CONSTRUCTION & INDUSTRIAL TRAINING

Manual and CNC Machinist Training

Eligible for WIOA Funding in both Maryland and West Virginia!

Earn NIMS Machining Level 1 Credentials.
Designed to meet entry level requirements for on-the-job skills.

CLASSES FORMING FOR FALL 2016!

For more information, Call Rebecca Ruppert at (301) 784-5338

Instructors:
A graduate of Allegany High School in Cumberland, MD, Don Norris served 35 years as a machinist in the automobile industry, including more than 20 years with computer-numerical-controlled equipment. He also spent four years as an aircraft mechanic in the U.S. Air Force. Prior to joining ACM, Don worked with Continental Corporation, formerly Siemens Automotive, in Newport News, VA. And most recently was the machinist instructor with RCBI. Don is currently machinist at Thermogauge Inc. in Fort Ashby, WV.

Robert Prosser graduated Bristol Central High School in Bristol Connecticut and attended Manchester Community College. Bob served a four year apprenticeship at Pratt & Whitney Aircraft as a Tool, Die and Gauge Maker. Additional education include: Robert C. Byrd Institute- Basic Auto/Cad and Advanced 3-D Auto/Cad; University of Maryland Baltimore County- Introduction to Engineering Design; University of Maryland Baltimore County - Engineering Design and Development; University of Maryland Baltimore County - Computer Integrated manufacturing; University of Maryland Baltimore County - Civil and Architectural Design; Robert has also earned an Advanced Teaching Certificate and currently is employed by the Allegany County Board of Education as an Engineering and Industrial Manufacturing Instructor.
Backflow Prevention/Cross Connection Training (PRO171)
This course provides the required training and education to those who alter, install or inspect potable or non-potable water supply systems. This course presents guidelines for acceptable practices for testing, inspection and repair of backflow prevention assemblies. Course material includes information needed for identifying cross-connections, understanding how back-flow occurs and the dangers back-flow represents, methods used to control backflows and recommended application for backflow prevention devices and assemblies, laws and liability, and hands-on testing and maintenance procedures for various types of assemblies.

2/13-3/12, Saturday (5 sessions)
8:00 AM– 4:30 PM
ACM: GM Room
Instructor: Larry Rice
Total Course Cost: $479.00
Maryland Senior Course Cost: $474.00
Limited $250 Scholarships available to Allegany County residents! (3 or more years residency)

Backflow Prevention/Cross Connection Recertification Training (PRO214)
This course is for individuals currently holding Backflow Prevention Device Tester/Mechanic Certification, but whose certification is due to expire. Students will review the guidelines for acceptable practices for testing, inspection and repair of backflow prevention assemblies. This certification is required by the Maryland State Board of Plumbing. Topics will include practical, applied and technical aspects of backflow prevention, testing and illustration of typical cross-connections, and simple methods and devices by which cross-connections may be eliminated.

3/19, Saturday (1 session)
8:00 AM-4:30 PM
ACM: GM Room
Instructor: Larry Rice
Total Course Cost: $104.00
Maryland Senior Course Cost: $99.00

Estimating for Builders and Remodelers (PRO040)
Learn how to win bids and ensure profitability by gaining a better understanding of the estimating process. This comprehensive course reviews print reading and math concepts; the use of manual forms and computer estimating options; and covers repair and remodeling work as well as commercial projects. Students will complete a class project that is specific to their construction interests. The project will provide hands-on experience with both manual and electronic estimating processes.

Highly regarded instructor Ray Harbaugh, brings decades of both professional and instructional experience to this course. The included text, Estimating and Bidding for Builders and Remodelers, contains a CD-ROM with the National Estimator, a stand-alone estimating program with a 50,000 item database for residential, commercial, and home improvement work.

3/5, 3/12, 3/19 & 4/2, Saturday (4 sessions)
No Class 3/26
9:00 AM-5:00 PM
ACM: CE
Instructor: Ray Harbaugh
Total Course Cost: $299.00 (includes textbook and National Estimator CD-ROM)
Maryland Senior Course Cost: $294.00 Limited $100 Scholarships available to Allegany County residents! (3 or more years residency)

Preparation for Maryland Home Improvement Contractor’s Exam (PRO041)
This two-day course is intended to introduce students to all aspects of owning and managing a financially successful construction business. Topics include business management and ethics, safety and labor regulations, estimating, contract and lien law, record keeping, and a variety of regulations relating to Maryland Home Improvement Licensing. Text included is NASCLA Contractors Guide to Business, Law and Project Management, Maryland Home Improvement Commission Fifth Edition.

Optional text. NASCLA, Home Improvement Salesperson Reference Manual, Maryland is $70 plus shipping. Instructor Ray Harbaugh teaches this accelerated course, which is designed to assist participants in passing the Maryland Home Improvement Contractor Examination.

