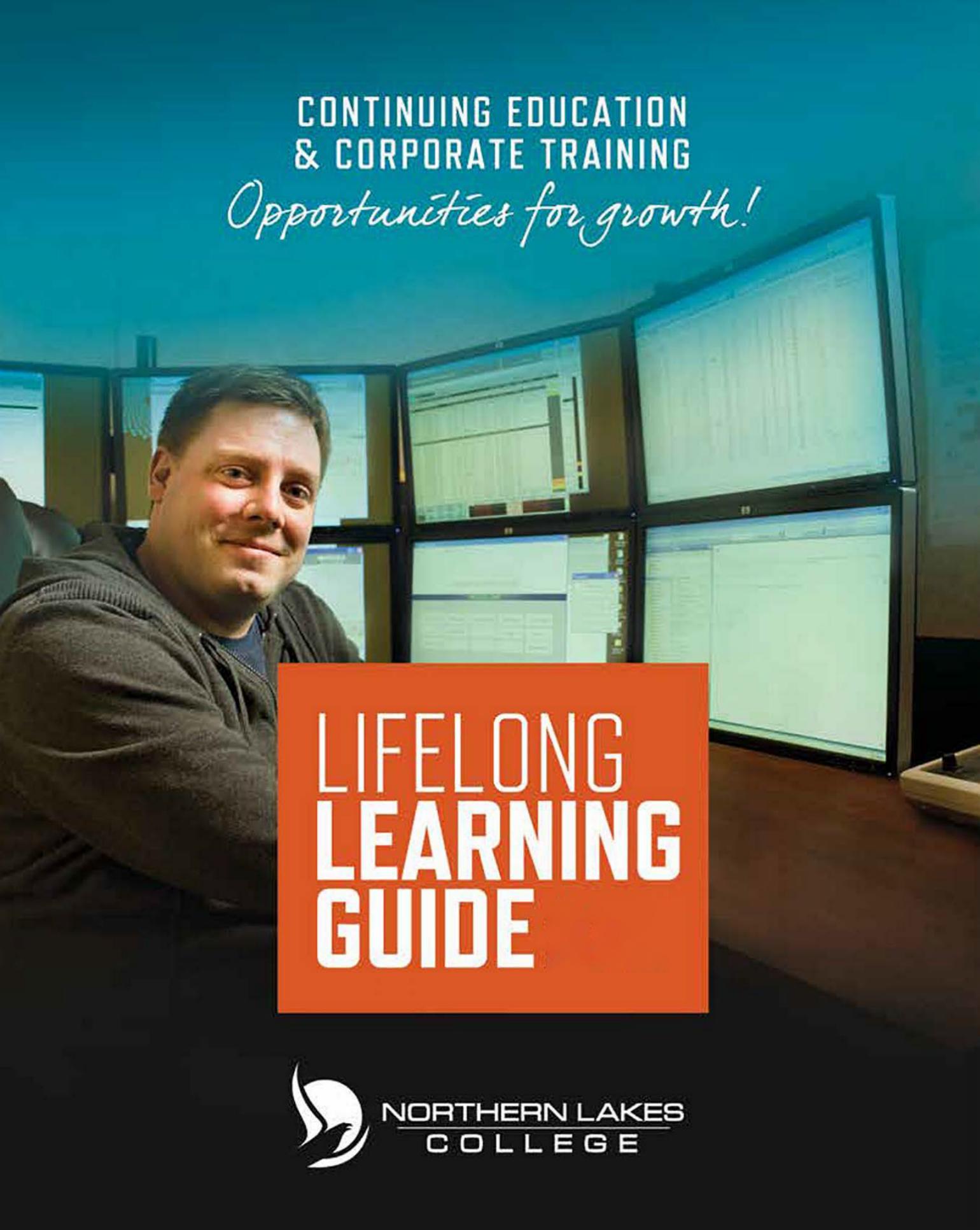


CONTINUING EDUCATION  
& CORPORATE TRAINING  
*Opportunities for growth!*

A man with short brown hair, wearing a dark grey sweater, is sitting at a desk and looking towards the camera with a slight smile. Behind him are several computer monitors displaying various data visualizations, including line graphs and tables. The scene is dimly lit, with the primary light source being the screens.

**LIFELONG  
LEARNING  
GUIDE**



NORTHERN LAKES  
COLLEGE

# WHAT'S INSIDE

*Find your next  
training opportunity!*

- 3** Welcome
- 4** What You Need to Know
- 6** Private Course Training
- 7** Alberta Jobs Now and Canada-Alberta Job Grant Course Descriptions
- 8** ■ Asset and Maintenance Training
- 14** ■ Online Land and Environment Training
- 18** ■ Leadership Training
- 20** ■ Online Partner Training
- 23** ■ Safety Training
- 28** NLC Celebrates PEMAC Award Winners
- 30** Continuing Education Certificates
- 32** Contract Training
- 34** Community Adult Learning Programs
- 36** Frequently Asked Questions
- 38** Registration and Policies



## CONTINUING EDUCATION & CORPORATE TRAINING

1201 Main St. SE, Slave Lake, AB T0G 2A3

(780) 849-8623

1-866-652-3456 ext. 8623

Office Hours: Monday to Friday, 8:15 a.m. - 4:30 p.m.

[work@northernlakescollege.ca](mailto:work@northernlakescollege.ca)

# WELCOME TO CONTINUING EDUCATION & CORPORATE TRAINING!

With a wide range of courses offered in a variety of formats and delivery models, the Northern Lakes College Continuing Education & Corporate Training (CE&CT) department is committed to providing the skills development, career enhancement, and interest training that you want. Your training needs are why we're here.

In order to make training available throughout our service region and beyond, we have face-to-face offerings in many locations, and utilize technology to offer NLC LIVE Online™ and Anytime, Anywhere training. We truly strive to provide training where and when it's needed!

We welcome you to review our Lifelong Learning Guide showcasing a plethora of innovative training opportunities. From bookkeeping to driver training, NLC is here to provide quality, Supported Distance Learning (SDL) opportunities. Inside the guide you'll find course descriptions, certificate program options, and more. As always, if you have questions about the training that we offer, we'd love to hear from you.

*Now's the time to build your skills, advance your career, or find your new passion. The only thing holding you back is your imagination... what are you waiting for?*





**ANYTIME  
ANYWHERE**

## WHAT YOU NEED TO KNOW!

Northern Lakes College provides a Supported Distance Learning (SDL) environment, offering a guided learning setting that supports you to succeed. NLC offers instructor-led, online classrooms that allow you to interact live with other students. SDL includes unique online delivery options such as NLC LIVE Online™ and NLC Anytime, Anywhere.

• All you need is:

- Desktop or laptop computer
- High speed Internet
- Speakers and microphone, preferably a headset with microphone (alternatively, chat function can be used)



## IMPORTANT INFORMATION ABOUT ONLINE TRAINING



### NLC LIVE ONLINE™

- All courses take place during Mountain Time Zone (Alberta, Canada).
- Courses are recorded and are made available to participants for 180 days or more.
- Course attendance verification or course certification is only granted for those who participate as individuals. If you miss the class and view the recording, attendance verification and/or certification will not be granted (there are exceptions, contact CE&CT for more information).
- In order to ensure uninterrupted access, if you are travelling outside of North America and need access to course materials, please contact NLC IT Services regarding your travel location(s) and dates as access may be restricted in certain countries for security reasons.



### NLC ANYTIME, ANYWHERE

Take your course where you want, when you want. The ultimate in training flexibility, this mode works with your schedule, no matter what it is. All you need is:

- Desktop or laptop computer
- High speed Internet
- In order to ensure uninterrupted access, if you are travelling outside of North America and need access to course materials, please contact NLC IT Services regarding your travel location(s) and dates as access may be restricted in certain countries for security reasons.



WE OFFER  
**SOMETHING**  
FOR EVERYONE

# PRIVATE COURSE TRAINING

Continuing Education & Corporate Training is your one-stop shop for efficient and effective employment-related training.

Any of our programs or courses, whether online or in the classroom, can be customized to meet your business training needs. According to your timetable, at your site or ours, delivered online, face-to-face, or a combination of the two. Contact us today to discuss training solutions.

# ALBERTA JOBS NOW PROGRAM

The Alberta Jobs Now program allows businesses and non-profits to apply for funding to offset the cost of hiring and training unemployed or underemployed Albertans, in new or vacant positions.

