THE UNIVERSITY OF TEXAS AT EL PASO

Professional and Public Programs

A UNIT OF EXTENDED UNIVERSITY

PROFESSIONAL TRAINING AND DEVELOPMENT
REGISTRATION INFORMATION

By Phone: Call (915) 747-5142 Monday - Friday from 8 a.m. to 5 p.m.; Visa, MasterCard, American Express and Discover are accepted forms of payment.

Mail: Mail your registration form with a check, money order, credit card information, or purchase order to UTEP Professional and Public Programs; Kelly Hall, Suite 102; 500 West University Avenue; El Paso, TX 79968-0602. Please make checks payable to UTEP.

Online: Find the class you want and register securely online at www.ppp.utep.edu, 24 hours a day. For assistance, please call (915) 747-5142.

In Person: Visit our offices located at Kelly Hall, Suites 102, Monday - Friday from 8 a.m. to 5 p.m.

COURSE OFFERINGS & FEES

Professional and Public Programs is committed to offering quality programs at affordable prices. Course fees are based on an estimated minimum number of students. Professional and Public Programs is self-sustaining and course fees cover all expenses. No support is received from state or local taxes.

CONFIRMING YOUR ENROLLMENT & COURSE LOCATION

When you enroll in a P3 course by phone, mail or online, you will receive a confirmation email; however, you may also request your confirmation be sent by mail. If you do not receive your enrollment confirmation within 48 hours of the course start date, please call (915) 747-5142 during office hours. If there are any changes to the class, you will be promptly notified.

SPECIAL ACCOMMODATIONS/NEEDS

If you have a disability and require special accommodations, please call (915) 747-5142.

COURSE CANCELLATION POLICY

In order to ensure courses reach their minimum number of participants, we highly recommend you register early. P3 reserves the right to cancel any class that does not meet the minimum enrollment required or in case of any unforeseen circumstances. Registrants will be notified of course cancellations by phone and e-mail. Refunds will be processed automatically for courses canceled by Professional and Public Programs.

NOTE: P3 reserves the right to change the location, day, time and instructor.

PAYMENT OPTIONS

Professional and Public Programs (P3) has a new Pre-Payment Plan designed to make registration payments even easier for your educational needs. In order to utilize this payment service, you must first enroll in a P3 course, either in person at 102 Kelly Hall (located on the UTEP Campus) or by phone at (915) 747-5142. This free payment plan will allow you to make payments up to 5 days before the course is scheduled to begin, allowing the course to be paid in full before the start date.

Please note that any class not paid in full prior to the 5-day start date will incur a $25 processing fee and result in the participant being dropped from the class.

FINANCING OPTIONS

The Sallie Mae Smart Option Student Loan and other private loans are available for selected courses with registration fees greater than $1,000. These interest-free payment plans allow you to spread out the registration fees cost over the course duration. Plans are administered directly by Sallie Mae. Visit www.salliemae.com/00366198 for more information.

PRIVATE LOAN OPTIONS

Private student loans are not part of the federal student loan program and require a credit check. You may borrow from any lender you choose; however, some private loans are only eligible for credit courses and do not cover continuing education classes. Borrowing fees and coverage vary between lenders, so compare costs and choose the program that’s right for you.

THIRD PARTY BILLING

Professional and Public Programs will accept third party billing on behalf of a participant as a form of payment. The participant must submit a letter of credit from his/her employer, in which the employer agrees to make payment for the participant’s registration fees. The letter must state that the employer will make payment upon receipt of an invoice from P3. It must also state that payment is not contingent upon the participant’s course grades. Please contact (915) 747-5142 or ppp@utep.edu for more information.
MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNT SCHOLARSHIP  MYCAA

The MyCAA Scholarship is a workforce development program that provides up to $4,000 of tuition assistance to eligible military spouses. P3 accepts MyCAA funding for approved live and online certificate courses. To ensure your eligibility for the MyCAA Scholarship, call a Spouse Education & Career Opportunities - SECO Career Counselor at 1 (800) 342-9647 or visit the MyCAA Spouse Portal online at https://aiportal.acc.af.mil/mycaa and provide the required Spouse Profile information.