2/20 & 2/27, Saturday (2 session)
9:00 AM-5:00 PM
ACM: CE
Instructor: Ray Harbaugh
Total Course Cost: $234.00
Maryland Senior Course Cost: $209.00
Limited $80 Scholarships available to Allegany County residents! (3 or more years residency)
WELDING

In our welding lab, safety is our number one priority! In preparing for your welding course, you must provide leather welding gloves, protective eyewear, and a welding helmet. Welding jackets should also be worn throughout the course, which are provided. Please also wear appropriate clothing to class every night to ensure your safety. Proper clothing includes long pants or jeans with no holes or frays, a long sleeve shirt, and work boots-please, no tennis shoes.

Shielded Metal Arc Welding (VTE711)
This 40 hour course will provide training for experienced and trained welders in preparing for certification testing in the shielded metal arc welding process. Test certification will be performed on 3/8 inch steel plate. You will prepare to test in two positions: vertical up and overhead passes. You will also practice welding on test plates to prepare for the final testing. All certification testing will be performed by a Certified Welding Inspector under American Welding Society (AWS) welding specifications and procedures.

2/8- 3/9, Monday & Wednesday (10 sessions)
6:00-10:00 PM
ACM: Welding Lab
Instructor: Gary Taylor
Course Cost: $499.00
Certification Testing Fees: $400.00
( Fee includes vertical and overhead tests, certification papers and ID card.)
Maryland Senior Course Cost: $489.00
$500 Scholarships available to Allegany County residents! (3 or more years residency)

MIG/TIG Welding (VTE748)
This 40 hour intermediate course is for the welder with basic welding experience. You will train in welding safety, gas metal arc welding (GMAW-MIG), and gas tungsten arc welding (GTAW-TIG) processes. The course includes metal arc transfers of short-circuiting, globular, spray arc, and power mode. Also included is instruction in how various shielding gases affect gas metal arc and gas tungsten arc welding. Hands-on experience will be dedicated to welding on basic carbon steel using edge, corner, lap, and fillet welds in all positions. Welding is limited to regular thin, flat material and does not include thick plate, pipe, or other irregular shapes.

3/15- 4/14, Tuesday & Thursday (10 sessions)
6:00 - 10:00 PM
ACM: Welding Lab
Instructor: Bill Creegan
Course Cost: $499.00
Maryland Senior Course Cost: $489.00
$300 Scholarships available to Allegany County residents! (3 or more years residency)

MIG/TIG Certification (VTE854)
This 40 hour course will provide training for experienced and trained welders in preparing for certification testing in gas metal arc welding (GMAW-MIG) and gas tungsten arc welding (GTAW-TIG) processes. Test certification will be performed on 3/8 inch carbon steel plates in vertical and overhead positions. Hands-on experience will include practicing on test plates in preparation for final testing. All certification testing will be performed by a Certified Welding Inspector under American Welding Society (AWS) standards.

4/26- 5/26, Tuesday & Thursday (10 sessions)
6:00 - 10:00 PM
ACM: Welding Lab
Instructor: Bill Creegan
Course Cost: $499.00
Certification Testing Fee: $600.00
Maryland Senior Course Cost: $489.00 (plus testing fees)
Fee includes vertical and overhead tests in MIG & TIG, certification papers and ID card.)
$700 Scholarships available to Allegany County residents! (3 or more years residency)
Introduction to Basic Welding
(VTE849)
Back by popular demand! Are you interested in picking up welding as a hobby? Maybe you want to learn the basic welding process to fix some things around your house or for a new art idea? Whatever your reason, this short introductory course will give you the basic background you need to complete those simple welding tasks! You will learn the basics of welding safety, welding power sources, as well as AC & DC electrode classification & selection. You will perform basic welding using various shielded metal arc electrodes in flat and vertical positions.
4/20- 6/1, Wednesday (7 sessions)
6:00-9:00 PM
ACM: Welding Lab
Instructor: Gary Taylor
Course Cost: $269.00
Maryland Senior Course Cost: $259.00

WELDING SCHOLARSHIP OPPORTUNITY!
The Wilson Supply/Veryl Morgan Scholarship memorial award honors Veryl Morgan’s dedication and long-term service to Wilson Supply. The Scholarship is awarded to Allegany County continuing education students in the fall and spring semesters. Please submit application, letter indicating why you are interested in welding; why you are the best candidate for the award; and enrollment date to:

Wilson Supply/Veryl Morgan Scholarship Fund
c/o Autumn Becker,
Allegany College of Maryland Center for Continuing Education
12401 Willowbrook Road • Cumberland, MD 21502
THANK YOU,
WILSON SUPPLY COMPANY
For Providing the Endowed Wilson Supply/Veryl Morgan Scholarship Fund

FINANCIAL / LEGAL
Paralegal Certificate Course® Online
(PRO980)
Allegany College of Maryland is pleased to partner with the Center for Legal Studies to offer this intensive, nationally acclaimed program 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. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office’s efficiency, productivity, and billable hours as well as learn new marketable job skills. The online course is offered six times each calendar year and can be started on ANY of the session dates listed. Each session is 7 weeks long. To complete the Paralegal Certificate Course® students must select and finish two, 7-week sessions, however, both sessions are included in the $1,289.00 course cost. Textbooks and resources, including WESTLAW access, are available for purchase from the Center for Legal Studies by calling 1-800-522-7737. For more information, please contact Kathy Diehl at kdiehl3549@allegany.edu or 301-784-5121.

