins at 8:30 AM; Exams must end at 4:30 PM. Walk-ins may be accommodated if time and capacity permit.

Lock Haven Testing Center

East Campus J Building, Rooms J310 and J311
301 W Church ST
Lock Haven, PA 17745
570-484-3977

testingservices@commonwealthu.edu

Exams are administered Monday – Friday, 12:30 PM – 4:30 PM.

Mansfield Testing Center

31 South Academy St.
Mansfield PA 16933
570-662-4771

testingservices@commonwealthu.edu

Exams are scheduled as needed directly through Testing Administrator, at 570-662-4771

Test Centers' Inclement Weather Policy

The Test Centers operate during university business hours and remain open when classes are compressed or canceled. The Test Centers will close if the University or location closes.

LEARN. TRAIN. ADVANCE.



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

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commonwealthu.edu/workforce-development

