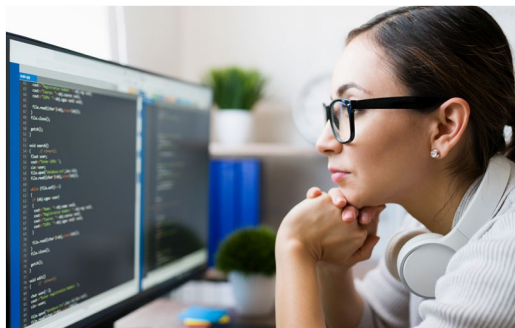
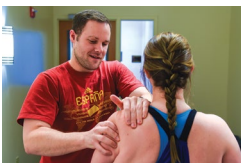




COMMONWEALTH UNIVERSITY OF PA

COMMONWEALTH UNIVERSITY
WORKFORCE DEVELOPMENT

LEARN.
TRAIN.
ADVANCE.



WORKFORCE DEVELOPMENT TRAINING PROGRAMS

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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. Compete better the minute you complete your training.

THIRD-PARTY PARTNERSHIPS

Commonwealth University, in partnership with third-party vendors, 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/course mentors are actively involved in your learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

Third-party vendors include:

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

Contact Information

Bloomsburg | Lock Haven | Mansfield

COMMONWEALTH UNIVERSITY OF PA

Workforce Development

Ulmer 323, 401 N Fairview St
Lock Haven, PA 17745

570-484-3128

workforcedevelopment@lockhaven.edu

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

Our location is not the only thing that makes Mansfield special. It's our commitment to provide students with an environment in which they can find themselves, build on their strengths, and hone leadership skills that will carry them for a lifetime.

SallieMae Smart Option Student Loan

Commonwealth University of PA Workforce Development - 003315-97*

*School ID

WIOA & TAA

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 \$12 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 "Lock Haven University" or "Bloomsburg University" as your WEDnetPA Partner



HEALTHCARE TRAINING

NON-CREDIT CERTIFICATE COURSES

HEALTHCARE TRAINING (IN-PERSON AT VARIOUS LOCATIONS)

Clinical Medical Assistant Program

This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes, among other things, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. Students will review important topics, including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology, suitable lead placements, professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 140 hours of classroom lectures, hands-on labs, and a clinical externship opportunity at a local healthcare provider.

National Certification: This program meets the requirements to take the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. **This program also meets the necessary requirements to take the National Workforce Career Association (NWCA) Clinical Medical Assistant (CMAC) Exam.**

Clinical Externship: This program includes a 160-hour clinical externship opportunity. To be eligible for the clinical, students must successfully complete the 140-hour program, submit to a thorough background check, drug screening, and meet other requirements.

Course Contact Hours:..... 140 hours + Clinical Externship
Clinical Externship Hours: 160 hours

Emergency Medical Technician Program

The average Emergency Medical Technician salary in Pennsylvania is approximately \$12.96 per hour, which meets the national average. (Salary information comes from 403 data points collected directly from employees, users, and past and present job advertisements on Indeed.com in the past 12 months - June 2017) There are currently more than 400 open EMT positions across Pennsylvania.

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

The program is offered in a hybrid format of classroom-based and online instruction.

The course includes a Pennsylvania State practical skills evaluation and written examination, which, if passed, will provide a PA state certification as an EMT.

Course Contact Hours:.....90 hours

Phlebotomy Technician Program

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy, and physiology; blood collection procedures; hands-on specimen practice; and training in skills and techniques to perform puncture methods.

National Certification: Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Phlebotomy Technician (CPT) Exam.

Course Contact Hours:.....90 hours

The Phlebotomy Technician certification exam, offered through the National Center for Competency Testing (NCCT), is administered at the Bloomsburg Test Center. Register online at: ncctinc.com/certifications



LEGAL TRAINING

NON-CREDIT CERTIFICATE COURSES

LEGAL TRAINING

Advanced Legal Research and Writing

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.

Successful graduates of this non-credit course will be awarded a Certificate of Completion from the University.

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.

*Those who successfully complete at least six advanced topics will be awarded a Certificate of Completion.

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-credit 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.

Successful graduates of this course will be awarded a Certificate of Completion from the University.

Intellectual Property Law for Engineers

All engineers should be particularly concerned with patent law. This constitutionally-based discipline has to do with the process by which an invention, and its creator, are protected by the law from infringement and unfair competition. The class will deal with patent applications, research and prosecution, the law of infringement, and computer applications of software (protected by copyright) and hardware (by patents). We will also state what other concepts are patented, as well as machines, processes, mixtures, manufacturing, compositions of materials, and methods of doing business and research. We deal not only with utility patents but with design and plant patents.