3/7-4/22
5/2-6/17
6/27-8/12
8/22-10/7
ACM: Online
Course Cost: $1,289.00 plus books and Westlaw Maryland Senior Course Cost: $1,284.0
Limited $500 Scholarships available to Allegany County residents! (3 or more years residency)
Employment Law Certificate Course® Online (PRO992)

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 Act, the Railway Labor Act, and other various statutes dealing with public employees. Topics to be included are master and servant, antidiscrimination in employment, minimum wages and maximum house, as well as regulation of working conditions.

There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. The online course is offered six times each calendar year and can be started on ANY of the session dates listed. Each session is 7 weeks long. To complete the Employment Law Certificate Course® students must select and finish one, 7-week session. Textbooks and resources, including WESTLAW access, are available for purchase from the Center for Legal Studies by calling 1-800-522-7737. For more information, please contact Kathy Diehl at kdiehl3549@allegany.edu or 301-784-5121. This is in partnership with The Center for Legal Studies, one of America’s most respected legal education training centers.

3/7-4/22
5/2-6/16
6/27-8/12
8/22-10/7
ACM: Online
Course Cost: $729.00 plus books
Maryland Senior Course Cost: $724.00

Notary Public Principles (PRO245)

Join enthusiastic instructor Joseph Cunningham via SKYPE®, for this two-evening course that provides everything you need to know to become a Notary Public in the State of Maryland. The course reviews the history of Notaries, Maryland Notary Public Laws and the Maryland application process. Also covered are the importance of the notary in preventing fraud, acknowledgements, witnessing jurors and keeping legal records. This course is also very beneficial to practicing notaries. One recent student remarked, “I had no idea what I didn’t know before I took this course. Joe’s passion for the topic is contagious!” This course will be offered live via SKYPE®. Enjoy all the interaction of the classroom, from the comfort of your own home or office. Save time and travel expenses too! A computer with a high-speed internet connection, web cam and microphone are required.

3/14 & 3/15, Monday & Tuesday (2 sessions)
Via SKYPE®
5:00-8:00 PM
Instructor: Joe Cunningham
Course Cost: $104.00 (includes all course materials)
Maryland Senior Course Cost: $99.00

Achieving Teller Excellence (PRO528)

The Achieving Teller Excellence program is designed to prepare you to immediately begin working at a bank. From how to count money, to bank regulation compliance, you will receive the industry’s best bank teller training. Upon completion, you’ll receive a Banker’s Academy Teller Certification (BATC) that will jump start your career in today’s banking industry. With Banker’s Academy’s global presence, our BATC will put you a step above other applicants.

The course is an eLearning course that is accessible over the Internet from any location at any time. The course uses sound, video and animation to make learning challenging and entertaining. Extensive online help and an online support staff can answer any questions you may have. Online progress tracking makes it possible to instantly certify you when you complete the course. The only requirements for you to access this program is access to a computer with an internet connection and Microsoft Internet Explorer 5.0 or higher installed.

 Allegany College of Maryland is pleased to partner with the Edcomm Group Bankers Academy to offer the online course which normally retail for $595-$995, but ACM has negotiated to offer this unique opportunity for just $299.00. For more information, please contact Kathy Diehl at 301-784-5121 or kdiehl3549@allegany.edu.
LEADERSHIP / MANAGEMENT

Do these business symptoms sound familiar?

- Lack of morale
- De-motivators on your team
- Dealing with increased change
- Frustrated internal communications

If you experience any of these symptoms within your team; first, know this – you are NOT alone, and second, your business may simply be suffering from ineffective, un-collaborative professional relationships. Gone unchecked, even small and seemingly insignificant employee or leadership issues within the workplace can become large, frustrating and difficult situations almost overnight.

Contact us to find out how we may bring effective workplace solutions to your team, utilizing the popular Everything DiSC behavioral model. It all starts with an on-line profile and results in a dynamic, facilitation program that drives strategic conversations and meaningful teaching moments!

For further information about this contract training opportunity, contact Kathy Diehl at 301-784-5121 or kdiehl3549@allegheny.edu. Scholarship money available. Call for more details.
LEADERSHIP FROM THE HEART

NO LECTURES. NO POWER POINTS. NO FLUFF. HIGH STANDARDS. FULL ENGAGEMENT & PARTICIPATION. REAL-LIFE APPLICABILITY. PERSONAL & PROFESSIONAL RESULTS

Join us on April 27-28, 2016 for a LIFE-CHANGING Experience!!!