## Employers

Employers can apply to the Alberta Jobs Now program to cover wages or training costs of hiring unemployed or underemployed workers in new or vacant positions. This funding will help employers re-open or expand their operations.

## Unemployed or Underemployed

If you are unemployed or working fewer than 30 hours a week and looking for a new job, let potential employers know they can apply for the Alberta Jobs Now program to cover wages and training costs if they hire you. Workers cannot apply for the program directly.

For more information, visit [www.alberta.ca/alberta-jobs-now-program.aspx](http://www.alberta.ca/alberta-jobs-now-program.aspx).

## Canada-Alberta Job Grant

The Canada-Alberta Job Grant is a training program where an employer applies on behalf of present or future employee(s) for eligible training costs. Canadian businesses can get up to two-thirds of their employee training costs covered through the Canada Job Grant, which is available to businesses in all sectors. Training can be part-time or full-time and delivered onsite or online.

.....

# CONNECT WITH US!

CE&CT specializes in helping your organization meet your training needs. With continual customer service and more than 50 years of experience providing quality education, we are committed to helping you reach your training goals. Northern Lakes College offers live online meetings with businesses and organizations.

[work@northernlakescollege.ca](mailto:work@northernlakescollege.ca)

(780) 849-8623  
1-866-652-3456 ext. 8623



# ASSET AND MAINTENANCE TRAINING

*Northern Lakes College is proud to deliver asset and maintenance training, developed and authorized by PEMAC Asset Management Association of Canada, Canadian leaders in asset management.*



## ASSET MANAGEMENT PROFESSIONAL (AMP) CERTIFICATE PROGRAM

Build organizational capacity for excellence in asset management. This certificate program is suitable for professionals who have responsibility for the decisions with respect to the core life cycle functions of an organization's assets. The program focuses on the latest in strategic asset management thinking.

**The program leads to a Certified Asset Management Professional (CAMP™) designation.**

## AMP/MMP/CAMA Information Session (PEMAC Education and Globally Aligned Certification)

(MM01)

Join us for a 90-minute information session and learn about becoming a designated Asset Management Professional (AMP) or Maintenance Management Professional (MMP) along with the Becoming a Certified Asset Management Assessor Preparation (CAMA) course. All programs and courses are authorized by PEMAC, Asset Management Association of Canada, Canadian leaders in asset management. PEMAC will review the Globally Aligned Credential Scheme (GCS) for the final portion of this session.

Can't wait for the next LIVE Online session? You can get access to a recorded version along with more information on each of the programs by registering for the Anytime, Anywhere On-Demand AMP/MMP/CAMA Information Session (PEMAC-OL)



**CLICK HERE FOR MORE INFORMATION**

AMP is recognized by the Canadian Network of Asset Managers (CNAM).

### Course 1: Asset Management Principles and Strategic Development (AMP001)

Gain an overview of the essentials of asset management in the context of ISO 5500x and identify opportunities for application of asset management concepts in your organization.

### Course 2: Asset Management Capabilities Development (AMP002)

Learn how to develop the organizational capability for engaging the workforce to achieve excellent asset management performance.

*Prerequisite: Course 1: Asset Management Principles and Strategic Development (AMP001)*

### Course 3: Risk Management and Performance Improvement (AMP003)

Obtain an overview of risk management tools and techniques and how these techniques can be used to drive performance improvement through the planning, decision-making and operational phases of any corporate objective.

*Prerequisite: Course 1: Asset Management Principles and Strategic Development (AMP001)*

### Course 4: Developing and Implementing Asset Lifecycle Delivery Activities (AMP004)

Gain an understanding of different characteristics and requirements for managing assets through the asset life cycle delivery stages from asset acquisition, through asset operations and maintenance, to asset disposal.

*Prerequisite: Course 1: Asset Management Principles and Strategic Development (AMP001)*

### Course 5: Asset Knowledge Management (AMP005)

Study asset information and knowledge management across the full asset life cycle from the front-end engineering design through to the “operate and maintain” phase and eventually to asset retirement.

*Prerequisite: Course 1: Asset Management Principles and Strategic Development (AMP001)*

### Course 6: Asset Management Capstone (AMP006)

Review the elements of the previous courses and take the opportunity to bring the concepts together in an applied project.

*Prerequisite: Courses 1 - 5: AMP001 - AMP005*

### Certified Asset Management Assessor Preparation Course (CAMA01)

Certified Asset Management Assessor designation establishes an individual’s credentials in asset management knowledge and comprehension globally. This course prepares asset management professionals who are considering writing the Certified Asset Management Assessor Exam.

*Prerequisites: Must have a minimum five years of working experience in asset management and should have working knowledge of ISO 5500x Standards and understand the GFMAM Competency Specification for an ISO 55001 Asset Management System Auditor/ Assessor.*

*Register Today!*

Are you looking to gain Continuing Education Units (CEUs)? The AMP program qualifies for CEUs for engineers and engineering technologists.

## MAINTENANCE MANAGEMENT PROFESSIONAL (MMP) CERTIFICATE PROGRAM

Designed for operations and maintenance managers in asset intensive industries who want to learn maintenance best practices. The program focuses on the tools, techniques, strategies, and skills necessary for management of a business and its existing physical assets.

### Module 1: An Integrated Strategy for Maintenance Management (MMP001)

Gain an introduction to an integrated and holistic approach to maintenance and asset management.

### Module 2: Production and Operations Management for the Maintenance Manager (MMP002)

Learn how maintenance strategies are linked with operational needs.



**CLICK HERE FOR  
MORE INFORMATION**

### Module 3: Human Resource Management for the Maintenance Manager (MMP003)

Look at how human resources practices relate to the maintenance environment.

### Module 4: Financial Management for the Maintenance Manager (MMP004)

Focus on the application of accounting and finance principles as it pertains to the maintenance management role.

### Module 5: Developing and Implementing Maintenance Tactics (MMP005)

Focus on maintenance efforts with the goal to ensure that physical assets safely, capably, reliably, and repeatedly perform to their designed specifications.



**You can be sure you will  
receive industry-relevant training!**

PEMAC is recognized by the Society for Maintenance & Reliability Professionals (SMRP) as an approved provider of continuing education and training aligned with key subject areas related to reliability and physical asset management.

## Module 6: Maintenance Work Management

(MMP006)

Study the fundamentals of the work management processes, look at the key steps in the process, and get a more detailed overview of the basics of planning, scheduling, and work coordination methods.

## Module 7: Computerized Maintenance Management Systems (CMMS)

(MMP007)

Study the features, benefits, and effective use of a computerized maintenance management system or EAM computerized maintenance work management process.

## Module 8: Maintenance Management Capstone Project

(MMP008)

Select a project that will audit, assess, and improve your current maintenance department or develop a new maintenance strategy in your company.

*Prerequisite: Modules 1 - 7: MMP001 - MMP007*

• *MMP courses are recognized by the Ontario Water / Wastewater Association and the Alberta Environment and Parks Water and Wastewater Operator certification for CEU credits.*