VOCATIONAL REHABILITATION FUNDING FOR DISABLED VETERANS CH

The Department of Veterans Affairs offers funding for disabled Veterans with a disability of 10% or more. P3 accepts Vocational Rehabilitation Funding for approved live and online certificate courses. To begin the funding process, please visit www.ebenefits.va.gov and register with vonapp or contact your local Vocational Rehabilitation Employment Office. The El Paso/Las Cruces local office number is (915) 772-2195.

NOTE: Not all payment plan options are applicable to all courses.

REFUND/CREDIT VOUCHER POLICY

Refunds will be issued, minus a 15% cancellation fee per course, cost of materials, and/or lab fees, if a written request is faxed to (915) 747-5538, emailed, or mailed and received three business days prior to the first day of a scheduled course. Refund requests must include your name, daytime telephone number, and the course number or name. This policy applies to all registrations, regardless of the payment method. Phone requests will not be accepted for refund or credit voucher. Credit vouchers will be issued when a class is dropped within 1–2 business days prior to the first day of the scheduled course. Vouchers must be used toward another class of equal or greater value no later than Aug. 31, of the current fiscal year. Each voucher will be issued in the amount of the registration fee, minus a $15 processing fee, cost of materials, and/or lab fees.

Exceptions for refunds and credit vouchers:

- There are no refunds for online courses.
- Other refund policies may apply to Conferences, Customized Training & Services, and other special programs.

NOTE: Please allow 2 to 3 weeks for processing of refunds. No refunds will be given on or after the first class meeting. A $25 fee will be charged for returned or canceled checks.
PROJECT MANAGEMENT

PROJECT MANAGEMENT/AGILE FREE INFORMATIONAL SEMINAR: A GUIDE TO PROJECT MANAGEMENT
(3 HOURS)

This seminar highlights the need for project management knowledge and skills for optimum business results. This free seminar focuses on the PMP baseline: 10 Knowledge Areas, 5 Process Groups, and the associated 47 Processes. It also provides an overview of the requirements needed to become PMP certified.

Agile Scrum is a project management methodology framework for managing complex projects in different industries (Software, Construction, Medical, Non-Profit). It is known for minimizing the risk of project failure and maximizing customer satisfaction through collaboration and interactive short developmental sprints. Participants will leave with the knowledge of state-of-the-art project management techniques that increase the probability of project success in a changing environment.

Course: 15FPMG1000
Day/Time: 9/12
Sa 9 a.m. to 12p.m.
Sessions: 1
Registration Fee: FREE15

AN INTRODUCTION TO AGILE SCRUM
(1.6 CEUs / 16 HOURS)

Agile Scrum is a project management methodology framework for managing complex projects in different industries (Software, Construction, Medical, Non-Profit). It is known for minimizing the risk of project failure and maximizing customer satisfaction through collaboration and interactive short developmental sprints. Participants will leave with the knowledge of state-of-the-art project management techniques that increase the probability of project success in a changing environment.

Course: 15FPMG5000
Day/Time: 9/26 - 10/17
Sa 9 a.m. to 1 p.m.
Sessions: 4
Early Registration Fee: $500
Registration Fee: $530

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE – TheCourse™
(5.6 CEUs / 56 HOURS)

Project management is a highly competitive profession that requires proven best practices, a high level of expertise, and recognized credentials. Learn the core competencies of project management while preparing for the PMI® certification exam. It is the number one choice for more government agencies, colleges, and universities in the U.S. than any other project management certification prep course. PMI® has given the classroom version a rating of 100%. TheCourse™ teaches the five process groups and ten knowledge areas of PMBOK® 5th edition, the PMI code of ethics and professional conduct, and reviews general management topics.

Course: 15FPMG4004
Day/Time: 10/5 - 11/16
M, Tu and W 6 to 9 p.m.
Sessions: 19
Early Registration Fee: $1,300
Registration Fee: $1,400
BOOT CAMP: PROJECT MANAGEMENT CERTIFICATION TEST PREP
(2.7 CEUs / 27 HOURS)

Students will use a practicum model that will help them continue practicing the processes outlined in the fifth edition of the PMBOK® Guide “Project Management Body of Knowledge.” The model explains the Knowledge Areas and Process Groups, demonstrating the flow of the 47 processes of project management that are instrumental to project success. The PMI’s code of ethics will also be reviewed. The Boot Camp course includes interactive lessons, PMBOK® GUIDE exercises, and much more. This course is designed for professionals or project managers who are preparing for the Project Management Institute’s Project Manager Professional or Certified Associate in Project Management exams. This course can also benefit professionals who want to further develop their PM skills. At the completion of this course, students will receive a UTEP PMP Boot Camp Certificate.

