

MAINTENANCE MANAGEMENT PROFESSIONAL (MMP) EDUCATION AND CERTIFICATION PROGRAM

MMP 2010-2011 COURSE SCHEDULE Live Online Sessions!

COURSE	✓	DATES AND TIMES (mountain time)		NOTE: No classes weeks of December 20th and 27th, 2010
1) Module 1 Maintenance Management Skills and Techniques		Thursdays (10a)	- (5 Lessons)	- October 7, 2010 to November 4, 2010 - 4:30 pm to 7:30 pm or
		Mondays (10b)	- (5 Lessons)	- October 18, 2010 to November 15, 2010 - 6:30 pm to 9:30 pm or
		Wednesdays (11a)	- (5 Lessons)	- January 12, 2011 to February 9, 2011 - 4:30 pm to 7:30 pm or
		Tuesdays (11b)	- (5 Lessons)	- January 11, 2011 to February 8, 2011 - 6:30 pm to 9:30 pm
2) Module 2 Production and Operations Management for the Maintenance Manager		Thursdays (10a)	- (10 Lessons)	- November 25, 2010 to February 10, 2011 - 4:30 pm to 7:30 pm or
		Mondays (10b)	- (10 Lessons)	- November 29, 2010 to February 14, 2011 - 6:30 pm to 9:30 pm or
		Wednesdays (11a)	- (10 Lessons)	- February 23, 2011 to April 27, 2010 - 4:30 pm to 7:30 pm or
		Tuesdays (11b)	- (10 Lessons)	- March 1, 2011 to May 3, 2011 - 6:30 pm to 9:30 pm
3) Module 3 Human Resource Management for the Maintenance Manager		Wednesdays (9a)	- (10 Lessons)	- December 8, 2010 to February 23, 2011 - 4:30 pm to 7:30 pm or
		Tuesdays (9b)	- (10 Lessons)	- December 7, 2010 to February 22, 2011 - 6:30 pm to 9:30 pm or
		Thursdays (10a)	- (10 Lessons)	- March 3, 2011 to May 12, 2011 - 4:30 pm to 7:30 pm or
		Mondays (10b)	- (10 Lessons)	NOTE: No class on April 28, 2011 - February 28, 2011 to May 9, 2011 - 6:30 pm to 9:30 pm NOTE: No class on April 25, 2011
4) Module 4 Financial Management for the Maintenance Manager		Mondays (8a & 9a)	- (10 Lessons)	- September 13, 2010 to November 22, 2010 - 4:30 pm to 7:30 pm or
		Thursdays (8b & 9b)	- (10 Lessons)	NOTE: No class on October 11, 2010 - September 16, 2010 to November 25, 2010 - 6:30 pm to 9:30 pm NOTE: No class on November 11, 2010
5) Module 5 Developing and Implementing Maintenance Tactics		Mondays (8a)	- (10 Lessons)	- December 6, 2010 to February 21, 2011 - 5:00 pm to 8:00 pm or
		Thursdays (8b)	- (10 Lessons)	- December 9, 2010 to February 24, 2011 - 6:30 pm to 9:30 pm or
		Wednesdays (9a)	- (10 Lessons)	- March 9, 2011 to May 11, 2011 - 4:30 pm to 7:30 pm or
		Tuesdays (9b)	- (10 Lessons)	- March 8, 2011 to May 10, 2011 - 6:30 pm to 9:30 pm
6) Module 6 Maintenance Planning and Scheduling		Wednesdays (7a)	- (10 Lessons)	- September 15, 2010 to November 17, 2010 - 4:30 pm to 7:30 pm or
		Tuesdays (7b)	- (10 Lessons)	- September 14, 2010 to November 16, 2010 - 6:30 pm to 9:30 pm or
		Mondays (8a)	- (10 Lessons)	- March 7, 2011 to May 16, 2011 - 4:30 pm to 7:30 pm or
		Thursdays (8b)	- (10 Lessons)	NOTE: No class on April 25, 2011 - March 10, 2011 to May 12, 2011 - 6:30 pm to 9:30 pm
7) Module 7 Computerized Maintenance Management Systems (CMMS)		Wednesdays (6 & 7a)	- (10 Lessons)	- December 1, 2010 to February 16, 2011 - 5:00 pm to 8:00 pm or
		Tuesdays (7b)	- (10 Lessons)	- November 30, 2010 to February 15, 2011 - 6:30 pm to 9:30 pm
8) Module 8 Capstone Course (Prerequisites: Module 1 to 7)		Wednesdays (6, 7a & 7b)	- (10 Lessons)	- March 2, 2011 to May 11, 2011 - 4:30 pm to 7:30 pm or NOTE: No class on April 27, 2011

Northern Lakes College delivers MMP LIVE ONLINE so you don't have to do any traveling: 10, 3 hour weekly sessions (5 sessions for Module 1). Alternate schedules can be arranged for groups including class room delivery at the college or on site.