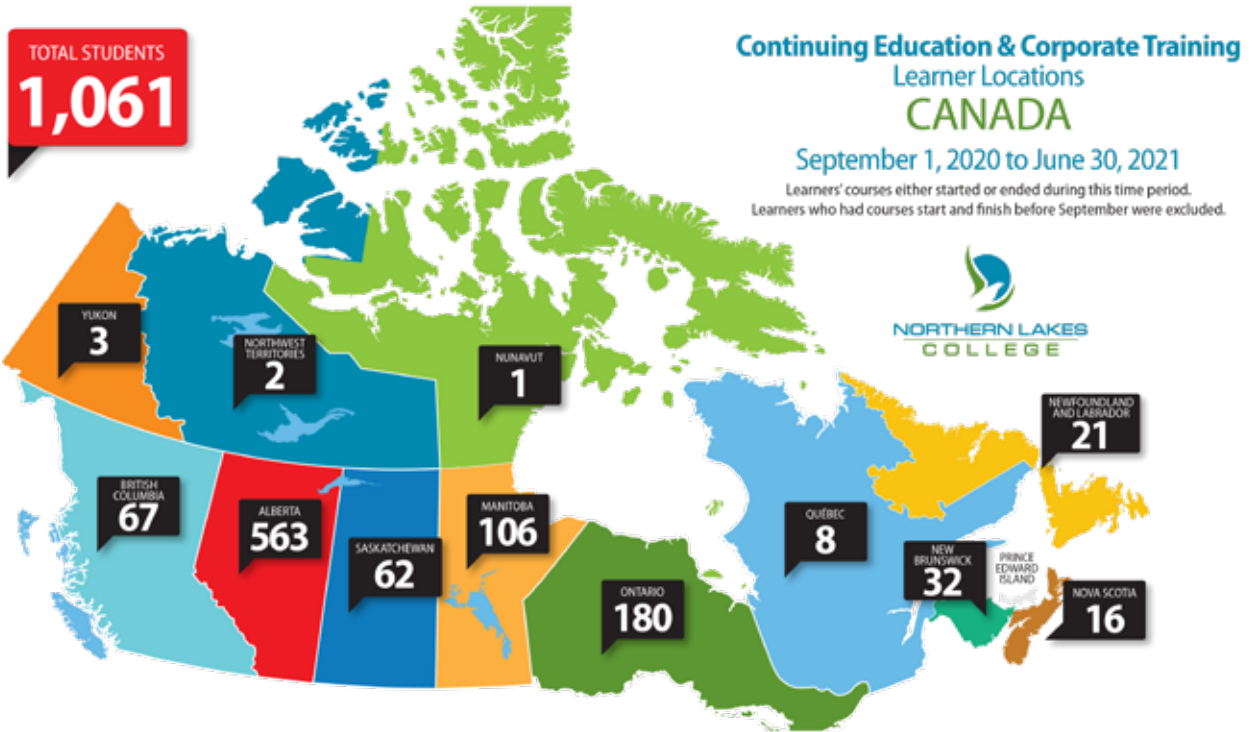
• *MMP completion qualifies those with a journeyman certificate, an occupational certificate, or a recognized trade certificate for Blue Seal Certification of Business Competencies through Alberta Apprenticeship and Industry Training, and Saskatchewan Apprenticeship and Trade Certification Commission.*

*Course completion qualifies for Continuing Professional Development for Engineers and Engineering Technologists. Consult your provincial engineering or Certified Engineering Technicians (CET) association for more information.*

## HEAR IT FROM MMP STUDENTS!



*"Having completed the MMP program, it added to my resume and allowed me to apply and succeed in a Planning and Scheduling Superintendent position within my corporation. I was able to call on my learning to answer some pointed questions in the interview, as well as utilize the training to help the team expand within days of beginning the job."*



# TRAINING NO MATTER WHERE YOU ARE!

Northern Lakes College is here to provide an effective and convenient training opportunity, no matter what time zone you are in!



*NLC is very accommodating and flexible. The three-hour time difference between Alberta (where NLC is located) and New Brunswick was bridged easily by scheduling classes earlier in the day, allowing a start time of 6:30 p.m. EST. We asked the CE&CT department about adjusting the schedule and 'bam' it was done."*

- Mike Crowell, J.D. Irving

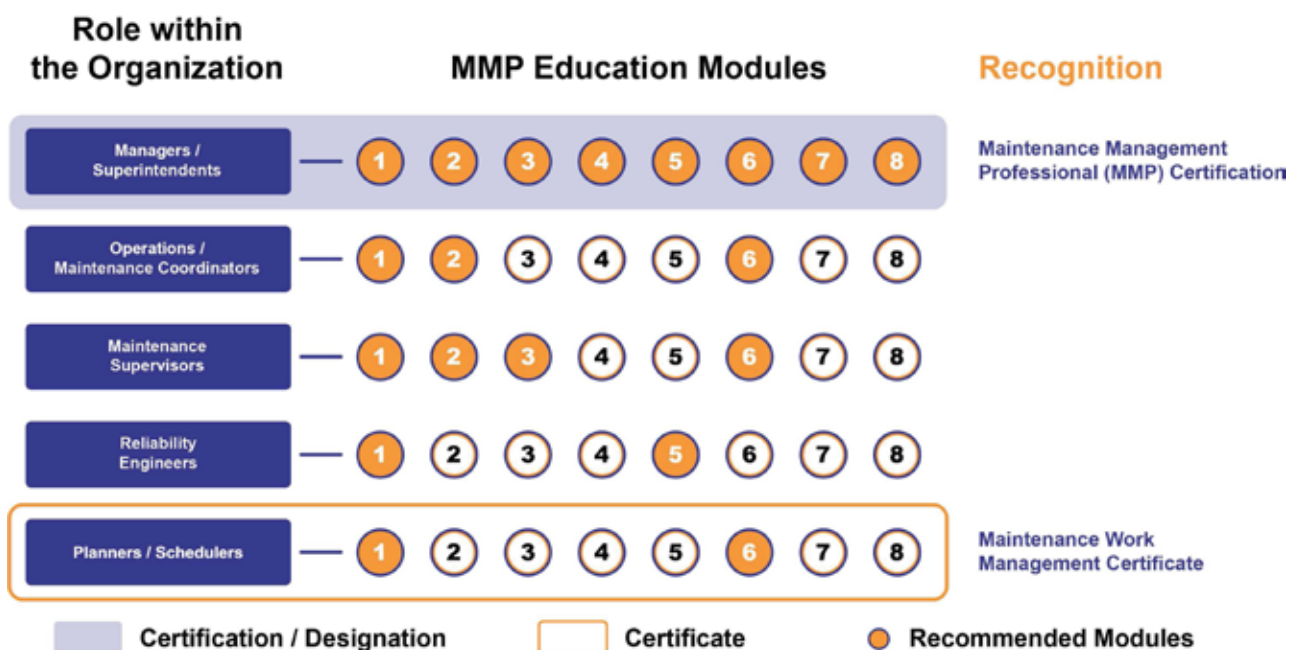
## NEW MAINTENANCE WORK MANAGEMENT CERTIFICATE

Complete courses relevant to your planner and scheduler role to obtain a Maintenance Work Management Certificate, or complete all eight modules to obtain the Maintenance Management Professional Certificate.

We break down which MMP modules directly benefit your role within your organization.



*Northern Lakes College is proud to deliver Asset and Maintenance Training, developed and authorized by PEMAC Asset Management Association of Canada, Canadian leaders in asset management.*





# ONLINE LAND AND ENVIRONMENT TRAINING

Northern Lakes College collaborates with the Woodland Operations Learning Foundation (WOLF) to deliver outstanding programs to meet your needs. WOLF is a not-for-profit corporation established by forest resource stakeholders and Northern Lakes College in May 2001. WOLF captures the most up-to-date knowledge base, develops learning resources, recruits students, delivers forestry and environmental training, and provides services and consultation to recognized educators, forest resource agencies, and workers within Alberta and western Canada.



WOLF provides professional development opportunities that reflect the changing requirements of forestry professionals and those working in related industries.

WOLF and NLC collaborate to offer land and environment training and the Forest Stewardship and Advanced Forest Stewardship certificates, which discuss balancing and protecting the social, economic, and ecological benefits derived from forested land.

Attention to the health and well-being of our natural environment is critical now and for the future. Explore our Land and Environment Training to learn what you can do to protect our most precious resource.



**CLICK HERE FOR MORE INFORMATION**  
[www.w-o-l-f.ca](http://www.w-o-l-f.ca)

## Healthy Landscapes

(AFS003)

Introduces the Boreal Forest, describes how both natural and human-caused disturbance affects ecology, connects habitat to the species present, and explains the concepts of natural, current, and future ranges of variation to provide a basis for planning for healthy landscapes.

## Integrated Resource Management

(FS003)

Appealing to a broad range of forest workers at all education levels, the goal of this course is to increase understanding of the broader environmental, social, and economic impacts of resource development in Alberta, and the manner in which the Government of Alberta and industrial partners are addressing those impacts.

## Introduction to Forest Management

(WOLF0076)

Introduces the key elements of forest management in Alberta to forest workers at all education levels. It will introduce the concepts of forestry management (including a historical context), the importance of the forest industry in Alberta, and forest management trends.

Earn a Forest Stewardship or Advanced Forest Stewardship certificate to protect people, plants, and animals! Find out more on page 30-31.

## Plant Identification and Introduction to Site Classification

(AFS001)

Learn to identify a variety of Boreal plants through knowledge of the plants, characteristic parts, life cycles, site, soils and moisture preferences, and associations with other plant types, in a variety of seasonal life stages. These plant associations are the basis for an understanding of Boreal ecosystems.