Course: 16SPMG4003
Day/Time: 1/25 - 2/10
M, Tu and W 6 to 9 p.m.
Sessions: 9
Early Registration Fee: $699
Registration Fee: $749

LEAN SIX SIGMA SERIES

Lean Six Sigma (LSS) is a proven business management strategy that helps organizations operate more efficiently. It combines the Lean 14 principles for reducing waste and increasing performance with Six Sigma tools and techniques for improving and sustaining quality. The sequence of White, Yellow and Green belt level courses increase in difficulty as you progress through the levels.

FREE INFORMATIONAL SEMINAR:
LEAN SIX SIGMA-DYNAMICS IN IMPROVING SOLUTIONS
(3 HOURS)

Increase your basic understanding of Lean and Six Sigma business management tools and how they can work together. Be introduced to UTEP’s Lean Six Sigma (LSS) program from White to Green Belt levels and gain a working understanding of Lean 4 Principals (Philosophy, Process, People & Partners, and Problem Solving) and Six Sigma DMAIC Methodology (Define, Measure, Analyze, Improve, and Control). Students who attend will receive $25 off the White and Yellow Belt courses, and $50 off the Green Belt course.

To have discount applied to appropriate course, please register by calling (915) 747-5142.

LEON SIX SIGMA WHITE BELT
(0.6 CEUS / 6 HOURS)

Participants will gain an overview of the Lean 4 Principles based on the Toyota Production System, and the Six Sigma Methodology based on The Six Sigma Handbook. At the completion of this course, graduates will receive the LSS White Belt Certificate.

Course Code: 15FPPG2201
Day/Time: 9/19
Sa 1 to 4 p.m.
Sessions: 1
Registration Fee: FREE

LEON SIX SIGMA YELLOW BELT
(1.2 CEUS / 12 HOURS)

This course provides participants with a more comprehensive understanding of the Lean 4 Principals and Six Sigma DMAIC Methodology. You will gain exposure to problem identification and solution techniques. Lean and Six Sigma (LSS) emphasizes an integrated continuous improvement environment. At the completion of this course, graduates will receive an LSS Yellow Belt Certificate.

Course Code: 15FPMG3201
Day/Time: 10/3
Sa 9 a.m. to 3:30 p.m.
Sessions: 1
Early Registration Fee: $199
Registration Fee: $225

LEON SIX SIGMA GREEN BELT
(1.2 CEUS / 12 HOURS)

Students will use a practicum model that will help them continue practicing the processes outlined in the fifth edition of the PMBOK® Guide “Project Management Body of Knowledge.” The model explains the Knowledge Areas and Process Groups, demonstrating the flow of the 47 processes of project management that are instrumental to project success. The PMI’s code of ethics will also be reviewed. The Boot Camp course includes interactive lessons, PMBOK® GUIDE exercises, and much more. This course is designed for professionals or project managers who are preparing for the Project Management Institute’s Project Manager Professional or Certified Associate in Project Management exams. This course can also benefit professionals who want to further develop their PM skills. At the completion of this course, students will receive a UTEP PMP Boot Camp Certificate.

Course: 16SPMG4003
Day/Time: 1/25 - 2/10
M, Tu and W 6 to 9 p.m.
Sessions: 9
Early Registration Fee: $699
Registration Fee: $749

LEAN SIX SIGMA SERIES

Lean Six Sigma (LSS) is a proven business management strategy that helps organizations operate more efficiently. It combines the Lean 14 principles for reducing waste and increasing performance with Six Sigma tools and techniques for improving and sustaining quality. The sequence of White, Yellow and Green belt level courses increase in difficulty as you progress through the levels.