Life is full of challenges, opportunities and excitement – so is this training! If you’re prepared to move your life forward and discover the secrets of living a purpose-driven & regret-free life then this 2-day journey of personal discovery is for you. It is one of the most unique, challenging, and effective Leadership trainings that is available in the world today. I will not say that the 2-day journey will be easy, but I will say that it will be worth it – personally and professionally.

During this life-enhancing training you will learn to:

- Identify and expose barriers to your leadership abilities and discover the unlimited power of self-belief to break through them!
- Embrace change and improve your decision making ability
- Learn to get out of your head and into your heart
- Accept responsibility for where you are in life – professionally & personally
- Reclaim your identity of who you are and what you want to become
- Design a positive vision for your life and create a plan of action to achieve it
- Develop your ability to think creatively – focusing on solutions vs. problems
- Communicate more effectively with friends, family, and coworkers
- Live life with enthusiasm and passion all while getting RESULTS!

We are all remembered for the daily actions that we take versus what we talk about. This training is about eliminating excuses and blame from your life, deciding what your life will represent and then taking positive action towards that vision.

How do YOU want to be remembered in life?

We challenge you to invest in yourself to experience this spectacular opportunity!

About the Instructor:
Brandon W. Johnson, a.k.a. “Positive Energy Guy,” was named an Emerging leader by Twin Cities business Magazine and has developed tens of thousands of leaders through his leadership trainings, workshops, and keynote speeches, and has more than twenty years of experience in operations and leadership in the hospitality industry, non-profits, training organizations, and higher education. Brandon is also the co-author of “Hospitality from the Heart.”

For more information visit: http://brandonwjohnson.com/
Students may register at http://brandonwjohnson.com/registrationfltth/
For More Information, please contact Kathy Diehl at (301) 784-5121 or kdiehl3549@allegheny.edu

4/27 – 8:00AM-10:00PM
4/28 – 8:00AM-6:00PM
ACM: CE
Cost of Training: $1195.00
Maryland Senior Course Cost: $1095.00
Limited $500 Scholarships available to Allegheny County residents! (3 or more years residency)
PHR/SPHR Exam Preparation (PR0031)
The PHR/SPHR Exam Prep Course is taught by David Siler, SPHR/GPHR, an award winning lecturer to businesses and HR professionals on many HR related topics. With more than 25 years of experience as a senior level HR practitioner, he is well respected in the HR field for his extensive knowledge of the laws and trends nationally. He has been teaching his PHR/SPHR prep course for more than 10 years. The overall passing rate for his students is approximately 90%. This class is offered as a webinar. The webinar is ideal for those who would like to take a prep course but either cannot take time away from work, or are not close enough to drive to a live class. The webinar is conducted in 3-hour sessions.

System requirements: Flash Player 6.0.79 or later (http://www.adobe.com/go/getflash), and one of the following browsers:

- Windows: Internet Explorer 6, Firefox 1, Google Chrome, Safari 3, Opera 9.5, Net scape 7, AOL 8, CompuServe 7
- Mac: Safari 3 and later, Firefox 1.x and later, Google Chrome
- Linux: Firefox 1, Opera 9.5, Konqueror 3.3.1

HTML5 requirements: Google Chrome 14 or later on Windows or Mac and Safari 5.1 or later on Windows or Mac.

For more information about the course and certification eligibility, please contact Kathy Diehl at 301-784-5121 or kdiehl3549@allegany.edu.

*Certification exams are not included in this preparation course. More information about the exams is available at www.hrcli.org.

2/16-4/26, Tuesday (10 sessions) 6:00-9:00 PM
ACM: Online
Instructor: David Siler
Course Cost: $1,199.00
Maryland Senior Course Cost: $1,194.00
Limited $500.00 Scholarships available to Allegany County residents who sign up for the series! (3 or more years residency)

WORKPLACE EXCELLENCE SERIES
Maintain a healthy bottom-line and reach their goals, companies today need every employee to deliver not just the hard skills for the job, but the workplace excellence to maximize those skills. Developed through a public-private partnership, based on employers needs and vetted by businesses across industries, The Workplace Excellence Series teaches incumbent workers and new hires the essential workplace skills you look for when hiring, retaining, and advancing employees. Equip your employees with the skills that maximize their contribution and success on the job.

- Maximize Employee Performance
- Reduce Turnover & Associated Costs
- Get the Competitive Edge

Contact us to find out how we may bring Workplace Excellence Series to you team.

For further information, contact Kathy Diehl at 301-784-5121 or kdiehl3549@allegany.edu
Scholarship monies available for Allegany County Residents of 3 or more years.

SMALL BUSINESS / ENTREPRENEURIAL

Landlord Survival Training (PR0046)
Learn how to buy, manage and sell rental properties with emphasis on regulations, licensing, finance, legal issues, tax considerations and other practical concerns. This course is taught by 30 year real estate veteran expert, Jeff Hutter, Past V.P. of the Maryland Properties Owners Association, Treasurer of the Mountain Maryland Association of Property Owners and was appointed by former Maryland Gov. Glendening to a Landlord-Tenant Law Review Commission that recommended changes that were enacted into law in 1999. Hutter will also cover residential leases, landlord-tenant court, fair housing, tenant screening, lead regulations and proper rental management techniques.