## Woodland Environmental Management Systems, Certification, and Compliance

(AFS004)

Designed for operators and woodland field personnel, and provides an overview of certification, EMS, legislation, and regulation in use today.

## Woodland Harvest Block and Road Layout

(WOLF0048)

Designed to prepare forestry workers and planners who have been charged with the task of developing or implementing operating plans. Layout crews will be better equipped to apply sound decision-making principles when making plan modifications in the field, and will understand the importance of documentation, data integrity, and quality assurance.



### Woodland Historical Resources

(FS004)

Appeals to a broad range of forest workers at all education levels. The course goal is to increase awareness and understanding of the importance of historic sites in Alberta, with an aim of having forest workers identify and protect new and existing sites.

### Woodland Insects, Diseases, and Weeds in Alberta

(WOLF0011)

Designed for anyone working in resource development industries, and is especially applicable to those who work in the woods and depend on healthy forests for their livelihood.

### Woodland Soils

(FS006)

Provides practical ideas to forestry contractors, equipment operators, and field supervisors, so that together, they can minimize the damage to forest soils during forest operations. The opportunity to protect forest soil occurs at each step of the forest-management process, from harvest planning, to field layout, to harvesting, and reforestation activities.

### Woodland Species at Risk

(WOLF0073)

Appeals to contractors, supervisors, and harvest planning staff. The goal is to increase awareness of the legislation and strategies in place in Alberta that are designed to protect species at risk.

### Woodland Stewardship

(WOLF0010)

Designed for a wide range of people with an interest in the forest sector. Participants will not need a background in forest management to understand the concepts that are presented.

### Woodland Stewardship and Introduction to Forest Management

(FS001)

Designed for a wide range of people with an interest in the forest sector. People who are working in the industry and understand many of the operational controls will benefit by seeing the broader framework under which forests in Alberta are managed.

## Woodland Water Crossing Monitoring and Inspections

(WOLF0038)

Presents what is currently the most widely accepted system of monitoring stream crossings in Alberta. As inspectors become highly skilled at identifying problems with bridges and culverts, they will be better prepared to generate solutions and reduce liability. The course will provide the industrial user with a standard approach to crossing inspection and risk assessment.

## Woodland Water Legislation

(WOLF0098)

Presents the intent of water legislation standards and its key features. As people learn what the requirements are for specific watercourse types, they will be better prepared to choose the correct crossings, install them competently, and ultimately reduce legal liability.

## Woodland Water Quality, Erosion Control, and Crossing Construction

(FS005)

Intended to provide information about the fundamentals of water quality and develop competency in watercourse crossing construction. By learning the fundamentals, industrial construction personnel will create less sedimentation, reduce losses to aquatic habitats, and reduce construction and maintenance costs. The company will also be exposed to less risk contravening existing provincial and federal legislation.

## Woodland Wildfire Awareness

(AFS002)

Appeals to forest workers at all education levels. The goal is to increase awareness of wildfire risk, with the aim of eliminating or reducing risk factors at the worksite and, more generally, in the woodlands. This course will introduce the concepts of wildfire risk, examine recent trends in wildfire risk, basic elements of wildfire behaviour and how it is measured, and FireSmart strategies to manage wildfire risk.

## Woodland Wildlife and Biodiversity

(WOLF0012)

Forest managers in Alberta apply wildlife conservation principles in all phases of harvest planning. The people who carry out those plans will benefit by knowing when specific practices are required, and why it makes a difference. Anyone who reads the Annual Operating Plan, or is given a harvest plan map and must operate according to the ground rules, will benefit from this course.

## Woodland Wildlife and Biodiversity and Woodland Species at Risk

(FS002)

Designed for forest managers in Alberta who apply wildlife conservation principles in all phases of harvest planning. The people who carry out those plans will benefit by knowing when specific practices are required, and why it makes a difference. Anyone who reads the Annual Operating Plan, or is given a harvest plan map and must operate according to the ground rules, will benefit from this course.



# LEADERSHIP TRAINING

*Whether your organization is big or small, good leadership is key to long-lasting success. We have leadership training options that can help you tap into the leader within.*

## Communication - Getting the Message Across

(ES115)

Learn how to send and receive clear messages that minimize confusion and emphasize understanding.

## Effective Supervision – Directing, Coaching, and Facilitating Employees

(ES110)

Develop a toolkit of supervisory skills, so you can use the most effective approach in any situation and bring out the best in your employees.



**CLICK HERE FOR  
MORE INFORMATION**

## Intervention – Managing Employees with Personal Problems

(ES130)

Learn about personal issues that affect job performance, productivity, team morale, and safety. Learn how to recognize troubled employees and direct them to the appropriate resources for help.

## Leadership - Giving Employees What They Need to Succeed

(ES105)

Identify your personal leadership style, how to use it effectively, and how to inspire your employees to focus on the big picture.



## SAVE MONEY

Register for a leadership training course eight days before the start date and save \$30 per course!

## Managing Time - Scheduling People, Paper (Digital), and Priorities

(ES100)

Explore ways of working smarter so that you can proactively manage the people, paper (digital), and priorities that come your way. This course will teach you techniques to get control of your time and organize your workday so you can effectively supervise employees, minimize interruptions, and get your own work done.

## Performance Management – Optimizing Results

(ES125)

Assess employee performance on an ongoing basis so that you can identify what employees are doing well. In addition, learn how to coach and problem solve to help your employees achieve optimal performance.

## Resolving Conflict – Reaching Agreement at Work

(ES135)

Turn conflict into opportunity by maximizing the opportunities created by differing ideas. Learn how to reduce the potential for conflict.

## Staying Positive – Rewarding and Energizing Employees

(ES140)

Recognize and reward your employees to build a positive and productive workplace.

## Working Together – Building Effective Relationships in Your Workplace

(ES120)

Build and sustain good working relationships that create cooperation, interdependence, and high morale among employees.



## ACHIEVEMENT IN BUSINESS COMPETENCIES (BLUE SEAL) PROGRAM



Are you a tradesperson interested in expanding your skill set? Complete the Achievement in Business Competencies (Blue Seal) Program and meet Alberta's high industry standards!

Continuing Education & Corporate Training offers the following management courses for Blue Seal:

- Essential Skills for Supervisors
- Maintenance Management Professional



# ONLINE PARTNER TRAINING

Through our online training partners, we are able to offer you even more training options! Upgrade your skills or learn more about a topic of interest through these online courses delivered in an enjoyable and interactive learning environment. Expert instructors develop and lead every course.



ed2go offers a wide range of interactive, online courses. All of the courses are led by expert instructors, many of whom are nationally known authors. These online courses are affordable, fun, fast, convenient, and geared just for you.

*Note: Course prices on the NLC ed2go site are in U.S. dollars (USD). The requirements for most courses include Internet access, email, and a web browser. Before registering for a specific course, please review its associated requirements.*



**TO VIEW A COMPLETE LIST OF  
ED2GO ONLINE COURSES VISIT**  
[www.ed2go.com/nlc](http://www.ed2go.com/nlc)

## Computer Skills for the Workplace

Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 2016 to provide the fundamental computer competencies you need to prosper in a modern workplace.

## Introduction to Microsoft Excel 2019 / Office 365

Learn to quickly and efficiently use Microsoft Excel 2019 / Office 365 as you discover dozens of shortcuts and tricks for setting up formatted worksheets. This course, taught by an experienced Microsoft Excel instructor, provides in-depth knowledge for beginners that will have you using Excel like a pro.

## Introduction to Microsoft Word 2019 / Office 365

This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job.

## Introduction to PowerPoint 2019 / Office 365

This course is perfect for beginners looking to learn how to use the latest PowerPoint software. You will have the opportunity to create a custom presentation with content specific to your needs. By completion, you will be able to create captivating presentations and contribute to your company's business processes.

## Introduction to QuickBooks 2019

Take control of accounting for your business. This course provides hands-on experience in QuickBooks 2019 as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.

## Introduction to Mobile Security (self-paced)

Learn to defend mobile devices which are vulnerable to cyber attacks. This course not only covers the fundamentals of mobile security but also provides hands-on experience through the use of live virtual machine labs, lab simulations, and case projects. You will have three months access to this course.

## Introduction to PC Security

Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. In this course, a security expert will teach you the fundamentals of PC and network security as you learn to install and configure a firewall to build an impenetrable moat around your computer or network.