Although we are primarily concerned with patent law, we also deal with copyright, trademark, trade dress, trade secrets, and business methods. The engineer must be at least conversant with the other forms of intellectual property. In a relatively short time, we will give you a survey of the rights of creative and ingenious people and provide you with the information to protect yourself and your ideas in Intellectual Property matters.

Law School Preparation Course

You've probably heard the horror stories about that grueling first year of law school. That's likely the main reason you signed up for this course! Rest assured that you've done the right thing. The best way to avoid the pitfalls of the first set of courses is to prepare yourself for the unique way you'll need to study in law school. And this course is designed to give you the tools you need to be ready for the first year of law school and beyond.

Since 1980 The Center for Legal Studies has demystified the study of law through this unique educational program that helps students to excel in, and not merely survive, their first year of law school. We'll lead you through what to expect from the Socratic teaching method and show you how to master the casebook method of instruction used at nearly all law schools. We share with you a particularly effective method of case briefing that you can use throughout law school and your legal career. You'll learn how to take notes effectively and turn those notes into course outlines that you'll use to master your final exams. We help you to integrate law school into your life from day one so that you get more done in less time and have a chance to continue your friendships, hobbies, and relationships even while you excel in your classes. Finally, we show you how to start making the most of your legal career, a career that begins now.

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 TRAINING

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.

Successful graduates will be awarded a Certificate of Course Completion from the university through which they are registered.

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.

Successful graduates of this course will be awarded a Certificate of Completion from the University.

Software Essentials for the Law Office

This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include computer operating systems and peripheral devices; time tracking and billing software; database, case management, and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software.

Hands-on exercises will prepare students to work with popular programs such as MS PowerPoint, AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector, as well as understand the common functions and purposes of similar programs.

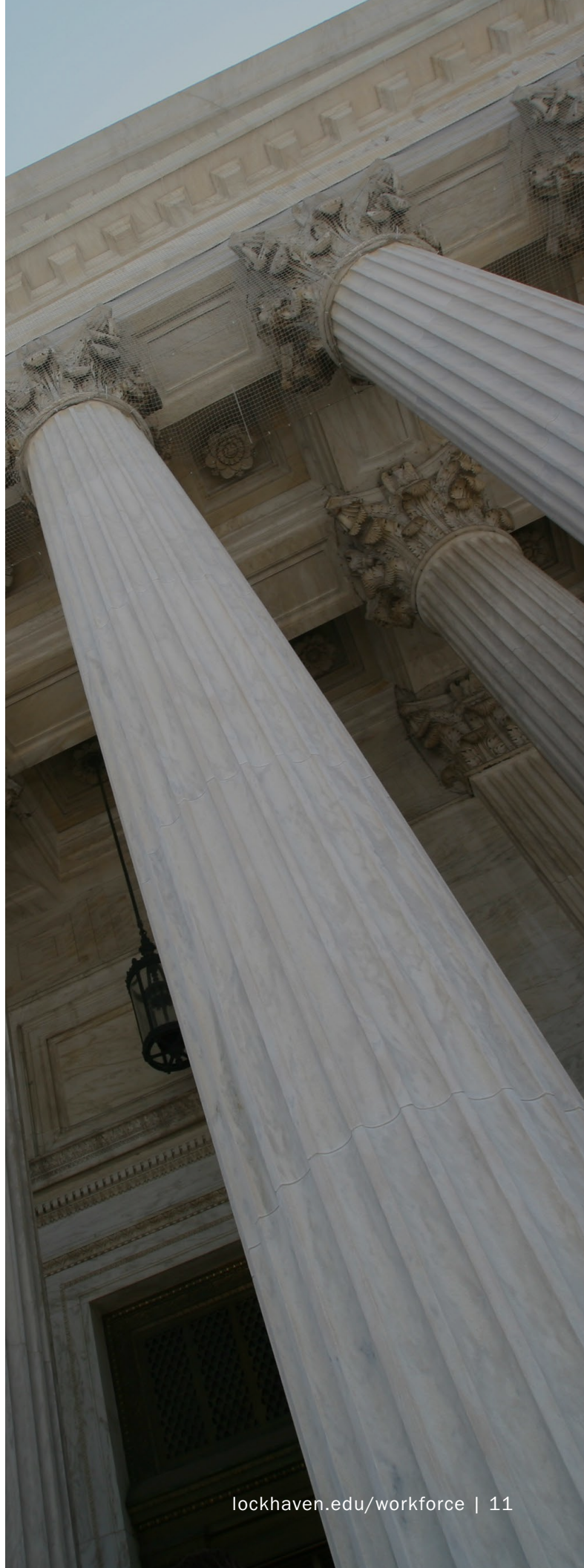
Common billing procedures and payment agreements, accurate time tracking, proper calendar, and docketing procedures, and the processes involved in electronic discovery will be addressed through various exercises. In addition, students will be presented with real-life scenarios and asked to identify and examine ethical issues raised by using technology in legal practice.