2/11-2/25, Thursday (3 sessions) 6:00 PM-8:00 PM
ACM: CE
Instructor: Jeff Hutter
Course Cost: $59.00
Maryland Senior Cost: $54.00
EDUCATIONAL COURSES FOR
K-12 TEACHERS

Creating the Inclusive Classroom: Strategies for Success
In this course, you’ll get the training you need to reach the diverse mix of students you face every day—learning proven strategies for inclusion that turn diversity into opportunity. With a mix of students who have learning disabilities, neurobiological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Over the six week course, you’ll learn how to be the kind of super teacher who can guide every student toward academic success. We’ll start our journey by talking about how students with special needs became a part of the mainstream. Then we’ll discuss the inclusive classroom as a home for these students, exploring how all our kids can benefit from an adaptive learning environment. We’ll examine how each child learns and what you can do to help him or her develop new strengths. You’ll gain a deeper understanding of the opportunities offered by inclusion and how to build collaborative partnerships with the special educator and classroom aides.

Online Course
Possible start date: 2/10, 3/16, 4/13, 5/18, 6/15, or 7/13
6 weeks in length
Allegany County Educator Course Cost: $89.00
Call (301)784-5281 or visit www.ed2go.com/acps

Gender in the Classroom
Science has proven female students learn differently than male students. Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn and explore tips to help boys succeed as well.

Online Course
Course date: 3/7- 4/1 or 6/6- 7/1
One month in length
Course Cost: $145.00
Call (301)784-5281 or visit www.yougotclass.org/courses.cfm/Allegany

Social Media & Online Tools for K-12 Teachers
Facebook, Twitter, YouTube; it seems everyone, including your students, talk about ways the Internet lets them stay in touch and see what others are doing. Since many of your students are already there, have you been curious if any of these tools might keep them become engaged in your class? Do you ever wonder if there might be some time effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, iGoogle, Flicker, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover tips to use a variety of social media and online tools to help your students. You will also spend some time discussing ways to overcome resistance you might encounter in using these programs. This course is for any teacher interested in social media, from beginners to advanced social networkers.

Online Course
Course dates: 4/4 - 4/29 or 7/5 - 7/29
One month in length
Course Cost: $145.00
Call (301)784-5281 or visit www.yougotclass.org/courses.cfm/Allegany

Teaching Smarter with SMART Boards
SMART Boards are revolutionizing today’s classroom. Using these exciting interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. But having SMART Boards in the classroom and knowing how to use them to provide quality instruction are two different things! In this class, you’ll discover how to create outstanding presentations with SMART Board and SMART Notebook technology. You’ll explore the basics of using these tools and discover how to create your own SMART board lessons blending text, videos, and graphics. You’ll also go beyond the bells and whistles and look at specific ways to use SMART technology to broaden your content and make your lessons accessible to all students. Finally, you’ll get some simple trouble-shooting tips that will come in handy if your SMART board isn’t acting as smart as it should. By the time you’re done with this course, you’ll be an expert at using your new high-tech tools to plan SMART board lessons that provide engaging, thought-provoking, and easy-to-update material for today’s media-savvy learners.

Online Course
Possible start dates: 2/10, 3/16, 4/13, 5/18, 6/15, or 7/13
6 weeks in length
Allegany County Educator Course Cost: $89.00
Call (301) 784-5281 or visit www.ed2go.com/acps
The following courses are offered in cooperation with the Maryland Center for Environmental Training

**Water Storage and Distribution Systems (VTE894)**
How is water stored and then distributed by water systems? In this course, operations and maintenance of gravity storage and hydropneumatic tanks will be reviewed. Distribution system topics will include an evaluation of components, basic design, construction and repairs, hydraulic concepts, flushing, valve exercising, pressure testing programs, water quality monitoring, cross-connection identification and control, and safe work practices. This training is designed to prepare individuals for certification and licensure as well as renewal of licenses and certification in the water/wastewater industry.

4/26, Tuesday (1 session)
8:00AM - 4:00PM
ACM: CE Building
Instructor: Scott Getchell
Course Cost: $139.00
Maryland Senior Course Cost: $134.00

**Conversion or Removal of Nitrogen from Sewage (VTE864)**
Why and how is nitrogen removed (or converted to a less objectionable form) from wastewater? Treatment operators will gain an increased understanding and operational skills regarding treatment processes, taking into account structural requirements, chemical requirements, operational strategies, and performance standards: nitrification; denitrification; breakpoint chlorination; ion exchanges; ammonia stripping; nitrogen sources and forms; biological exchange, and combined phosphorus and nitrogen removal systems technology.