## Understanding the Cloud

Learn everything you need to understand cloud computing. This course explores how the cloud works, what drives it, why it is so popular, and what it can do for you.

## Accounting Fundamentals

If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn double-entry bookkeeping, financial transactions, financial reporting, and more.

## Math Refresher

This course will show you how to use math to your advantage. You won't find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use.

## Beginning Conversational French

Prepare for your next trip to France by mastering the basics of conversational French. This course will provide you with proper pronunciation of French words that you'll use in your travels, as well as cultural tips including appropriate gestures and body language.

## Speed Spanish

Imagine yourself speaking, reading, and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¿Qué Bueno!



Skills for the 21st century! Boost your productivity and your organization's bottom line. UGotClass online certificates and courses are provided by expert instructors. Participate anytime, day or evening, from anywhere!

*Note: The requirements for most courses include Internet access, email, and a web browser. Before registering for a specific course, please review its associated requirements.*



**TO VIEW A COMPLETE LIST OF  
UGOTCLASS ONLINE COURSES  
AND CERTIFICATES VISIT:**

[www.yougotclass.org/index.cfm/Nlc](http://www.yougotclass.org/index.cfm/Nlc)

## TOOLS AND RESOURCES

*CE&CT is here to help you develop your career and explore education and training.*

[alis Alberta](#)

Occupation and Job Resources, Career Planning Tools, Career Advice Resources, and more.

[Alberta.ca](#)

Sign up for webinars to learn more about Employment Standards rules and responsibilities.

[Business Link](#)

Find resources on starting and running a business.

[Community Futures Alberta](#)

Resources for starting a business or sustaining, maintaining, and expanding your current business.



# SAFETY TRAINING

*Need safety training for work? Need it now?  
We have the courses that you need to stay  
certified and safe.*

*Starting Spring 2022, we are back delivering  
Standard First Aid and H2S Alive face-to-face!*

## H2S Alive

This one-day course is intended for all workers in the petroleum industry who could be exposed to hydrogen sulphide (H2S). The primary focus is to provide generic H2S content to help you work safely in and around H2S environments. The course covers the physical properties and health hazards of H2S, how to protect oneself, and basic rescue techniques.

## Standard First Aid – Level C CPR / AED

Upon successfully completing this course, you will be awarded a nationally recognized certificate that is valid for three years. Recognized as First Aider II by Alberta Occupational Health and Safety, this course includes: treatment for choking, control of bleeding, treatment and prevention of shock, child and infant resuscitation, and one-adult and two-rescuer CPR. Fractures of the limbs, head and spinal injuries, eye injuries, burns, medical conditions, environmental injuries, wound care, and secondary survey are also covered.

## Aerial Work Platform / Elevating Work Platform Scissor & Boom Certification Online (SA094-OL)

This comprehensive Canadian EWP course exceeds all CSA / OHS requirements for classroom operator safety training certification in all Canadian provinces and territories. Covering Scissor, straight stick boom, and articulating boom lifts.  
*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Alberta Basic Security Training (ABST) Online (SA211-OL)

Master the basics of becoming a licensed security guard. You will also learn advanced patrol techniques, how to handle difficult people and situations, and crisis management. This training is approved in Alberta.  
*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Bear Awareness Online Training (SA044-OL)

The industry recognized Bear Awareness online course offers a comprehensive awareness education. Utilizing interactive audio, pictures, narrations, simulations, videos, quizzes and a final exam, the Bear Essentials will equip individuals with the knowledge of the types of bears in Alberta, their habits and habitat, and how you can keep safe when venturing into bear country for work or play.  
*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Cannabis Workplace Safety for Employees

(SA210-OL)

Employees will learn about cannabis and its effects, employer and employee responsibilities, and how to manage risks and make safe choices.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Cannabis Workplace Safety for Employers

(SA209-OL)

Human resource staff, managers, and employers will learn about risk management and impairment management, federal, provincial, and local cannabis legislation/regulations, common gaps in cannabis safety programs, assessing and improving cannabis safety programs, and making the best choices around safe employee cannabis use.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Common Safety Orientation (CSO)

(SA207-OL)

This course provides consistent safety messaging that clearly explains safe work practices and eliminates the need for redundant general orientation training.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*



## Confined Space Entry and Monitor

(SA214-OL)

Teaches participants to identify, understand, and mitigate the potential hazards of working in restricted and confined spaces. Developed using the Canadian Standards Association's Z1006-16 Management of Work in Confined Spaces and the Canadian Association of Oil and Gas Producers' Code of Practice for Confined Space.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Fall Protection Awareness Online Training

(SA073-OL)

This Online Fall Arrest Protection Course will guide you through all aspects of Fall Arrest, from the different types of Fall Protection, to what personal protective equipment to use and how to calculate Fall Clearances.

## Food Safety Certification

(SA215-OL)

Gain Food Safety (Food Handler) Certification without the restriction of attending an in-class seminar; an ideal strategy for those with a busy schedule. The interactive course allows learners to gain quality knowledge about food safety and thoroughly prepares learners for the certification exam.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Forklift/Lift Truck Certification Online Training

(SA093-OL)

This comprehensive Canadian forklift course exceeds all CSA/OHS requirements for classroom operator safety training certification in all Canadian provinces and territories. The course covers requirements for lift truck classes 1-6 (sit down, stand up narrow aisle, walkie-rider).

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Ground Disturbance: Level II – Alberta (ABCGA Endorsed)

(OG001)

Get the industry-recognized Ground Disturbance course from Danatec and Global Training Centre to meet all ground disturbance certification requirements, endorsed by the Alberta Common Ground Alliance (ABCGA). Training is available for initial or re-certification.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Mental Health and De-Escalation Training (SA213-OL)

Designed to improve the quality of interactions between police officers, security guards, and those who have, or may have, mental health concerns, improving safety for all participants and leading to better outcomes.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Pipeline Construction Safety Training (PCST)

(SA2018-OL)

Designed and developed by the construction industry to address health and safety issues specific to pipeline construction in the oil and gas industry.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Power Mobile Equipment (PME): Safe Operation and Risk Management

(PME103)

Learn to plan for the safe use of PME. This NLC LIVE Online™ session includes what is PME, the worker's rights, and the training required by PME operators. A sizeable portion of the training is dedicated to hazard identification and assessment. Free to Alberta residents.

*Note: This course combines PME101 and PME102 and qualifies for 0.6 CEUs for Alberta Water and Wastewater Operators.*

## Skid-Steer Loader Certification Online Training (SA096-OL)

This comprehensive Canadian skid steer course exceeds all CSA/OHS requirements for classroom operator safety training certification in all Canadian provinces and territories.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Transportation of Dangerous Goods (SA001-OL)

Includes a thorough exam and printable certificate to meet Transport Canada's training requirements for all employees involved in the transportation of dangerous goods. Updated with all December 31, 2014 amendment changes.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Workplace Hazardous Materials Information System (WHMIS)

(SA002-OL)

Provides initial or recertification training on the revised WHMIS. This course meets Health Canada's training requirements under the Hazardous Products Regulations for persons involved in handling workplace chemicals.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*

## Wilderness Awareness Online Training (SA201-OL)

The biggest danger that people face in outdoor survival situations is being unprepared. Accordingly, this online course, which includes interviews with experts on various aspects of outdoor survival, provides information that will assist you to handle most situations that you may encounter in the outdoors when help isn't just around the corner.

*OPEN ENROLMENT - Register and complete the online program anytime that works for you!*



# ONLINE DRIVER SAFETY TRAINING

*Get the very best in research-based Driver Safety Training through our online partner driver training courses.*

*All Online Driver Safety Training Courses have an open enrollment, so you can register and complete the program anytime that works for you!*

## **Air Brakes Guide and Refresher Program Online**

(DT006-OL)

This online Air Brakes course is designed as a refresher and study aid for individuals who will write an Alberta Air Brake knowledge test at a registry. This course is also ideal for individuals or corporations with employees who need air brake refresher training.

## **Canadian Federal Hours of Service Online Training**

(DT043-OL)

This online Canadian Hours of Service course covers the specifics of the regulations. After completing this course, an understanding should be gained of the regulations governing hours of service in Canada; documentation requirements; responsibilities of carriers, shippers, and drivers; mandatory off-duty times and on-duty time limits; and, exemptions to the daily limits.

