Welcome to Kirkwood Continuing Education
Environmental, Industrial Health and Safety Training

Kirkwood Community College’s Environmental, Industrial Health and Safety Training classes are designed to meet the industrial health and safety training needs of business and industry with comprehensive and up-to-date training curriculum. Our programs promote worker protection and the maintenance of a clean and safe environment through high quality, standards-based education and training. An experienced team of authorized instructors present up-to-date federal and state safety and health regulations.

January–June 2013

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KIRKWOOD CLASSROOM SITES
Community Training & Response Center
6301 Kirkwood Blvd. SW
Cedar Rapids, IA
Hazardous Materials

Technician Level Emergency and Disaster Response Refresher
This course is the annual refresher course for Technician Level Emergency and Disaster Response to Chemical Release 24-hour course. The course addresses the annual refresher requirements for Operations and Technician level emergency responses, 29 CFR 1910.120(q)(6)(ii) and (iii). Course highlights: initial action planning, level appropriate personal protection equipment will be donned and decontamination line set-up and operated. Hands-on exercises will be conducted utilizing personal protective equipment and specialized equipment.

ETHM-1006 / 1 session / $125
>30568 Wed 8am-5pm Jan 23
Community Training & Response Center 122
>30569 Mon 8am-5pm Feb 18
Community Training & Response Center 122
>30570 Fri 8am-5pm Mar 15
Community Training & Response Center 122
>30571 Mon 8am-5pm Apr 22
Community Training & Response Center 122
>30572 Mon 8am-5pm May 20
Community Training & Response Center 122
>30573 Tue 8am-5pm Jun 18
Community Training & Response Center 122
>30586 Mon-Fri 8am-5pm Feb 11
Community Training & Response Center 122
>30587 Mon-Fri 8am-5pm May 13
Community Training & Response Center 122

Hazardous Waste Site Supervisor
This course covers the training requirements for on-site supervisors in hazardous waste site operations (29 CFR 1910.120). This course may be used as a refresher for supervisors.

ETHM-1010 / 1 session / $125
>30582 Mon 8am-5pm Jan 14
Community Training & Response Center 122
>30583 Fri 8am-5pm Mar 29
Community Training & Response Center 122
>30590 Thu/Fri 8am-5pm Jan 17
Community Training & Response Center 122
>30592 Tue/Wed 8am-5pm Apr 16
Community Training & Response Center 122
>38612 Mon/Tue 8am-4:30pm Jul 15
Community Training & Response Center 122

Hazardous Waste Site Worker (HAZWOPER) 40-hours
OSHA regulations under 29 CFR 1910.120 require 40 hours of safety training for hazardous waste site workers and supervisors involved in activities that expose or potentially expose them to hazardous substances and health hazards above permissible levels. This hands-on course covers all regulations. Site simulations are conducted.

ETHM-1012 / 5 sessions / $575
>30586 Mon-Fri 8am-5pm Feb 11
Community Training & Response Center 122
>30587 Mon-Fri 8am-5pm May 13
Community Training & Response Center 122

HAZWOPER 16-hour Hands-on Training for Online 40-hour
There are two days of face-to-face training to complete the 40 hours for Hazardous Waste Site Worker (HAZWOPER) or as a stand-alone course to enhance your skills. Topics include exercises on personal protective equipment, regulations, site characterization, confined space and decontamination.

ETHM-1013 / 2 sessions / $180
>30590 Thu/Fri 8am-5pm Jan 17
Community Training & Response Center 122
>30592 Tue/Wed 8am-5pm Apr 16
Community Training & Response Center 122
>38612 Mon/Tue 8am-4:30pm Jul 15
Community Training & Response Center 122

HAZWOPER (HAZWOPER) Refresher 8-hours
This course is the annual refresher to the 40-hours Hazardous Waste Site Worker course (29 CFR 1910.120). This class fulfills the requirement for both workers and supervisors.