FREE INFORMATIONAL SEMINAR:
LEAN SIX SIGMA-DYNAMICS IN IMPROVING SOLUTIONS
(3 HOURS)

Increase your basic understanding of Lean and Six Sigma business management tools and how they can work together. Be introduced to UTEP’s Lean Six Sigma (LSS) program from White to Green Belt levels and gain a working understanding of Lean 4 Principals (Philosophy, Process, People & Partners, and Problem Solving) and Six Sigma DMAIC Methodology (Define, Measure, Analyze, Improve, and Control). Students who attend will receive $25 off the White and Yellow Belt courses, and $50 off the Green Belt course.

To have discount applied to appropriate course, please register by calling (915) 747-5142.
LEAN SIX SIGMA GREEN BELT
(4.2 CEUs / 42 HOURS)

This intensive course provides participants with an in-depth knowledge of the Lean 4 Principles based on the Toyota Production System and the Six Sigma Methodology based on The Six Sigma Handbook. Hands-on projects, discussions and examples enhance the curriculum of the course. At the completion of this course, graduates will receive the Lean Six Sigma Green Belt Certificate.

Course: 15FPMG5003
Day/Time: 10/31 - 12/19
Sa 9:30 a.m. to 4 p.m.
No class on 11/28
Sessions: 7
Early Registration Fee: $1150
Registration Fee: $1200

Course: 16SPMG5003
Day/Time: 1/30 – 3/12
Sa 9:30 a.m. to 4 p.m.
Sessions: 7
Early Registration Fee: $1150
Registration Fee: $1200

SKILLED PROFESSIONAL SERIES
WRITING – BUSINESS PLANS, EMAILS, LETTERS, AND MEMOS - NEW
(1.2 CEUs / 12 HOURS)

Gain a practical and collaborative approach to writing in the workplace. Acquire professional communication practices relating to business plans, letters, memos, and emails in order to support writing skills in the workplace.

Course: 15FPPD1200
Day/Time: 10/17 - 11/7
Sa 9 to 11 a.m.
Sessions: 4
Registration Fee: $199

ALL-INCLUSIVE MANAGEMENT (A.I.M.)
(0.6 CEUs / 6 HOURS)

Empowering employees to make their own decisions based on sound educational judgment is imperative for survival. This workshop will give attendees the skills they need to succeed in a team-based management environment.

Course: 15FPPD1001
Day/Time: 10/22 - 10/29
Th 6 to 8:30 p.m.
Sessions: 2
Registration Fee: $120

DIplOMacy & Tact... Conquering Your Negotiation Skills - NEW
(0.6 CEUs / 6 HOURS)

Learn to identify the five keys to negotiating skills, dealing with tough negotiators, protecting yourself from hidden pressures, and developing tactics towards a successful negotiation.

Course: 15FPPD2014
Day/Time: 11/13
F 9 a.m. to 4 p.m.
Sessions: 1
Registration Fee: $120

LEADERSHIP
LEAD Like alexander the Great, conquer the World!! - NEW
(0.8 CEUs / 8 HOURS)

Gain the self-image and self-assessment skills needed to propel your performance into the stratosphere of the elite in your field. Understand how to identify and evade office politics to reduce a negative impact on your career success.

Course: 15FPPD2015
Day/Time: 12/11
F 9 a.m. to 4 p.m.
Sessions: 1
Registration Fee: $120

LEADERSHIP DEVELOPMENT: HOW TO CULTIVATE A WINNING TEAM - NEW
(0.5 CEUs / 5 HOURS)

To be an effective leader, it is essential to explore both the skill and behavior necessary to cultivate and spearhead a winning team. Advanced influence, motivation, decision-making, conflict/negotiation strategies, and meeting management will be examined. Course materials and activities will challenge students to reach their fullest leadership potential.

Course: 15FPPD3003
Day/Time: 12/5 - 12/12
Sa 9 a.m. to 1 p.m.
Sessions: 2
Registration Fee: $199
MARKETING
THE FUNDAMENTALS OF BRANDING YOUR BUSINESS - NEW
(0.5 CEUs / 5 HOURS)

Gain a fundamental understanding of how to build, measure, position and manage a brand. Work on a brand project through group exercises, small group dialogue and group discussions.