## **Canadian Heavy Truck Weight and Dimensions Online Training**

(DT041-OL)

This program will present essential, up-to-date information about the weights and dimension regulations set forth in NSC Standard 10 Cargo Securement, and will also cover the ways in which the regulations differ by province.

## **Daily Pre-Trip Inspections Online Training**

(DT036-OL)

Pre-trips are mandatory under current regulations and drivers are accountable and responsible for defects found on their units. Understanding and effectively applying the vehicle inspection concepts explained in this online course will help truck drivers and their fellow drivers around them road safe.

## Defensive Driving – 3 Demerit Reduction Online Training (Alberta Only)

(DT005-OL)

Do you need to reduce the number of demerit points on your license? This six hour online Defensive Driving program is approved by the Alberta Government for reduction of 3 demerit points from an Alberta driver's license. A minimum mark of 80% must be obtained on the final exam to qualify for the demerit point reduction.

## Fatigue Management for Supervisors and Drivers Online Training (DT040-OL)

Driver fatigue is a major contributing factor to on-the-job vehicular accidents, absenteeism, and lowered productivity. Tired drivers can cost your company money... or even worse, lose their lives. This online course explains the nature of fatigue, the extent to which it can affect drivers, and strategies to mitigate and eliminate driving fatigue. The course consists of two separate modules: one for drivers and one for people in a supervisory role, either of which can be selected at the start of the course.

## North American Cargo Securement Online Training (DT038-OL)

This online North American Cargo Securement Program is designed to explain the fundamentals and general requirements of cargo securement, based upon the National Safety Code for Motor Carriers (Standard 10). After completing this course, an understanding should be gained of the cargo securement standard, requirements of carriers and drivers, and general cargo securement requirements including the securement system, minimum strength requirements, tiedowns and edge protectors, and cargo placement. NSC Standard 10 – Cargo Securement used in this course.

## Online Winter Driving Course

(DT045-OL)

Winter driving is not easy, and at times it can be dangerous. This online Winter Driving course is designed for organizations and individuals who wish to review and enhance their winter driving knowledge. The course covers everything from pre-winter strategies through to steering and braking in emergencies.

## Professional Driver Improvement Course – Three-Demerit Reduction Online Training (Alberta Only)

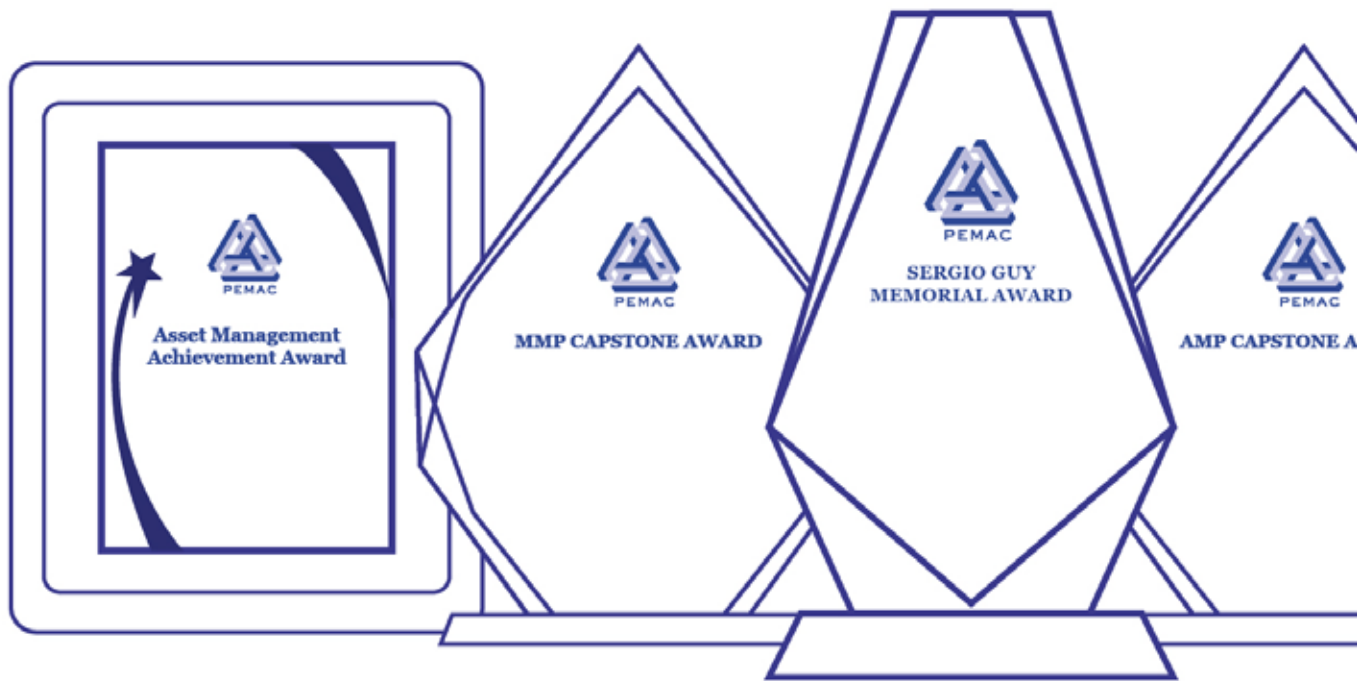
(DT004-OL)

For drivers involved in the transportation field, including buses and vehicles designated for Class 3 and Class 1. Completers are eligible for a three-demerit reduction on their Alberta driving record.

## School Bus Driver Inspection Program Online Training

(DT044-OL)

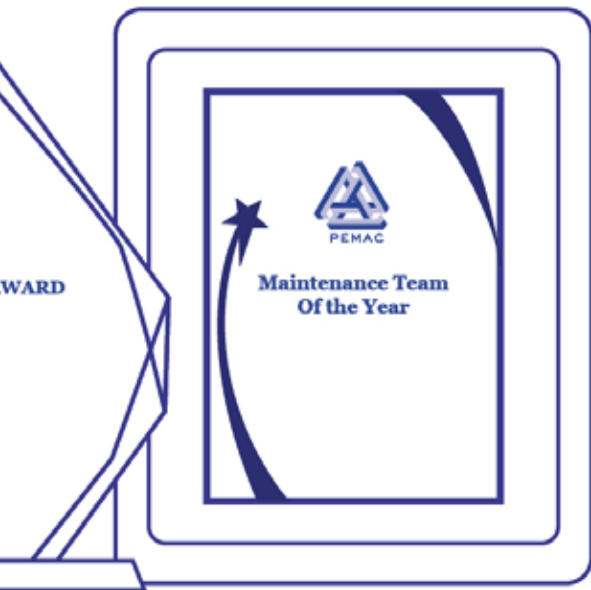
Conducting proper school bus inspections is both a moral and a legal obligation for school bus operators. This program covers vital inspection information and is an excellent review of all aspects of conducting Pre-trip Inspections, On the Road Checks, and Post Trips.



# • NLC • CELEBRATES • PEMAC AWARD • WINNERS

Northern Lakes College instructors and students were celebrated at PEMAC's annual MainTrain Conference in September 2021. The recognition was for contributions to the profession as well as achievement in the Asset Management Professional (AMP) and Maintenance Management Professional (MMP) programs.

Lifetime Membership was awarded to NLC instructors Larry Cote and Len Middleton. The membership is bestowed upon retirement from a formal position with PEMAC to recognize individual contribution to the Association.



The Sergio Guy Memorial Award was presented to Rob Lash, who completed AMP with NLC. The award recognizes an individual who has made significant contributions to the profession and PEMAC.

The recipient of the Asset Management Leadership Award, Dharmen Dhaliah, teaches in the AMP and MMP programs. The award recognizes contributions to the field of asset management and celebrates an individual who inspires the advancement of asset management in Canada.

MMP Capstone Awards were awarded to NLC students Brendon Binns and Taylor Christie for Business Process, and Joseph Soenen for Technical Focus.

The awards recognize excellence in the Capstone project, which students in the AMP and MMP programs must complete at the end of their programs. Explains Joseph Soenen, "The MMP program increased my knowledge and confidence as a leader, and gave me realistic tools to apply within my role at CNRL. The courses were challenging but manageable while working full time, and the instructors offered support when needed."