Successful graduates of this course will be awarded a Certificate of Completion from the University.

LEGAL TRAINING

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-CREDIT 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 training 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.

Contact Information

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



MASSAGE THERAPY CERTIFICATE PROGRAM

NON-CREDIT CERTIFICATE COURSES

MASSAGE THERAPY CERTIFICATE PROGRAM

Massage Therapy Certificate Program

Our NEW Massage Therapy program will prepare you to take the MBLEx (Massage and Bodywork Licensing Exam) offered by the Federation of State Massage Therapy Board (FSMTB). The non-credit program is compliant with Pennsylvania state guidelines.

Topics include anatomy and physiology, massage theory and research, kinesiology, and more.

Licensed graduates may seek employment in spas, rehab clinics, hospitals, hotels and resorts, cruise ships, sports facilities, chiropractic practices, health and wellness centers, long-term care facilities, or private practices.

PA Licensing Requirements:

- Educational program that has at least 600 clock hours
- Pass a background check
- Pass the national exam - the MBLEx
- The MBLEx certification exam is only administered at Pearson Professional Testing Centers.
- Find a location near you at:
<https://www.fsmtb.org/mblex/taking-the-exam/>

Course Hours:..... **600 in-class hours**

NON-CREDIT CERTIFICATE COURSES

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

The Mansfield University Public Safety Training Institute (MUPSTI) 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

- MUPSTI is a regional training center providing initial and continuing professional education for criminal justice practitioners, first responders, public safety professionals, and the public.
- MUPSTI 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

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.

The National Registry Certification examinations for Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and Paramedic are administered at the Bloomsburg and Lock Haven test centers.

Before scheduling an exam appointment, first register with the National Registry <https://www.nremt.org/> and receive an Authorization to Test (ATT) letter; then sign up for an exam appointment at home.pearsonvue.com/nremt

Contact Information

Josh Battin
570-662-4805
jbattin@mansfield.edu



**PUBLIC
SAFETY
INSTITUTE**



MANAGEMENT & LEADERSHIP TRAINING

NON-CREDIT CERTIFICATE COURSES

MANAGEMENT & LEADERSHIP TRAINING

Employers have expressed a need for employee training in basic management and team leadership. Based upon input from employers, Commonwealth University-Bloomsburg has worked with The Columbia Montour Chamber of Commerce to offer a five-session Management and Leadership Certificate Program. The program is open and applicable to all types and sizes of employers.

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 new or emerging leaders or existing workplace leaders, managers, and supervisors who have not previously been exposed to leadership training. Throughout the series, each module will provide specific learning objectives and will be delivered by a subject matter expert who will utilize a combination of pre-session prep work, lectures, experiential learning activities and exercises, and real-world applications. Course materials will be provided and will include assessments, activities, and other learning enhancement components to help each participant individualize their learning experience.

The five, four-hour modules are:

1. The Role of the Supervisor and Effective Communication/ Listening
2. Understanding what Motivates Employees and Change Management
3. Coaching and Performance Management
4. Navigating a Multigenerational and Diverse Workforce
5. Conflict Management, Sharpening 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.

Note: A 30-minute lunch break is included as part of this program.

**Alternative locations and modalities are available.
Call to schedule a session near you!**

This program is WEDnet funding eligible.





ADDITIONAL CAREER TRAINING

NON-CREDIT 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.

Certified Clinical Medical Assistant (CCMA) + Certified Electronic Health Records Specialist (CEHRS)

The Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist plus Medical Terminology is an online program that will prepare you for a rewarding career in the healthcare industry. In this program, you will gain a wide range of medical office management skills that healthcare professionals need for a successful career in a medical setting.

This all-inclusive National Healthcareer Association (NHA) certified course could unlock the door to a burgeoning career. Certified Medical Administrative Assistants possess a broad scope of knowledge and skills that make them ideal professionals for any ambulatory care setting, including medical practices, urgent care centers, ambulatory surgery centers, hospital clinics, same-day surgery centers, and dialysis clinics. Employment is also available in medical laboratories, government agencies, and educational institutions.

