Ossining Extension Center

Arcadian Shopping Center, Route 9
Ossining, NY 10562
914-606-7400
www.sunywcc.edu/Ossining

NON-CREDIT APPLICATION
PROFESSIONAL DEVELOPMENT

BLS for Health Care Providers
Heartsaver Adult/Child CPR/AED
Infection Control Seminar
Child Abuse Seminar
The Funeral Director as an Effective Communicator
Professional Ethics and Public Relations
Drivers Pre-Licensing Class
BLS FOR HEALTH CARE PROVIDERS  
**CE-HCARE 2005OS #83639**

Designed for medical and dental professionals and those entering a medical or allied health program. The course includes one and two person rescue techniques for infants, children, and adults, and use of the AED (automated external defibrillator). In order to participate, you **must have a pocket face mask** (available at the Campus Bookstore in Valhalla). This is an American Heart Association certification course.

1 Sat., Nov. 1 9:00 am-3:00 pm
$80 (+ $5 materials fee and optional textbook, payable to instructor). J Lederman.

HEARTSAVER ADULT/CHILD CPR/AED  
**CE-HCARE 2006OS #83795**

This is an American Heart Association CPR/AED course that covers children ages 1 up to adults. Certificate is good for two years. This course is for the lay responder.

1 Sat., Sept. 20 9:00 am-1:00 pm
$60 (+ $5 for AHA certification card, payable to instructor). J Lederman.

INFECTION CONTROL SEMINAR  
**CE-HCARE 2010OS #83630**

New York State approved coursework for practicing MDs, physician’s assistants, dentists, dental hygienists, RNs, LPNs, optometrists, funeral directors, and podiatrists.

1 Mon., Oct. 6, 5:30-8:30 pm
$80

CHILD ABUSE SEMINAR  
**CE-CERTS 2001OS #83654**

New York State approved coursework for educators and healthcare professionals. If already licensed, bring license to class.

1 Sat., Nov. 8, 9:00 am-12:00 noon.
$60

THE FUNERAL DIRECTOR AS AN EFFECTIVE COMMUNICATOR  
**CE-FUNER 2000OS #83657**

Focuses on the basic skills that lead to effective communication, specifically interacting with the bereaved, staff communication, and public speaking in the workplace.

Nov. 13, 1:00-3:00 pm.
$105

PROFESSIONAL ETHICS AND PUBLIC RELATIONS  
**CE-FUNER 2001OS #83658**

Designed to assist the funeral director in raising his/her self-awareness as a competent, professional member of the community.

Nov. 13, 3:30-5:30 pm.
$105

Register for both the Effective Communicator and Professional Ethics courses for only $205.

Savings will reflect when your course fees are calculated after enrolling.

DRIVERS PRE-LICENSING CLASS  
**CE-DRIVE 2001OS**

Required five-hour pre-licensing class needed to earn your MV-278 and schedule your road test. Bring learner’s permit to class. This course is open to those 16 years of age and older.

1 Sun., 9:00 am-2:00 pm
$50

Sec. A: Sept. 21 #83802
Sec. B: Oct. 19 #83803
Sec. C: Dec. 7 #83804

For more information about non-credit healthcare programs, please call 914-606-7400.

Healthcare Counseling: Thursday 1:00-3:30PM
Academic Counseling: Wednesdays 5:30-7:30pm
APPLICATION

Section I. Personal Information

Name: ___________________________  ___________________________  ___________________________
Last   First   Middle Initial

Address: ___________________________

Home Phone: ___________________________  Cell Phone: ___________________________

Email: ___________________________  Social Security Number: ___________________________

Date of Birth: ________________  MM/DD/YYYY

Are you a U.S. Citizen?  □ Yes  □ No

Do you have a permanent resident card?  □ Yes  □ No

Authorization to work or stamped passport?  □ Yes  □ No

Section II. Course Selection

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Tuition</th>
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Fees: $5.00 Registration and $3.25 FSA

Total Tuition

Section III. Payment Method (Tuition must be paid in full before course begins.)

□ Check or Money Order (Payable to Westchester Community College)
□ Please charge my credit card (Visa, MasterCard, Discover)

Card Number: ___________________________  Expiration Date: ___________________________

Signature: ___________________________  Date: ___________________________

Refunds

• For requests received at least 2 business days prior to the start of the class: 100% refund. No refunds will be issued after this time.
• All refund requests must be made to the college in writing or emailed to continuinged@sunywcc.edu. If you paid by check, please allow 6-8 weeks for your refund to be processed. Credit card refunds are processed immediately.

How did you hear about the program?

□ Website  □ Mail  □ Newspaper/Magazine  □ Word of Mouth
□ Other ___________________________

Applicant’s Signature

I certify that the information provided on this application is complete and accurate in every respect. I understand that falsifying any part of this application may result in the cancellation of my admission or dismissal from the program. I am aware that the fees associated with registration are non-refundable.

Signature of Applicant: ___________________________  Date: ___________________________

Admission is based on the availability of space and qualifications of the applicant. Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation or handicap is excluded from, or is subject to, discrimination in any program or activity.