ETHM-1015 / 1 session / $125
>30595 Fri 8am-5pm Mar 29
Community Training & Response Center 126A
>38617 Fri 8am-4:40pm Jun 14
Community Training & Response Center 122

Haydard Waste Site Worker (HAZWOPER) 6-hour Hands-on Training for Online 24-hour
This six-hour hands-on training has been designed for those employed at landfills, recycling centers and household hazardous waste facilities. The face-to-face training completes the 24-hour requirement for HAZWOPER Moderate Risk training. Topics include exercises on PPE, regulations, segregation and decontamination.

ETHM-1031 / 1 session / $95
>30597 Tue 8am-3pm Mar 12
Community Training & Response Center 122

Incident Command for Emergency and Disaster (Incident Command)
OSHA regulation 29 CFR 1910.120 (q)(6)(v) requires the implementation of an Incident Command System (ICS). Participants will learn how to develop and implement an ICS in the industrial sector.

ETHM-1040 / 1 session / $125
>30598 Mon 8am-5pm Feb 4
Community Training & Response Center 126A

Operations Level for Emergency and Disaster Response to Chemical Releases 8-hours
First responders at the operations level respond defensively to releases or potential releases of hazardous substances to protect nearby persons, property, or the environment. They are trained to contain the release from a safe distance, keep it from spreading and prevent exposure. Course can be used as required annual refresher training. Course highlights: container and placard recognition, defensive emergency response exercise and decontamination operation.

ETHM-1045 / 1 session / $125
>30601 Mon 8am-5pm Apr 8
Community Training & Response Center 122
Technician Level Emergency and Disaster Response to Chemical Releases 24-hours
This course provides training for industrial hazmat and spill response teams, and industrial emergency response personnel as outlined in OSHA 29 CFR 1910.120(q). Hands-on exercises in full personal protective equipment are conducted.
ETHM-1046 / 3 sessions / $325
>30607 Tue/Wed/Thu 8am-5pm Feb 5
Community Training & Response Center 122
>30574 Tue/Wed/Thu 8am-5pm Mar 5
Community Training & Response Center 122
>30608 Tue/Wed/Thu 8am-5pm Apr 9
Community Training & Response Center 122
>30609 Mon/Tue/Wed 8am-5pm May 6
Community Training & Response Center 122
>30610 Tue/Wed/Thu 8am-4:30pm Jun 25
Community Training & Response Center 122
>38627 Wed/Thu/Fri 8am-4:30pm Jul 17
Community Training & Response Center 122

HAZWOPER Refresher for Supervisors 8-hours (online)
This Internet-based course provides eight hours of interactive training online for the annual refresher to the 40-hour Hazardous Waste Site Worker course (29 CFR 1910.120). This course places greater emphasis on supervisory functions and fulfills the OSHA/EPA requirements for supervisors.
ETHM-2300 / $95
>30367 Start anytime

HAZWOPER Refresher (online)
This Internet-based course provides eight hours of interactive training online for the annual refresher to the 40-hour Hazardous Waste Site Worker course (29 CFR 1910.120). This course fulfills the requirement of OSHA/EPA.
ETHM-2300 / $95
>30368 Start anytime

Hazard Communication (HazComm/Right-to-know)(online)
Using the Internet, students will become familiar with OSHA’s Hazard Communication Standard 29 CFR 1910.120 that requires employers to develop a written Hazard Communication Program and to inform and train employees. This course provides an overview of the standard Material Safety Data Sheets (MSDSs), collection and retention, proper storage procedures, labeling and placarding systems, employee training and documentation.
ETHM-2300 / $95
>30369 Start anytime

Worker Safety for Disaster Response (online)
This course is designed to provide workers with the knowledge, information and basic skills to work safely at a disaster site, a natural event or man-caused incident. Those taking this course will learn how to recognize potential hazards and the need for reporting hazards identified on assigned job tasks, helping them to ensure the health and safety for themselves and others. No final exam is required.
ETHM-2300 / $195
>30373 Start anytime