5/17, Tuesday (1 session)
8:00 AM- 4:00 PM
ACM: CE Building
Instructor: Ed Jones
Course Cost: $139.00
Maryland Senior Course Cost: $134.00

**Chemical Feed Applications and Mathematics (VTE453)**
Effective chemical application is essential to the treatment of water and wastewater. This course will start with an open discussion of chemical feed applications in both the water and wastewater treatment fields. A workshop focusing on calculating chemical feed dosages will follow. The workshop includes calculating the capacity of tanks, flow rates, and chemical dosages for disinfection, de-chlorination, odor control, coagulation, and corrosion control. Students will progress at their own pace through multiple and progressively more difficult quizzes. This course does not cover activated sludge processes. Each participant should bring a calculator to this class.

6/16, Thursday (1 session)
8:00 AM- 4:00 PM
ACM: CE Building
Instructor: Paula Martin
Course Cost: $139.00
Maryland Senior Course Cost: $134.00

**Need additional course information? Call 301-934-7507.**
Certified Pool Operator (PRO929)
This course is designed for operators of public and private swimming pools and spas to meet the requirements of the health department for operators. This course prepares students not only for the certified pool operator exam, but gives you the practical knowledge needed to effectively run your facility. This is a Maryland approved certification course. Course provides instruction on basic pool management, water chemistry, disinfection, water circulation, and filtration. The course also covers appropriate codes & guidelines for proper pool operation.

5/16 & 5/17 Monday & Tuesday (2 sessions)
8:00 AM–3:00 PM
ACM: G-171
Instructor: Staff, Aquatic Training & Consulting Services
Total Course Cost: $125.00
Maryland Senior Course Cost: $120.00
Limited $50 Scholarships available to Allegany County residents! (3 or more years residency)

Certified Pool Operator Recertification (PRO928)
5/16, Monday (1 session)
8:30 AM–12:00 PM
ACM: G-171
Instructor: Staff, Aquatic Training & Consulting Services
Total Course Cost: $80.00
Maryland Senior Course Cost: $75.00
Limited $30 Scholarships available to Allegany County residents! (3 or more years residency)

Lifeguard Certification (C/S150)

Lifeguard
Provides entry-level participants the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until EMS personnel take over. Prerequisites: Minimum age: 15 years. Swim 300 yards continuously. Tread water for 2 minutes using only the legs. Complete a timed event within 1 minute, 40 seconds. Starting in the water, swim 20 yards. Surface dive to a depth of 7 to 10 feet to retrieve a 10-pound object. Return to the surface and swim 20 yards on the back to return to the starting point. Exit the water without using a ladder or steps.

Shallow Water
Includes SW Lifeguarding/First Aid/CPR/AED; BBP, Emergency O2, Asthma Inhaler and Epinephrine Auto Injctor Training. Provides participants the knowledge and skills to prevent, recognize and respond to aquatic emergencies and provide care for breathing and cardiac emergencies, injuries and sudden illnesses until EMS personnel take over. Also: Care for victims of breathing emergencies using emergency oxygen. How bloodborne pathogens are spread; how to help prevent, recognize, report and follow up on exposures incidents. Care for someone having an asthma attack or someone experiencing anaphylaxis. Prerequisites: Minimum age: 15 years. Swim 100 yards continuously. Tread water for 2 minutes using only the legs. Complete a timed event within 50 seconds. Starting in the water, swim 20 yards. Submerge 4 to 5 feet to retrieve a 10-pound object. Return to the surface and walk or swim 20 yards on the back to the starting point.

4/2-4/11 (6 sessions)
Saturday’s: 9:00AM – 9:00PM
Sunday’s: 1:00PM – 6:30PM
Monday’s: 5:00PM-9:00PM
ACM: Pool & G-171
Instructor: Josh Fitzwater
Course Cost: $175.00
Maryland Senior Course Cost: $170.00
Limited $100 Scholarships available to Allegany County residents! (3 or more years residency)

Lifeguard Recertification (C/S133)
Current certification in Red Cross Lifeguarding/First Aid/CPR/AED is required to participate in the review course. Students who successfully complete this course will receive a certificate for Lifeguarding/First Aid/CPR/AED which is valid for 2 years.

4/2 & 4/9, Saturday (2 session)
9:00 AM–9:00 PM
ACM: Pool & G-171
Instructor: Staff, Aquatic Training & Consulting Services
Total Course Cost: $90.00
Maryland Senior Course Cost: $85.00
Limited $30 Scholarships available to Allegany County residents! (3 or more years residency)
Flagger Certification (PR0724)
This course is designed to provide the instruction required by the state of Maryland to become a flagger through the American Traffic Safety Services Association (ATSSA) program. This program is the only program allowed in Maryland and is allowed in most other states. All persons performing flagging along Maryland roadways are required to have passed the Maryland approved flagger course. Topics will include flagger equipment, flagger awareness, flagger safety, working outdoors, Temporary Traffic Control (TTC) zones and devices and general work zone safety. Certification card is valid for 3 years.