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 Medical Administrative Assistant

This course will teach you how Administrative Medical Assistants are versatile and valuable healthcare team members who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive patient experience. Their duties can include scheduling appointments, entering demographic and insurance information into practice software, managing patient Check-in, and check-out, answering phone calls, filing and retrieving paper records, maintaining electronic records, composing correspondence, performing daily financial practices, assigning medical codes, and processing insurance claims.

ADDITIONAL CAREER TRAINING (ONLINE COURSES)

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.

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.

Medical Billing and Coding Program

Medical billing and coding is a rising star in the healthcare field today. This 100% online course will prepare you to start a career in this high-demand occupation and earn the medical billing and coding professional certification that best aligns with your interest and career goals.

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

ADDITIONAL CAREER TRAINING (ONLINE COURSES)

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.

Patient Care Technician

Patient care technicians play an important role in patients' lives. With healthcare demand at an all-time high, you can be the professional providing this vital care. This online patient care course will help you gain the skills needed to work with patients in various healthcare facilities. You will also prepare to become a Certified Patient Care Technician Level I a valuable professional credential that validates your specialized skill set.

You will also receive a prepaid voucher for the Certified Patient Care Technician Level I Exam, offered by the American Education Certification Association (AECA). The voucher is prepaid access to sit for the certifying exam upon eligibility.

Pharmacy Technician Program

There's no shortage of pharmacies in need of skilled pharmacy technicians! This 100% online course will prepare you for the Pharmacy Technician Certification Board (PTCB) National Certification exam and help you complete an externship with a leading pharmacy chain.

The Pharmacy Technician Certification Examination (PTCE) exam is administered at the Bloomsburg and Lock Haven Test Centers. Register online at home.pearsonvue.com/ptcb.

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



**REAL ESTATE
TRAINING**

NON-CREDIT CERTIFICATE COURSES

REAL ESTATE EDUCATION FOR ALL STAGES OF YOUR CAREER

Commonwealth University is proud to offer online and in-person real estate courses for licensed real estate agents and aspiring real estate students looking to work toward their real estate license.

Step-by-step instructions to become a licensed real estate salesperson in Pennsylvania are available on the Pennsylvania Real Estate Commission website.

Pennsylvania Real Estate Courses (Online)

Commonwealth University has partnered with The CE Shop for real estate pre-license, post-license, and continuing education. A wide variety of courses are offered online, enroll anytime format, allowing you to study at your own pace and in your own learning environment. The Pennsylvania Real Estate Commission approves courses.

Pennsylvania Real Estate Pre-License Course (In-Person)

Commonwealth University offers 75 hours of required coursework for those persons desiring to become a licensed real estate salesperson in Pennsylvania.

- **Real Estate Fundamentals (30 hours):** Enables students to develop an understanding of the complex legal issues involved in the study of real estate and provide them with a solid technical, legal foundation upon which a successful career can be built.
- **Real Estate Practice (45 hours):** Provides students with essential information regarding laws, business practices, ethics, and technologies which will enable them to conduct themselves as professionals in ways that ultimately protect the consumers to whom they provide service.

Real Estate Courses (Online) - All Other States

Commonwealth University has partnered with the CE Shop for real estate pre-license, post-license, and continuing education. A wide variety of courses are offered online, enroll anytime format, allowing you to study at your own pace and in your own learning environment. Courses are approved by each state's licensure authority.

A close-up photograph of a hand holding a pencil, poised to write on a lined notebook. The background is softly blurred, showing another person's head and shoulders. A prominent red square frame is centered over the image, containing the text. The text is in a bold, white, sans-serif font, arranged in three lines.

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, MAT, LSAT)
- High School Equivalency tests (GED, HISET)
- Nursing School Entrance Exam (ATI TEAS)
- Placement tests (Accuplacer, 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 Specialist
 - 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
- WorkKeys – exams for the workforce

*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 Hours

BU Testing Center 411 Lightstreet Road
Bloomsburg, PA 17815

testing@bloomu.edu
570-389-5294

bloomu.edu/testing

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 Hours

LHU Test Center
East Campus J Building, Rooms J310 and J311
301 W Church ST
Lock Haven, PA 17745

570-389-5294
testingcenter@lockhaven.edu

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

Mansfield Hours

Exams are scheduled as needed directly through Wanda LaBar, Testing Administrator, at 570-662-4771 or wlabar@mansfield.edu

31 South Academy St.
Mansfield PA 16933

570.662.4000
mansfield.edu/testing

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.



COMMONWEALTH UNIVERSITY OF PA

Ulmer 323, 401 North Fairview Street
Lock Haven, PA 17745

lockhaven.edu/workforce