HAZWOPER Training 24-hour Online Instruction for 40-hour Waste Site Worker (online)
This course is the online portion of the 40-hour class using the nationally recognized curriculum with self-paced, open entry, open exit for waste site workers that meets all the requirements of 29 CFR 1910.1200, OSHA’s Hazardous Waste Site Worker and Emergency Response Standard. The course consists of an online text, interactive exercises, website links, self-grading quizzes and final exam. There are two days of face-to-face training to complete the 40 hours for Hazwoper Certification or as a stand-alone course to enhance your skills. Topics include exercises on personal protective equipment, regulations, site characterization, confined space and decontamination.
ETHM-2300 / $195
>30374 Start anytime

HAZWOPER Moderate Risk 18-hours (online)
This course is the online portion of the 24-hour Moderate Risk course for those in the solid waste field using the nationally recognized curriculum with self-paced, open entry, open exit for waste site workers that meets all the requirements of 29 CFR 1910.120, OSHA’s Hazardous Waste Site Worker and Emergency Response Standard. The course consists of an online text, interactive exercises, website links, self-grading quizzes and final exam. There is one day of face-to-face training to complete and 24-hour requirement for Hazwoper Moderate Risk training. Topics include exercises on personal protective equipment, regulations, site characterization, confined space and decontamination.
ETHM-2300 / $195
>30374 Start anytime
### Confined Space Rescue Team Training 40-hours

This 40-hour course is designed for employees who are responsible for performing confined space entries on the job. This program will train the employee so they may be part of a confined space rescue team, and is based on standards established with OSHA 29 CFR 1910.146. Students will perform victim retrieval in simulated and actual confined spaces. This course includes simple and compound rope hauling systems, as well as advanced confined-space entry and extrication techniques. Emphasizes rope rigging, hazard identification and hazard mitigation skills.

**ETHM-1001 / 5 sessions / $575**

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<td>Mon-Fri</td>
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The Kirkwood Center

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### Confined Space Non-entry Rescue 16-hours

This course is a combination of hands-on training and classroom instruction covering hazards, monitoring, permit systems, and entry and exit procedures. Regulations specific for supervisors, attendants and entrants will be addressed. Entry equipment, ventilation equipment, retrieval systems and monitoring equipment will be used by all participants.

**ETHM-1002 / 2 sessions / $325**

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<td>Thu/Fri</td>
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<td>May 16</td>
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Community Training & Response Center 126A

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### DOT Hazardous Materials Transportation (online)

This course is designed to familiarize you with the DOT hazard communication system related to safety and security issues. It will help you understand the labels, placards, shipping papers, and markings associated with the transportation of hazardous material. You will learn how to read the Hazardous Material Table and the 2000 Emergency Response Guidebook. The course includes labeling exercises, form completions and self-test. Students can access the DOT Regulations and the CFR through online links.

**ETHM-2300 / $95**

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### DOT Training

#### DOT Required Hazardous Materials Training (Job Specific)

This course is offered for shippers and handlers of hazardous materials. Areas covered include general awareness/familiarization, function-specific safety and security awareness training described under 49 CFR 172.704. Tuition includes a textbook; 49 CFR manual.

**ETHM-1003 / 1 session / $150**

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Community Training & Response Center 122

#### DOT Required Hazardous Materials Training (Job Specific Refresher)

This course serves as the required training and refresher for shippers and handlers of hazardous materials. Topics include using a hazardous materials table, preparation of shipping papers, and selection and preparation of hazmat packages for shippers and handlers. Participants are encouraged to bring questions and problems for class discussion. (This course needs to be completed every three years.)