2/27, Saturday (1 session)
8:30 AM-2:30 PM
ACM: CE
Instructor: Joe Farris, Safety Director, Carl Belt, Inc.
Course Cost: $80.00
Maryland Senior Course Cost: $75.00
Limited $30 Scholarships available to Allegany County residents! (3 or more years residency)

Traffic Manager’s Training (PR0766)
The course is designed for field supervisors and crew leaders. This course will provide Temporary Traffic Control (TTC) training for work zones. Topics will include the fundamentals of Temporary Traffic Control (TTC), State Highway Administration’s (SHA) TTC Standards and Specifications and TTC Typical Applications. Students will be placed in small groups for problem solving exercises. There will be a written examination at the end of the course. Successful completion requires a 70% score. Exam results will be available online (www.mtmb.a.org) within 10 business days from the date of the course. Correspondence, including cards confirming the successful completion of the course will be mailed out to the company that registered the student. Traffic Manager’s Training certification is valid for 4 years. *For government employees, the cost is $25.00 with verification of employment.

2/24, Wednesday (1 session)
8:00 AM-4:00 PM
ACM: CE
Instructor: Clarence Hasket, MD State Hwy. Admin.
Course Cost: $94.00 (Course material is included)
Maryland Senior Course Cost: $89.00

Do you own or manage your own restaurant?
If so, your employees need SERVSAFE CERTIFICATION!
Topics covered in a ServSafe certification course include:
Food Handling, Processing, and Production as well as Sanitation, Contamination, and Pest Management.

We are happy to conduct training for your employees at a date and location that is convenient for you and your busy business!

We can also provide ServSafe Recertification trainings!

Please call
301-784-5336 for more information

ServSafe Certification should be renewed every five years and is approved by the MD Department of Health & Mental Hygiene.
LEAD PAINT ABATEMENT

The Maryland Department of the Environment requires a license for anyone who supervises the maintenance, removal, repainting, or demolition of lead paint surfaces. The State establishes the licensing and renewal criteria. Education is a required part of these processes. ACM schedules Lead Paint Abatement classes so you can obtain and renew your license conveniently and locally. Don’t wait to register for classes until your current license is just about to expire or is expired. That can cost you money in lost work and possibly heavy fines. Enroll now!

REQUIRED TO MAINTAIN OR OBTAIN MD LICENSURE & CERTIFICATION!

ABBREVIATIONS:
EPA - Environmental Protection Agency
HUD - Housing and Urban Development
MDE - Maryland Department of the Environment
OSHA - Occupational Safety and Health Act

Lead Paint Visual Inspector (VTE725)
This two-day course is designed for those students who want to perform lead paint inspections, which are done to verify satisfactory completion of work required in residential rental properties (constructed before 1978) under the Maryland Lead Risk Reduction Standard. Learn how to perform dust wipe testing for lead, as well as a visual inspection for compliance with the Full/Modified Risk Reduction Standard. The course focuses on how to properly complete associated inspection reports and protocols; and includes information on the health effects of lead exposure, as well as techniques used in lead hazard control. To complete the accreditation process, an application (which will be provided in the class) must be submitted to the Maryland Department of the Environment along with a fee of $125 upon satisfactory completion of the course.

5/2 & 5/3, Monday & Tuesday (2 sessions)
8:30 AM - 4:30 PM
ACM: CE Building
Instructor: Chris Gunther
Course Cost: $239.00
Maryland Senior Course Cost: $229.00

Lead Paint Visual Inspector Refresher
(VTE741)
This course will provide re-certification training for inspectors of rental properties under MD Lead Paint Risk Reduction Regulations. Training again will cover Dust Wipe and Visual Inspections, as well as Dust Wipe inspection in HUD assisted, Section 8, housing units, under regulations effective Sept. 15, 2000. A review of the effects of lead exposure and methods of lead hazard control will be included. Upon completion of the training, participants must submit an application for inspector re-certification to the MDE. Application forms will be provided and a fee will be assessed by MDE.

5/3, Tuesday (1 session)
8:30 AM - 4:30 PM
ACM: CE Building
Instructor: Chris Gunther
Course Cost: $139.00
Maryland Senior Course Cost: $134.00

Renovation, Repair and Painting
(VTE828)
Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, on April 22, 2008, the Environmental Protection Agency issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning in April 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

5/4, Wednesday (1 session)
8:30 AM - 4:30 PM
ACM: CE Building
Instructor: Chris Gunther
Course Cost: $189.00
Maryland Senior Course Cost: $179.00
Lead Paint Maintenance and Repainting Supervisor (VTE700)
This two-day course is designed for those who do work in residential rental properties (built before 1978) in Maryland in order to bring those properties into compliance with the Maryland Lead Risk Reduction Standard. The course is also designed for home improvement contractors who do work involving limited disturbance of lead-based paint while working in those affected rental properties. Topics that will be discussed include information regarding the health effects of exposure to lead, how to protect against those exposures; the techniques for safely working around lead-based paint; clean-up procedures; and OSHA-related health and safety programs. The course includes the Maryland rental property regulations in detail, along with other regulations that may impact the home improvement community. Property owners who wish to either do work that disturbs lead-based paint or to supervise the required procedures for compliance with related Maryland law, must be accredited to this level of supervision. Upon completion, an application (which will be provided in the class) must be submitted to the Maryland Department of the Environment with a fee of $125 to complete the accreditation process.