The PEMAC Maintenance Team of the Year for a large organization went to the Irving Pulp & Paper Maintenance Team, which included NLC students Andrew Booker and Cody Munford. Comments Cody Munford, "As a maintenance planner with Irving Pulp & Paper, participating in the MMP program was extremely valuable for me. I learned about maintenance strategies and how to apply them to real projects. I was able to work on several improvement initiatives while completing the courses, which not only helped me to learn the material, but also had a positive impact on our business."

Comments Amy Saitz, Dean of Business, Academics, Trades, & Regional Stewardship, "On behalf of Northern Lakes College, I congratulate the 2021 PEMAC award recipients. Northern Lakes College has a long-standing relationship with PEMAC to provide training which supports organizations to increase capacity through effective maintenance and management of assets."

NLC has been offering PEMAC's MMP program since 2004, and AMP program since 2018, with enrolments from participants across the country and around the world.



# CONTINUING EDUCATION CERTIFICATES

## ADVANCED FOREST STEWARDSHIP

Explains the science of sustainable management, which includes balancing and protecting social, economic, and ecological benefits derived from forested land. Must take:

- All six of the Forest Stewardship courses
- Plant Identification and Introduction to Site Classification
- Woodland Wildfire Awareness
- Healthy Landscapes
- Woodland Environmental Management Systems, Certification, and Compliance

## ASSET MANAGEMENT PROFESSIONAL (AMP) CERTIFICATE

Designed to build organizational capacity for excellence in asset management, and leads to the Certified Asset Management Professional designation issued by PEMAC. This program also qualifies for CEUs for engineers and engineering technologists. Asset Management Professional is recognized by the Canadian Network of Asset Managers (CNAM). Must take:

- Course 1: Asset Management Principles and Strategic Development
- Course 2: Asset Management Capabilities Development
- Course 3: Risk Management and Performance Improvement
- Course 4: Developing and Implementing Asset Life Cycle Delivery Activities
- Course 5: Asset Knowledge Management
- Course 6: Asset Management Capstone



**SEE FOREST  
STEWARDSHIP COURSES**

## ESSENTIAL SKILLS FOR SUPERVISORS

Provides the skills for supervisors to succeed in getting the most out of their #1 resource - their employees. Must take:

- Managing Time - Scheduling People, Paper (Digital), and Priorities
- Leadership - Giving Employees What They Need to Succeed
- Effective Supervision - Directing, Coaching, and Facilitating Employees
- Communication - Getting the Message Across
- Working Together - Building Effective Relationships in Your Workplace
- Performance Management - Optimizing Results
- Intervention - Managing Employees with Personal Problems
- Resolving Conflict - Reaching Agreement at Work
- Staying Positive - Rewarding and Energizing Employees

## FOREST STEWARDSHIP

Provides an explanation of the science of sustainable management, which includes balancing and protecting social, economic, and ecological benefits derived from forested land. Must take:

- Woodland Stewardship and Introduction to Forest Management
- Woodland Wildlife and Biodiversity and Woodland Species at Risk
- Integrated Resource Management
- Woodland Historical Resources
- Woodland Water Quality, Erosion Control, and Crossing Construction
- Woodland Soils

## MAINTENANCE MANAGEMENT PROFESSIONAL (MMP) CERTIFICATE

Focuses on the tools, techniques, strategies, and skills necessary for management of a business and its existing physical assets. Leads to a Canadian Maintenance Management Professional certification. Must take:

- Module 1: An Integrated Strategy for Maintenance Management
- Module 2: Production and Operations Management for the Maintenance Manager
- Module 3: Human Resource Management for the Maintenance Manager
- Module 4: Financial Management for the Maintenance Manager
- Module 5: Developing and Implementing Maintenance Tactics
- Module 6: Maintenance Work Management
- Module 7: Computerized Maintenance Management Systems (CMMS)
- Module 8: Maintenance Management Capstone Project

## MAINTENANCE WORK MANAGEMENT CERTIFICATE

Practitioners who complete Module 1 and 6 of the MMP program are eligible to apply for a Maintenance Work Management Certificate, which recognizes an individual's understanding of the benefits of an integrated maintenance management strategy and the fundamental principles of work management processes.

- Module 1: An Integrated Strategy for Maintenance Management
- Module 6: Maintenance Work Management



# CONTRACT TRAINING

*Create your own,  
customized training!*

Build capacity! Northern Lakes College offers programs that can help meet your training needs. Build your own program by selecting what your organization or group needs from the list below. Don't see what you are looking for? Let us know, and we will create it just for you! Contact us today to create a customized training package for your organization.

 [CLICK HERE FOR  
MORE INFORMATION](#)



### Life Skills

Help your group/clients to succeed by developing the skills, characteristics, and attitude necessary to thrive in the workplace or in further schooling.

### General Education Development (GED) Preparation

Prepare your clients to successfully write the GED examinations to obtain their Alberta High School Equivalency Diploma.

### Trades Preparation

Give your clients a leg up in pursuing trade-related training opportunities by upgrading academics and exploring hands-on skills. Students will be prepared to take the Alberta Apprenticeship and Industry Training (AIT) trades entrance exam for their trade of choice. This program includes effective study skills, safe work practices, and the basic knowledge and skills required to work as a laborer or apprentice in a variety of trades and industries.

### Pre-Employment Trades

Prepare your clients to challenge the first period apprenticeship exam through a combination of apprenticeship theory instruction with hands-on skill development. Clients successfully challenging the apprenticeship exam will be able to carry on with apprenticeship once they are signed on with an employer.

### Employment Skills

Get that job and keep it!" Designed to assist participants to improve their employability skills, the program helps to build the skills necessary to successfully take control of the direction of their lives and improve personal awareness. Participants will develop valuable skills to succeed in education, work, and life.

### Forest Operations

Prepare your clients to enter the forest industry. Participants will be prepared for a wide variety of entry-level positions in forest operations or to participate in a logging training program. Topics covered may include woodland navigation using GPS and compass, woodland stewardship, woodland wildlife and biodiversity, and safety training.



# COMMUNITY ADULT LEARNING PROGRAMS

Community Adult Learning Programs (CALPs) are grassroots, community-based organizations funded by Alberta Advanced Education to provide, promote and increase access to adult foundational learning opportunities in areas such as:

- Adult Literacy
- Numeracy
- Skills for Learning
- Basic Digital Skills
- English Language Learning
- Community Capacity Building

## **Fort Vermilion Community Adult Learning Program**

(780) 927-3327

4601 46 Ave., Fort Vermilion, AB

[admin@northwestalbertabrighterfutures.com](mailto:admin@northwestalbertabrighterfutures.com)

[www.northwestalbertabrighterfutures.com](http://www.northwestalbertabrighterfutures.com)

## **Fox Creek Adult Literacy**

(780) 622-3758

[adulthood@foxcreekcra.ca](mailto:adulthood@foxcreekcra.ca)

[www.foxcreek.ca/site/adult-education](http://www.foxcreek.ca/site/adult-education)

## **Grimshaw/Berwyn and District Community Adult Learning Society**

(780) 332-1110

5418 50 St., Grimshaw, AB

[gbcals@telus.net](mailto:gbcals@telus.net)

## **Prairie River Community Education Council**

(780) 523-4111 ext. 6610

4208 53 Ave., High Prairie, AB

[prcec@northernlakescollege.ca](mailto:prcec@northernlakescollege.ca)

[www.hpcalp.com](http://www.hpcalp.com)

## **Vision Learning Centre**

(780) 624-4220

9807B, 100 St., Peace River, AB

[admin.learningcentre@gmail.com](mailto:admin.learningcentre@gmail.com)

[www.visionlearningcentre.com](http://www.visionlearningcentre.com)

(780) 928-2008 ext. 3550  
10105 94 Ave., La Crete, AB  
[lacretecalc2013@gmail.com](mailto:lacretecalc2013@gmail.com)

(780) 836-2664  
202, 112 2 Ave., Manning, AB  
[www.manninglearningcentre.com](http://www.manninglearningcentre.com)

(780) 849-8625  
1201 Main St. S.E., Slave Lake, AB  
[sladulted@gmail.com](mailto:sladulted@gmail.com)  
[www.slavelakeadulteducation.com](http://www.slavelakeadulteducation.com)

McLennan (780) 324-3737 ext. 6712  
Falher (780) 837-3013  
107 - 1 St. E., McLennan, AB  
[srcaalp@telusplanet.net](mailto:srcaalp@telusplanet.net)

(780) 524-7897  
5003 50 St., Valleyview, AB  
[adultlit@valleyviewlibrary.ab.ca](mailto:adultlit@valleyviewlibrary.ab.ca)  
[www.valleyviewclc.com](http://www.valleyviewclc.com)

(780) 675-5650  
4705 49 Ave., Athabasca, AB  
[wwliteracy@gmail.com](mailto:wwliteracy@gmail.com)  
[www.wordsworkliteracy.com](http://www.wordsworkliteracy.com)

(780) 891-8053



# FREQUENTLY ASKED QUESTIONS

## 1. IS THERE A REGISTRATION DEADLINE FOR CE&CT COURSES?

No, unless otherwise stated. However, we encourage you to register at least one week in advance, and we offer a discount for some courses if you do. There is also an extra shipping fee that may apply for any courses with books or material if you register seven days or less before the course starts.