**ETHM-1004 / 1 session / $75**

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Community Training & Response Center 122

#### OSHA 500 Trainer Course in OSHA Standards for Construction

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour construction safety and health course and to issue cards to participants verifying course completion. Prerequisites: OSHA 510 course and five years of construction safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation, or Certified Industrial Hygienist (CIH) designation, in the applicable training area may be substitut-

**ETHM-3000 / 4 sessions / $749**

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<td>Mon/Tue</td>
<td>8am-12pm</td>
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Community Training & Response Center 126B
OSHA 501 Trainer Course in OSHA Standards for General Industry
This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour general industry safety and health course and to issue cards to participants verifying course completion. Prerequisites: OSHA 511 course and five years of general industry safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation, in the applicable training area may be substituted for two years of experience. NOTE: Students who wish to participate as authorized trainers in the Outreach Program must successfully pass a written exam given at the end of the course and an oral presentation.

ETOS-3001 / 4 sessions / $749
>30634 Tue/Wed/Thu/Fri 8am-5pm Mar 5 Community Training & Response Center 126B
>30636 Tue/Wed/Thu/Fri 8am-4:30pm Jun 11 Community Training & Response Center 126B

OSHA 502 Update for Construction Industry Outreach Trainers
This course is designed for personnel in the private sector who have completed OSHA 500 Trainer Course in OSHA Standards for the Construction Industry and who are active trainers in the outreach program. It provides an update on such topics as OSHA construction standards, policies and regulations. Prerequisites: OSHA 500 course. NOTE: Outreach trainers are required to attend this course once every four years to maintain their trainer status. Students must bring their current trainer’s card for validation.

ETOS-3002 / 3 sessions / $575
>30638 Wed/Thu/Fri 8am-5pm Mar 13 Community Training & Response Center 126B
>30639 Wed/Thu/Fri 8am-4:30pm Jun 5 Community Training & Response Center 126B

OSHA 503 Update for OSHA Trainers in General Industry
This course is designed for private sector personnel who have completed OSHA 501 Trainer Course in OSHA Standards for General Industry and who are active trainers in the outreach program. It provides an update on OSHA general industry standards and OSHA policies. Prerequisites: OSHA 501 course. NOTE: Outreach trainers are required to attend this course once every four years to maintain their trainer status. Students must bring their current trainer’s card for validation.

ETOS-3003 / 3 sessions / $575
>30640 Wed/Thu/Fri 8am-5pm Apr 10 Community Training & Response Center 126B
>30641 Wed/Thu/Fri 8am-4:30pm Jun 19 Community Training & Response Center 126B

OSHA 505 Evacuation and Emergency Planning
This half-day course focuses on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants will learn reasons for emergency action plans and fire prevention plans and when they are required for a workplace, elements of a good evacuation plan, and features of design and maintenance of good exit routes. Students will begin to work on their own emergency action plans during this class.

ETOS-3005 / 1 session / $150
>30646 Fri 8am-12pm Mar 29 Community Training & Response Center 126B

OSHA 7205 Health Hazard Awareness
This one-day course is developed to assist participants with recognizing potential health hazards in the workplace, and avoiding, minimizing, controlling, or eliminating these hazards when possible. The target audience is the employer, business owner, or manager who would like to obtain information about health hazards found in the workplace.

ETOS-3007 / 1 session / $225
>30648 Mon 8am-5pm Mar 11 Community Training & Response Center 126B
>30640 Mon 8am-4:30pm Jul 1 Community Training & Response Center 126B

OSHA 7125 Introduction to Combustible Dust Hazards
The focus of this one-day course is to provide private businesses within general industry with an opportunity to enhance their awareness of the hazards posed by combustible dust. This course will help these industry leaders to gain the knowledge and strategies that can help them to assure employee safety while using or producing materials that generate combustible dust. The course will focus on recognizing the hazards and risks associated with combustible dust, as well as developing the controls and strategies that can help them prevent or mitigate combustible dust fires and explosions. Key topics include: combustible dust explosions as a national problem, recognized control and mitigation methods, and control of electrical installation hazards for combustible dust areas. In addition, the course will offer information on the National Emphasis Program (NEP) for com-
bustible dust inspections and OSHA and con-
sensus standards that impact industries that
generate combustible dust.