Course: 15FPPD1002
Day/Time: 9/24 - 10/1
Th 6 to 8:30 p.m.
Sessions: 2
Registration Fee: $120

FITNESS AND HEALTH

The following courses are in partnership with:

World Instructor Training Schools (WITS) is the only major certifying body in the country providing comprehensive practical training and internship components. WITS is an approved CEU provider for the Board of Certification for Athletic Trainers, the American Occupational Therapy Association, the National Certification Board for Therapeutic Massage and Bodywork and the International Association of Continuing Education and Training. The American Council on Education has recommended three undergraduate academic credits for this course.

FREE INFORMATIONAL WEBINAR:
PERSONAL FITNESS TRAINER CERTIFICATION
(1 HOUR)

Want to learn more about the Personal Fitness Trainer Certification Course? Join our live webinar and talk with a veteran instructor about the course and industry. Can’t make the date and time? Register anyway and we will send you a recording once it is complete.

Course: 15FPFT1100
Day/Time: 10/1
12 p.m. EDT / 10 a.m. MST
Sessions: 1
Registration Fee: FREE
Registration Website: https://attendee.gotowebinar.com/register/2083115300621107714

PERSONAL FITNESS TRAINER CERTIFICATION
(3 CEUs / 30 HOURS)

This challenging course is taught over a 5-week period for optimum knowledge, retention, and skill competency. The national certification exam is held on the 6th week.

A textbook is required and not included in the course fee. Please call (888) 330-9487 or visit www.witseducation.com to order and start reading.

CPR-Automated External Defibrillator certification is required to receive the certificate.

Course: 15FPFT1001
Day/Time: 10/17 - 11/21
Sa 9 a.m. to 4 p.m.
Sessions: 6
Early Registration Fee: $670
Registration Fee: $685

The following courses are in partnership with:

The price of the certification exam is not included in the tuition for the following courses. Exam registration assistance is available through CCI.

PHARMACY TECHNICIAN TRAINING
(8 CEUs / 80 HOURS)

This comprehensive program will prepare students to work as pharmacy technicians in retail or other pharmacy settings and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: Pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Textbooks are included.

Course code: 15FPHC4000
Day/Time: 9/28 - 12/16
M and W 6 to 9:30 p.m.
No class on 11/24 and 11/26
Sessions: 23
Early Registration Fee: $1499
Registration Fee: $1699
EKG TECHNICIAN PROGRAM  
(5 CEUs / 50 HOURS)

Prepare for a career as an EKG Technician, and to take the American Society of Phlebotomy Technician (ASPT)-Electrocardiograph (EKG) Technician exam and other national certification exams. Learn important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography and stress testing. In addition, students will practice with EKG equipment and perform hands-on labs, including introduction to the function and proper use of the EKG machine. Textbooks are included.

Course Code: 15FPHC1000  
Day/Time: 10/19 - 12/9  
M and W 6 to 9:30 p.m.  
No class on 11/24 and 11/26  

Sessions: 16  
Registration Fee: $999

DIALYSIS TECHNICIAN PROGRAM  
(5 CEUs / 50 HOURS)

Under the supervision of physicians and registered nurses, students operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, and maintain and repair equipment. They also work with patients during dialysis procedures, monitor and record vital signs, as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. Textbooks are included.

Note: This program does not include a national or state certification as part of its overall objectives. There is no student internship or clinical rotation offered as part of the program.

Course: 15FPHC0001  
Day/Time: 10/20 - 12/10  
Tu and Th 6 to 9:30 p.m.  
No class on 11/24 and 11/26  

Sessions: 15  
Registration Fee: $999

HUMAN RESOURCES

SHRM-CP/SHRM-SCP EXAM PREPARATION PROGRAM  
(4.8 CEUs / 48 HOURS)

This class gives human resource (HR) practitioners an effective review of the HR body of knowledge on which the SHRM-CP (Certified Professional) and SHRM-SCP (Senior Certified Professional) examinations are based.

This intensive review course will help participants prepare for the content areas covered on the Society for Human Resource Management (SHRM) exam.

Certificate of Completion: If you have any questions regarding the SHRM-CP and SHRM-SCP exams, please visit www.shrm.org or call SHRM at 1(800) 283-7476.