Note: Certificate Completion Requirements

- Individuals who successfully complete all 8 Modules and are members of the Plant Engineering and Maintenance Association of Canada will receive the "Maintenance Management Professional" (MMP) designation from PEMAC.
- Required attendance of the live online sessions is 60%. Playback of missed sessions is required.
- Must be a registered member of PEMAC to receive certificate.

(Membership can be obtained before or at the time of certification.)

- The courses in this Certificate Program are approved and qualify for: "Achievement in Business Competencies" (Blue Seal) program through the Alberta Apprenticeship and Industry Training Department, "Continuing Education Unit Credits for Alberta and Ontario Water/Waste Water Operators and for training funds for Ontario employers through the Yves Landry Foundation / Government of Ontario.

Register Early! Courses Fill Quickly!

Check off the course(s) you wish to take AND fill out the form on the back of this page.

Register for the courses that meet your training needs or register for the whole series! You decide in what order to take the courses and which courses meet your needs.

COSTS:

Tuition: \$395 per person for Module 1
\$795 per person, for Modules 2 to 8
(10% discount per student when registering three or more from your organization for one module)

Required Textbooks (Approximately):

Module 1:\$76.06 + \$3.80 (GST) = \$79.86
Module 2:\$178.66 + \$8.93 (GST) = \$187.59
Module 3:\$144.75 + \$7.24 (GST) = \$151.99
Module 4:\$89.63 + \$4.48 (GST) = \$94.11
Module 5:\$119.79 + \$5.99 (GST) = \$125.78
Module 6:\$91.71 + \$4.59 (GST) = \$96.30
Module 7:\$89.63 + \$4.48 (GST) = \$94.11
Module 8:Textbooks from Module 1 to 7



Northern
Lakes
College

Phone: (780) 849-8623
Toll-free: 1-866-652-3456
Fax: (780) 849-8704

www.northernlakescollege.ca



in partnership with:



MMP

Maintenance Management Professional Education and Certification Program 2010-2011 Course Registration

SIX EASY WAYS TO REGISTER!

- BY TELEPHONE:** (780) 849-8623 or Toll-free: 1-866-652-3456
Call WorkForce Development and have your VISA or MasterCard or company billing information ready.
- BY FAX (24 HOURS):** (780) 849-8704
Fax the completed Registration Form including your VISA or MasterCard or company billing information/authorization
- BY EMAIL:**
Send your registration form to: mmpcertprog@northernlakescollege.ca.
- BY MAIL:**
Northern Lakes College, WorkForce Development
1201 Main Street SE, Slave Lake, AB T0G 2A3
Mail the completed Registration Form including your VISA or MasterCard, cheque, money order or company billing information/authorization
- BY WEBSITE:** www.northernlakescollege.ca
Visit our website and print out a Registration Form/Schedule. Fax the completed form including your VISA or MasterCard, or company billing information/authorization.
- IN PERSON:**
WorkForce Development – 1201 Main Street SE, Slave Lake
Visit our Office Monday to Friday 8:30 am to 4:30 pm and use your VISA or MasterCard, cheque, money order, cash, interac or company PO/authorization.

FEE PAYMENT:

Fees are due at the time of registration. Fees can be paid at any College location using cash, cheque, money order, Visa, MasterCard or Interac.

WITHDRAWALS & REFUNDS:

Refunds for tuition fees are granted if the withdrawal is prior to 20% of the program or course length (tuition refund deadline). The refund is 75% of the tuition fee. For additional information contact WorkForce Development office.

CANCELLATIONS:

Northern Lakes College strives to provide a satisfactory learning environment. A course will be cancelled or re-scheduled if registrations are low. In this event, your registration fee will be refunded in full, or applied to the re-scheduled course. Please notify our office of withdrawals and substitutions at (780) 849-8623 or Toll-free: 1-866-652-3456.

REGISTRATION – CHECK OFF THE APPROPRIATE COURSES ON THE OTHER SIDE.

First Name	Last Name	Date of Birth
Mailing Address (Home)		
City	Province	Postal Code
Company Name		
Mailing Address (Company)		
City	Province	Postal Code
Home Phone	Office Phone	Fax
Email	Check this box if more than 3 employees will be registering for the same module. <input type="checkbox"/>	

VISA OR MASTERCARD PAYMENT INFORMATION

Visa MasterCard

Card No. _____ / _____ / _____ / _____ Expiry Date _____ / _____

Cardholder Name (as shown on card) _____

Your personal information is collected under the authority of the *Post Secondary Learning Act* and *Section 33(c)* of the *Freedom of Information and Protection of Privacy Act (F.O.I.P.)* and is protected under the latter Act. Information on this form is used to determine your eligibility for program(s) or service(s), manage your enrollment, contact you after you leave, evaluate effectiveness of marketing, and generate statistics and reports. I authorize Northern Lakes College, should I attend, to disclose relevant personal information from this form as required: To its contracted agents or societies, award donors, funding agents and other post-secondary institutions for the purpose of confirming my enrollment and to determine my eligibility for services. If you have any questions about the collection and use of this information, please contact the WorkForce Development Office at (780) 849-8623 or Toll-free: 1-866-652-3456.

Applicant's Signature _____ Date _____