**ETOS-3026 / 1 session / $225**
>30661  Mon  8am-5pm  Mar 25
Community Training & Response Center 126A

**OSHA 2015 Hazardous Materials**
This course covers OSHA general industry stan-
dards and integrates materials from other con-
sensus proprietary standards that relate to haz-
ardous materials. Topics include flammable and
combustible liquids, compressed gases, LP-
gases and cryogenic liquids. Also we will cover
related processes such as spraying and dipping
of electrical equipment.

**ETOS-5008 / 4 sessions / $749**
>38677  Mon/Tue/Wed/Thu 8am-4:30pm  Jul 8
Community Training & Response Center 126B

**OSHA 2045 Machinery and Machine
Guarding Standards**
This course familiarizes you with various
types of common machinery and the related
safety standards. Guidance is provided with re-
spect to the hazards associated with the vari-
ous kinds of machinery and the control in the
hazardous energy sources (lockout/tagout).
This four-day course presents an approach to
machine inspection that enables you to recog-
nize hazards such as those created by points
of operation, rotating parts and flying chips, and
provides options to achieve abatement. These
hazards include mechanical motions and ac-
tions created by points of operation and other
machinery processes. An introduction to robot-
ics, hand-on training in the laboratory and a
plant tour are included in the course.

**ETOS-5009 / 4 sessions / $749**
>38681  Tue/Wed/Thu/Fri 8am-4:30pm  Apr 30
Community Training & Response Center 126B

**OSHA 2264 Permit-Required Confined Space Entry**
This course is designed to enable students
to recognize, evaluate, prevent and abate
safety and health hazards associated with con-
fined space entry. Technical topics include the
recognition of confined space hazards, basic
information about the instrumentation used to
evaluate atmospheric hazards and ventilation
techniques. This course features workshops on
permit entry classification and program evalu-
ation.

**ETOS-5011 / 3 sessions / $599**
>38685  Wed/Thu/Fri  8am-4:30pm  Mar 20
Community Training & Response Center 126B

**OSHA 3095 Electrical Standards**
This shortened version of #3090 is de-
signed to provide the student with a survey
of OSHA’s electrical standards and the hazards
associated with electrical installations and
equipment. Topics include single- and three-
phase systems, cord- and plug-connected and
fixed equipment, grounding, ground fault circuit
interrupters, and safety-related work practices.
Emphasis is placed on electrical hazard recog-
nition and OSHA policies and procedures. Stu-
dents will receive instruction on safe and cor-
correct use of their electrical testing equipment.

**ETOS-5013 / 4 sessions / $749**
>38688  Mon/Tue/Wed/Thu 8am-4:30pm  Feb 18
Community Training & Response Center 126B

**OSHA 7300 Understanding OSHA
Permit-Required CSP**
This one-day course covers OSHA’s stringent
guidelines concerning confined space areas.
OSHA’s Standard 1910.146 requires employers
to develop and implement a comprehensive pro-
gram to minimize risk when working in confined
spaces. Topics include understanding the stan-
dard, hazard identification and control, design-
ing and implementing a permit program, and
discussion of emergency procedures.

**ETOS-5022 / 1 session / $225**
>30668  Mon  8am-5pm  Feb 4
Community Training & Response Center 126B
>30669  Tue  8am-5pm  Apr 2
Community Training & Response Center 126B
>30670  Mon  8am-4:30pm  Jun 24
Community Training & Response Center 126B

**OSHA 7410 Managing Excavation
Hazards**
This course presents the importance of and the
requirements involving excavation competent
persons. Topics include discussion of OSHA’s
Excavation Standard, excavation hazards, soil
analysis techniques and protective system re-
quirements.

**ETOS-5024 / 1 session / $225**
>30673  Mon  8am-5pm  Jan 28
Community Training & Response Center 126A
>30674  Mon  8am-4:30pm  Jun 17
Community Training & Response Center 126B

**OSHA 7500 Introduction to Safety
and Health**
The focus of this one-day seminar is the effec-
tive implementation of a company’s safety and
health management system. The workshop ad-
dresses for the four core elements of an effec-
tive safety and health system and those central
issues that are critical to each element’s proper
management.