Course: 15FPHR3007  
Day/Time: 9/12 - 12/12  
Sa 9 a.m. to 1 p.m.  
No class on 11/24 and 11/26  

Sessions: 13  
Early Registration Fee: $1,095  
Registration Fee: $1,120  
Group Discount: $945

ESSENTIALS OF HUMAN RESOURCES  
(1.2 CEUs / 12 HOURS)

The SHRM Essentials of Human Resources Management Certificate Program offers a broad overview of the human resources functions, covering six key topic areas: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, and Performance Management. It is ideal for those who are just starting out in the HR profession, performing HR duties, or are looking for an effective way to boost their employee-management skills. All materials are included in the course fee.

Course: 15FPHR1000  
Day/Time: 10/3 – 10/24  
Sa 9 a.m. to 12 p.m.  

Sessions: 4  
Registration Fee: $500
MANUFACTURING

The following courses are in partnership with:

W.M. Keck Center
FOR 3D INNOVATION

3D PRINTING INTRODUCTION
(1.5 CEUs / 15 HOURS)

Pursue various aspects of additive manufacturing, to form three-dimensional parts with applications ranging from prototyping to production. Additive manufacturing (AM) technologies fabricate three-dimensional (3D) parts using layer-based manufacturing processes directly from computer-aided-design (CAD) models. A major current emphasis of AM is on using these technologies in direct manufacturing of end-use parts. In this course, you will learn about a variety of AM and other manufacturing technologies, their advantages and disadvantages for producing both prototypes and functional production quality parts, and some of the important research challenges associated with using these technologies.

Course: 15FXPMF1001
Day/Time: 10/3 - 10/31
Sa 8 to 11 a.m.
Sessions: 5
Registration Fee: $500

LEGAL

The following courses are in partnership with:

PARALEGAL CERTIFICATE COURSE
(9 CEUs / 90 HOURS)

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. There are no prerequisites to take the course. This program will help students improve office efficiency, productivity, and billable hours, as well as learn new marketable job skills.

All textbooks and resources, including WESTLAW access, are available for purchase from The Center for Legal Studies by calling 1 (800) 522-7737 or by using the secure online order form at www.legalstudies.com.

TECHNOLOGY

MICROSOFT EXCEL 2013: INTERMEDIATE
(1 CEUs / 10 HOURS)

Want to move past spreadsheet basics? This course will cover many of the advanced features and tools found in Excel that will help users create more practical and complex spreadsheets with 3-D formulas, pivot tables, and more.

Course: 15FPSP1221
Day/Time: 10/6 - 10/15
Tu and Th 6 to 8:30 p.m.
Sessions: 4
Early Registration Fee: $200
Registration Fee: $250

OSHA/ETI

The following courses are in partnership with:

OSHA-500 TRAINER COURSE IN OSHA STANDARDS FOR THE CONSTRUCTION INDUSTRY
(3.0 CEUs / 30 HOURS)

This course is designed for individuals interested in teaching the OSHA 10-hour and 30-hour construction safety and health Outreach Training Program to their employees and other interested groups. Using OSHA Construction Standards as a guide, special emphasis is placed on those topics required in the 10-hour and 30-hour programs as well as those which are most hazardous. Students are briefed on effective instructional approaches and use of visual aids and handouts.

To register for the following courses please call the OSHA Education Center at 1 (866) 906-9190 or visit their website at https://web-ded.uta.edu/wconnectCourseStatusawp?&course=eticor.
This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10-hour and 30-hour Construction Outreach classes, and to issue cards to participants after verifying course completion.

Course: 15SPOD0500
Day/Time: 8/18 - 8/21
Tu, W, Th and Fri
8 a.m. to 5 p.m.
Sessions: 4
Registration Fee: $695

OSHA-2264-PERMIT REQUIRED
CONFINED SPACE
(2.2 CEUs / 22 HOURS)

This course covers the safety and health hazards associated with permit-required confined space entry. Course topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, developing, and implementation of a confined space program, proper signage, and training requirements. This course features workshops on permit entry classification, instrumentation, and program development.

Course: 15FPOS2264
Day/Time: 10/27 - 10/29
Tu, W, Th 8 a.m. to 5 p.m.
Sessions: 3
Registration Fee: $595

OSHA-511-OCCUPATIONAL SAFETY
AND HEALTH STANDARDS FOR THE
GENERAL INDUSTRY
(3 CEUs / 30 HOURS)

This course covers the OSHA standards for general industry found in the Code of Federal Regulations (CFR) 1910 along with other relevant policies, procedures, and safety and health principles for general industry. Special emphasis is placed on those areas that are the most hazardous and most frequently cited by OSHA.