5/5 & 5/6, Thursday & Friday (2 sessions)
8:30 AM- 4:30 PM
ACM: CE Building
Instructor: Chris Gunther
Course Cost: $239.00
Maryland Senior Course Cost: $229.00

Lead Paint Maintenance and Repainting Supervisor Refresher (VTE723)
This course meets MDE annual refresher requirement for both Maintenance/Repainting and Removal/ Demolition Supervisors. Emphasis is on new regulatory requirements and new technologies for performing lead hazard reduction. Included will be the responsibilities of the supervisor in maintaining healthy/safe working conditions for workers; reducing liability associated with lead paint abatement; and new products that reduce lead paint hazards. This course is required of workers who may be certified in another state and are applying for Maryland certification.

5/6, Friday (1 session)
8:30 AM- 4:30 PM
ACM: CE Building
Instructor: Chris Gunther
Course Cost: $139.00
Maryland Senior Course Cost: $134.00

REAL ESTATE / APPRAISER

Principles of Real Estate for Sales Agents (Pre-Licensure) (PCE405)
This course provides pre-licensure instruction in the principles and practices of real estate as required by the Maryland Real Estate Commission and COMAR regulation. Topics covered in the course are: Principles of real property; Landlord-tenant relationship; Real estate contracts; Rules of agency and listings; Transfer of title to real property; Title insurance and settlements; Fundamentals of appraising; Real estate finance; Maryland real estate law; Regulations of the Real Estate Commission; Details of the Code of Ethics; Laws and practices covering human rights and community relations; Test application; Instruction and discussion; Basic mathematics pertaining to real estate industry; Property condition disclosure; Law and regulations covering hazardous substances; and an exit exam. Course materials included are Modern Real Estate Practice and Maryland Real Estate Practice and Law.

2/2-5/10, Tuesday (15 sessions)
6:00-10:00 PM
Instructor: Elizabeth Rhodes
ACM: CE Building
Course Cost: $349.00
Maryland Senior Course Cost: $344.00
Limited $200 Scholarships available to Allegany County residents! (3 or more years residency)
Maryland Real Estate Appraiser
Pre-Licensure

Allegany College of Maryland is pleased to partner with OnCourse/Career WebSchool to provide Real Estate Appraisal Pre-Licensure training. To become a licensed Real Estate Appraiser, candidates must complete 150 hours of coursework that has been approved by the Maryland Real Estate Commission and compile at least 2,000 hours of appraisal work experience under the supervision of a qualified appraiser, over a period of at least two calendar years. The college does not arrange for the work experience or administer the licensing exam. It is highly recommended that potential students arrange to complete their trainee hours with a qualified supervising appraiser prior to enrolling in the first course. For more information on licensing requirements, please contact the Maryland Real Estate Appraiser Commission at www.dfr.state.md.us/license/reahi/ or call 410-230-6165.

The OnCourse lessons are completed via the internet using the Microsoft Internet Explorer 5.5/6.0 (or higher) web browser on your computer. Each lesson is an interactive tutorial that presents information and asks you questions about what you have read. The interactive learning process monitors your progress and provides feedback as needed to help you learn the material easily. The online real estate appraisal course lessons are designed so you can work at your own pace. It is easy to use and does not require extensive prior experience with computers. Each pre-licensure course includes a final examination which must be taken onsite at ACM or another proctored location approved by OnCourse.

Complete details about the OnCourse Maryland Real Estate Pre-licensure Curriculum, as well as online registration can be found at the following web address: http://www.careerwebschool.com/maryland/appraisal/qualifying?ernid=2083. Questions, please contact Kathy Diehl at kdiehl3549@allegany.edu or 301-784-5121.

Economic Development and Historical Preservation (PR0037)

Join the City of Cumberland Development and Community Development staff in learning more about financial incentives that are available to residential and commercial property owners in designated areas throughout Cumberland to improve properties and to locate and grow your business in Cumberland. You will learn more about historic property incentives that are available on the local, state, and federal levels as well as economic development incentives for small to large business ventures. The course will be led by Shawn Hershberger, Economic Development Coordinator and Kathy McKenney, Historic Planner/Preservation Coordinator, City of Cumberland.

4/19, Tuesdays (1 sessions)
10:00-12:00 PM
Instructors: Shawn Hershberger/Kathy McKenney
ACM: CE Building
Course Cost: $25.00
Maryland Senior Course Cost: $20.00

Allegany College of Maryland
Center for Continuing Education
is pleased to partner with
Historic Highlands Association of REALTORS® Inc.
to offer a wide variety of Real Estate Continuing Education Courses

For details, please contact
Tina Gardner at 301-777-8426