**ETOS-5025 / 1 session / $225**
>30675  Mon  8am-5pm  Feb 25
Community Training & Response Center 126B

**OSHA 7505 Introduction to Accident
Investigation**
This course provides an introduction to basic ac-
cident investigation procedures and describes
accident analysis techniques. The goal of the
course is to help participants gain the basic
skills necessary to conduct an effective acci-
dent investigation at their workplace.

**ETOS-5026 / 2 sessions / $335**
>30676  Wed/Thu  8am-5pm  Jan 23
Community Training & Response Center 126B

www.kirkwood.edu/ce
OSHA 7845 Record Keeping
Rule Seminar
This four-hour course is designed to assist employers in identifying and fulfilling their responsibilities for posting certain records, maintaining records of illness and injuries, and reporting specific cases to OSHA. We will look at what makes a reportable case and the forms we need to be aware of. Several practice sessions are included.
ETOS-5028 / 1 session / $110
>30677 Fri 8am-5pm Jan 25
Community Training & Response Center 126B
>30678 Mon 8am-5pm Apr 22
Community Training & Response Center 126B
>38697 Fri 8am-12pm Jul 19
Community Training & Response Center 126B

OSHA Compliance
Introduction to OSHA
This course is for persons with little or no knowledge of OSHA regulations but who need this information because of their job responsibilities. Participants will be led step-by-step through the Code of Federal Regulations (29 CFR 1910). An explanation of the main standards and their application will be given.
ETOS-3012 / 1 session / $75
>30650 Tue 8am-12pm Jan 22
Community Training & Response Center 126B
>38641 Mon 8am-12pm Apr 1
Community Training & Response Center 126B
>38642 Mon 8am-12pm Jul 15
Community Training & Response Center 126B

OSHA General Industry Outreach Training 10-hours
This course covers General Industry safety and health principles, OSHA policies and procedures, and General Industry standards. Special emphasis is placed on the most hazardous areas using OSHA standards as a guide. This course is taught by an OSHA-authorized instructor. Participants who successfully complete the course will receive a card from OSHA certifying completion of the course.
ETOS-3013 / 2 sessions / $175
>30652 Thu/Fri 8am-3pm Feb 21
Community Training & Response Center 126B
>30653 Thu/Fri 8am-3pm Apr 4
Community Training & Response Center 126B
>38645 Thu/Fri 8am-3pm Jul 15
Community Training & Response Center 126B

OSHA Construction Industry Outreach Training 10-hours
This course covers Construction safety and health principles, OSHA policies and procedures, and Construction Industry standards. Special emphasis is placed on the most hazardous areas using OSHA standards as a guide. This course is taught by an OSHA-authorized instructor. Participants who successfully complete the course will receive a card from OSHA certifying completion of the course.
ETOS-3014 / 2 sessions / $175
>30654 Thu/Fri 8am-3pm Feb 7
Community Training & Response Center 126B
>30655 Thu/Fri 8am-3pm Apr 25
Community Training & Response Center 126B
>30656 Thu/Fri 8am-3pm Jun 27
Community Training & Response Center 126B
>38649 Tue/Wed 8am-3:30pm Jul 23
Community Training & Response Center 126B

Public Warehousing and Storage
This eight-hour course is designed as a training course for warehouse workers and will focus on the many hazards and injuries that are likely to be encountered in warehouse operations. It has been shown that warehousing has become an increasingly hazardous area to work in. OSHA has identified public storage and warehousing as one of seven industries with a high lost times claims rate. Injuries may occur from forklifts, material handling and lifting, exposure to hazardous substances, and slips, trips, and falls. The course will discuss powered industrial trucks, material handling/lifting, ergonomics, hazard communication, walking and working surfaces, exit routes, and fire protection.
ETOS-3022 / 1 session / $225
>38653 Fri 8am-4:30pm May 10
Community Training & Response Center 126B

Custom Training

Need training for your company? We can customize any of these courses to best meet your organization’s specific needs. Training can be scheduled on-site at your workplace or at one of our facilities.