Course: 15FPOS0511
Day/Time: 12/1 - 12/4
Tu, W, Thu and Fri
8 a.m. to 5 p.m.
Sessions: 4
Registration: $595

To register for the following courses please call the OSHA Education Center at 1 (866) 906-9190 or visit their website at https://web-ded.uta.edu/wconnect/ CourseStatus.awp?&course=eticor.

ETI-FUNDAMENTALS
OF THE CLEAN AIR ACT
(2.4 CEUs / 24 HOURS)

The Clean Air Act (CAA) requires facilities to implement robust air emission control practices that are regulated and enforced through a complex permitting process. During this class, the instructor will give an overview of the most pertinent CAA requirements including the New Source Review process and Title V permitting as well as programs to manage hazardous air pollutants and criterion pollutants. Using classroom activities and presentations with a discussion of compliance and enforcement activities, students will gain an understanding of what requirements may apply to their facilities and the path to compliance.

Course: 15FPETI456
Day/Time: 9/21 - 9/23
M, Tu, W 8 a.m. to 5 p.m.
Sessions: 3
Registration Fee: $750

ETI-AIR MONITORING TECHNIQUES
(1.6 CEUs / 16 HOURS)

To verify the effectiveness of controls, air monitoring is a common analytical technique used at clean-up sites, hazardous waste sites, and emergency response operations. Designed to meet requirements of OSHA 29 CFR 1910.120 (q), this course will cover the following:

• Overview of air monitoring and sampling
• Techniques to develop an air sampling strategy
• Purpose of air monitoring instruments (to include DRI, PID, FID and different types of dosimetry)
• Common sampling media
• Calibration requirements
• Laboratory analysis
• Documentation requirements

Through scenario-based activities, students will be given an opportunity to apply the techniques and principles presented.

Note: Students are encouraged to bring a scientific calculator for class exercises.

Course: 15FPETI321
Day/Time: 9/24 - 9/25
Th and Fri 8 a.m. to 4 p.m.
Sessions: 2
Registration Fee: $650
ED2GO AND EDG20 CERTIFICATE COURSES

In partnership with P3, Ed2go offers over 300 hundred online courses in sought after skills. Professional development and personal enrichment courses will be led by instructors in an interactive learning environment. Enhance your skills with courses that start monthly and span a convenient 6-12 week format. Prices start as low as $89.

Register for courses today in the areas of:

- Introduction to Google Analytics
- Performing Payroll in QuickBooks 2013
- Accounting Fundamentals
- Beginning Writers' Workshop
- Computer Skills for the Workplace
- A to Z Grant Writing
- Effective Business Writing
- Introduction to SQL
- Real Estate Law
- Money Management
- Speed Spanish
- Photoshop CC for the Digital Photographer
- VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS

Ed2go Certificate Courses start at your convenience and take 6-12 months to complete. Expert instructors develop, lead and interact with students for a positive interactive learning environment. Students gain more knowledge and move forward in their academic career.

Ed2go certification courses are offered in the following fields:

- Healthcare
- Fitness
- Information Technology
- Software Development
- Media and Design
- Business
- Hospitality
- Skilled Trades
- Sustainable Energy
- Lean Six Sigma Green/Black Belt
- VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS

P3 HAS CREATED VARIOUS PARTNERSHIPS WITH THIRD-PARTY VENDORS TO OFFER ONLINE COURSES.

CAREER STEP ONLINE EDUCATION AND TRAINING SOLUTIONS

Professional and Public Programs at UTEP has partnered with Career Step to offer online training for in-demand careers. Tens of thousands of new jobs are expected in these career fields. Start training for a better future.

- Medical Coding and Billing
- Medical Office Professional
- Medical Transcription Editor
- Medical Administrative Assistant with EHR
- Pharmacy Technician with Healthcare Administration and Billing
- Computer Technician
- Executive Assistant
- ICD-10 Fast Track
- Health Information Technology

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THE CENTER FOR LEGAL STUDIES (CLS)

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Course topics include:
- Advanced Certificate Course in Structured Writing for Technical Documentation
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