## 2. IS THERE A CANCELLATION FEE?

Yes. Some courses have a withhold fee for any changes or cancellations, so please read the refund/cancellation policy associated with your course.

## 3. CAN I RESCHEDULE A COURSE?

You can reschedule most of our courses if needed. Just contact us prior to the refund policy date. Most courses require seven days or more. There are some asynchronous courses that are non-refundable, so please check each course for details.

## 4. ARE ALL BOOKS AND SUPPLIES INCLUDED WITH MY COURSE?

No. The Asset Management Professional (AMP) program requires students to order and purchase their own materials. For most other courses, the costs and materials are included.

## 5. ARE MATERIALS AND BOOKS REFUNDABLE?

No. Materials and books are non-refundable. If there is a special circumstance or error in the registration, contact us immediately and we may be able to reverse the fees prior to sending out resources.

## 6. CAN I TAKE AN NLC LIVE ONLINE™ COURSE USING A TABLET OR PHONE?

We recommend that all courses be taken using a desktop or laptop computer as there are limitations with other devices. We suggest that you use a phone/tablet as a backup device only.

## 7. DO I HAVE TO HAVE A HEADSET FOR NLC LIVE ONLINE™ TRAINING?

Yes, it is highly recommended to make the class more collaborative. However, we do have a chat box communication feature as well.

## 8. WHAT IF I MISS AN NLC LIVE ONLINE™ CLASS?

All NLC LIVE Online™ courses are recorded. If you have to miss a class, notify the instructor and watch the recording. Note: MMP courses have a maximum number of classes you can miss. MMP Module 1: maximum of two classes; Modules 2 – 8: maximum of four classes per module.

## 9. HOW WILL I BE NOTIFIED OF COURSE CANCELLATIONS AND CHANGES?

We do our best to give prompt notice via email.

## 10. WHERE CAN I SEE A PROGRAM-SPECIFIC SCHEDULE WITH COSTS AND DATES?

Visit our website [www.northernlakescollege.ca/CECT](http://www.northernlakescollege.ca/CECT). Under each program you will find program schedules that can be downloaded and printed. Go to our website to sign up for our newsletter that is sent right to your inbox. You can unsubscribe anytime.

## 11. WHAT IS BLUE SEAL AND WHAT COURSES DO YOU OFFER THAT QUALIFY?

### Blue Seal Certification in Alberta

is a recognition of development of business competencies for journeymen from Alberta Industry Training. We offer the following management courses for Blue Seal:

- Essential Skills for Supervisors
- Maintenance Management Professional

*Register Today!*

[www.northernlakescollege.ca/cect](http://www.northernlakescollege.ca/cect)

## 12. HOW ROBUST IS THE TRAINING ASSOCIATED WITH MMP RELATIVE TO OTHER OFFERINGS OUT THERE?

Besides attendance at instructor-led NLC LIVE Online™ sessions, MMP participants have reading assignments from course textbooks, homework assignments to apply concepts, and exams. Modules 1 - 7 each have a three-hour exam and Module 8 is a capstone project, which requires participants to apply the learning outcomes of Modules 1 - 7 to a relevant project at their place of employment.

## 13. WILL I RECEIVE A T2202 IF I WAS SPONSORED TO TAKE TRAINING?

Yes, you will still get the T2202, and your employer should issue a corresponding T4A for the amount paid on your behalf. You cannot claim the tuition amounts if they were paid or reimbursed by your employer. For more information, please refer to the [Canada Revenue Agency](http://Canada Revenue Agency).

## 14. HOW LONG DOES IT TAKE TO COMPLETE THE ESSENTIAL SKILLS CERTIFICATE PROGRAMS?

These programs are comprised of two-day modules offered throughout the year via NLC LIVE Online™. You can complete all nine courses in one year.

## 15. WHEN WILL I GET MY CERTIFICATE IF I HAVE COMPLETED A CE&CT PROGRAM?

Twice a year (December and June) CE&CT staff review records to determine who qualifies for certification. We will send a letter of congratulations along with a Certificate of Completion in January and July. For the Asset Maintenance Professional and Maintenance Management Professional certificate programs, certification/designation is applied for through PEMAC. Instructions are provided to students in the final course of their program.



# REGISTRATION AND POLICIES

*Registering for CE&CT  
courses is easy!*



**AVAILABLE ONLINE 24/7!**

[www.northernlakescollege.ca/  
online-registration](http://www.northernlakescollege.ca/online-registration)

Registrations are accepted on a first-come, first-served basis for all Continuing Education & Corporate Training courses. Some courses fill quickly. In most cases you can be added to a waiting list and contacted if a space becomes available or if a second class opens.

There is no application process required, just find your courses and add them to your shopping cart to register online.

If you are a new student, you will create an account when you register for your first course. If you are a returning student, all you have to do is enter your NLC student ID and password, and update your contact information if necessary. Registering for CE&CT courses is easy!

## Continuing Education Portal

The online Continuing Education portal is a secure portal where you can register and make payment for your Continuing Education & Corporate Training course(s). [www.northernlakescollege.ca/online-registration](http://www.northernlakescollege.ca/online-registration).

1. Log in using your NLC student ID and password if you are a returning student.
2. Create an account if you are a new student, or if you have forgotten your NLC student ID and password.
3. Employers who wish to sponsor individuals can provide them with a purchase order or sponsor letter that lists the following: course name, date, location, person you wish to sponsor, and the company address for invoicing purposes. The employee can register by selecting 'purchase order / sponsor letter' as the form of payment and upload the document.
4. If you experience problems registering, call us at (780) 849-8623 or 1-866-652-3456 ext. 8623.

## Cancellation

Northern Lakes College reserves the right to reschedule or cancel a course that lacks sufficient registrations to provide a satisfactory learning atmosphere. In this event, your registration will be refunded in full or applied to the rescheduled course. You will be notified by email if changes or cancellations are made.

## Payments and Fees

Fees are due at the time of registration. We accept the following methods of payment online: MasterCard, Visa, INTERAC Online®, sponsorship letter, or purchase order.

## Books, Materials, and Shipping Fees

Books, materials, and shipping fees are non-refundable.

## Prerequisites

All course prerequisites are listed on our website, if applicable. If you register without the required courses, you will receive an email requesting proof of completion. If proof is not submitted by the deadline, you will be withdrawn from the course.

## Refunds, Withdrawals, and Transfers

Refund, withdrawal, and transfer policies are listed with each course. Visit our website for complete details. They are also outlined on the Confirmation of Registration you receive by email after enrolling in your course. Exceptions to the policies may be arranged by contacting our office for approval.

If a refund or transfer is approved, reimbursement will be made via cheque. Refund cheques issued may take up to two weeks or more to process and will be sent to the address on the student's account, unless payment was made by a company.

Failure to attend does not constitute a withdrawal. It is the student's responsibility to take note of the Continuing Education Refund, Withdrawal, and Transfer policy. To withdraw or transfer from a course, the student enrolled in the course must contact us. The effective date of the withdrawal is the date you contact our office by phone or email and the email or call is received by the Continuing Education office.

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## CONTINUING EDUCATION & CORPORATE TRAINING

1201 Main St. SE, Slave Lake, AB T0G 2A3  
(780) 849-8623

1-866-652-3456 ext. 8623

Office Hours: Monday to Friday,  
8:15 a.m. - 4:30 p.m.

[work@northernlakescollege.ca](mailto:work@northernlakescollege.ca)

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[www.northernlakescollege.ca/cect](http://www.northernlakescollege.ca/cect)