Kirkwood Training & Outreach Services
For more information, contact us at 319-398-5623 or visit www.kirkwood.edu/ktos.
**Cedar Rapids Hotels**

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<td>7725 Kirkwood Boulevard SW</td>
<td>319-848-8700</td>
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<td>Budget Inn</td>
<td>3100 16th Avenue SW</td>
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</tr>
<tr>
<td>Motel 6</td>
<td>3325 Southgate Court SW</td>
<td>319-366-7523</td>
</tr>
<tr>
<td>Red Roof Inn</td>
<td>3243 Southridge Drive SW</td>
<td>319-364-2000</td>
</tr>
<tr>
<td>Super 8 Motels</td>
<td>720 33rd Avenue SW</td>
<td>319-362-6002</td>
</tr>
<tr>
<td>Super 8 Motels</td>
<td>400 33rd Avenue SW</td>
<td>319-363-1755</td>
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**Maps**

**Directions to Campus from Interstate 380:**
1. Take the Kirkwood/Highway 30 exit.
2. Take the Kirkwood Boulevard exit.
3. Go south on Kirkwood Boulevard approximately 1 mile.
4. The Main Entrance is on the left.

The Kirkwood Community College main campus covers 680 acres of Iowa countryside located near the intersection of I-380 and Highway 30 on the southern edge of Cedar Rapids.
Register Now!

With four easy ways to register.
MANY CLASSES HAVE LIMITED SEATING. REGISTER EARLY!

Online:
Log on to www.kirkwood.edu/ce.

By Mail:
1. Fill out the enclosed enrollment form and credit card/debit card number, or enclose check.
2. For company billings, please include name, address, phone number and appropriate signature.

Make Check Payable to Kirkwood Community College:
1. Pay the amount under “tuition” only.
2. Write name of person and class number on check.
3. Send to: Continuing Education, Kirkwood Community College
   P.O. Box 2068
   Cedar Rapids, IA  52406

By Phone—Tell Our Operators:
1. The class numbers from this catalog.
2. Your credit card/debit card number and expiration date.

By Fax—319-398-7185
Fax enclosed enrollment form with credit card/debit card number or company billing information.

Refunds: An automatic refund is made if Kirkwood cancels a class. To withdraw your registration before a class starts, please call 319-398-1022 or 1-800-332-8833. Refunds will be issued to students who drop the class at least one day prior to the class start date. No refunds will be issued for classes dropped on or after the class start date.

Kirkwood Community College Continuing Education is pleased to welcome learners of all ages. However, learners under the age of 17 wishing to enroll in non-youth courses should seek permission from the program director. Please phone 319-398-5529.

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Name

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
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Address

City

Phone: Day _______________ Night _______________

Email

Date of Birth

Social Security Number

COURSE(S)

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<tr>
<th>Title</th>
<th>Class No.</th>
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Paying by Credit Card: (please circle)

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<tr>
<th>MasterCard</th>
<th>Visa</th>
<th>Discover</th>
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</thead>
<tbody>
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<td></td>
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</table>

Credit Card No. ___________________________ Exp. Date ____________

Your Signature ___________________________ Date ____________

Agency/Company Billing (We do not bill individuals, please list sponsoring agency):

Date ________ 20 ________ Agency/Company __________________________

Nine-digit EIN number __________________________

Address

Individual Granting Approval __________________________ Phone __________________________

Student Signature (required) __________________________ Authorized Company Signature (required) __________________________

Any fees unpaid at the end of the class will revert back to the student’s account and he/she will be held accountable. The student will not receive CEU’s or transcripts and will not be allowed to register until the account is paid in full. Please note: Under the Federal Right to Privacy Act, Kirkwood Community College Continuing Education cannot disclose any student information without the written consent (a separate form) of the student.
Hazardous Materials
Confined Space
DOT Training
Midwest OSHA
Education Center
OSHA Compliance

Find it all inside.