

# WORKFORCE DEVELOPMENT

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Registration continues until the course begins unless the class fills or is canceled. To avoid cancellation, please register at least 7 days prior to the start date. Check for latest information at our website: [westernwyoming.edu/services/workforce](http://westernwyoming.edu/services/workforce) or call 307.872.1326

**Need PTSB recertification credit? Call Workforce Development  
307.872.1326 for qualifying class.**

# MEET OUR INSTRUCTORS

## Stephanie “Braids” Roberts

S. “Braids” Roberts has 15 years experience within the oil/gas and construction fields, taking her throughout the country working in different regions and environments. Her work experience comes from various positions from entry level helper to foreman to the safety department. She has both the hands on skills and the educational background to help show and teach our students the different perspectives that they will need to “see” things in the industry. She graduated from Western Wyoming Community College with an A.A.S. in Industrial Safety and Hygiene. That education as well as her working knowledge from the field helps to make her an integral part of our Workforce Development team. She enjoys teaching our students and focuses on “Knowing what you’re doing before you do it.” Her various classroom and hands on approaches to learning help students at all levels learn about their roles within the industry focusing on their own safety and the overall job safety. She had a big hand in developing and updating our classes and trainings since her time with us at Western. Her updated and upbeat teaching style helps to improve the stigma that safety training, refresher training, and new hire training has within the industry. She uses innovative ways to improve her trainings and finds new methods of helping her students see the “big picture” of industry through the individual roles each person serves within it, always leaving each class with the motto “Make good choices!”



## Gerald “Gary” Anderson

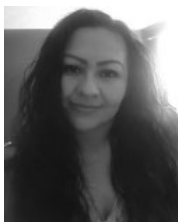
Gary Anderson is a part-time Safety Instructor at Western Wyoming Community College Workforce Development in Rock Springs, WY. Having 18 years of experience in the Oil and Natural Gas Industry he has been involved in exploration, production, and worker safety. He holds several OSHA and NSC certifications. He is a co-author of a technical paper published by the Society of Petroleum Engineers. A few of the areas in which he has hands on experience include well logging, hydraulic fracturing design and implementation, enhanced oil recovery operations, artificial lift evaluation, development of company safety programs, and classroom instruction of safety related topics. After watching several workers in a small company being exposed to various hazardous situations with little or no training he became committed to the education of industry employees and management in safe work practices. Gary holds a Bachelor of Science degree in Petroleum Engineering from the University of Wyoming with honors.



# MEET OUR INSTRUCTORS

## Jaqueline Mendoza

I am working towards earning my master's degree in Spanish Linguistics with a minor in Hispanic Literature at New Mexico State University. I attended undergrad school at Arizona State University and received a bachelor's in Spanish. I also attended Western Wyoming Community College and earned three associate's degrees (Business Administration, Accounting, and Spanish). My first job teaching was at Western Wyoming Community College as an online instructor, and I teach First-Year Success. In the fall semester of 2019, I started teaching First-Year Success on campus, and it is a great learning experience. Before I started teaching, I worked as a Computer Lab Assistant. The position allowed me to learn and work with Microsoft Programs such as Access, Excel, Word, and PowerPoint. I consider myself highly proficient when it comes to MS Office. Teaching has been an interest of mine since 2003. In the beginning, I was interested in becoming an Early Childhood Elementary teacher, but business was another area that was interesting and I decided to pursue that career. After completing my associates in business administration and accounting, I changed my major to Spanish. I transferred to Arizona State University to continue with my education. My ultimate goal is to become a college instructor of Spanish. In the meantime, I enjoy working and teaching part-time both online and face to face classes. The best part of teaching is helping students succeed in college, also to help them learn Microsoft programs. On a more personal note, I am a single mother and have three children aged 20, 15, and 13. Some of my hobbies include reading, sewing, camping, and traveling with my family. I love music (any type as long as it sounds good). Also, I am the first generation in my family to attend college.



## Sheela Schermetzler

Sheela Schermetzler has been the Executive Director for Golden Hour Senior Center in Green River, Grants Manager for Albany and Campbell Counties, Executive Director of the Campbell County Higher Education Foundation and Director of Continuing Education at the Gillette College. To date she has received over \$72 million in grants and fundraising. In 2003, she completed a \$1.5 million dollar capital campaign project for the new Gillette College. Her efforts have been described in the Green River Star, Denver Post, Gillette News Record and the Laramie Boomerang. Since her retirement from the Golden Hour Senior Center, Sheela is focusing on grant writing, conducting needs assessments, managing grants for other entities, evaluating grant-funded programs and teaching classes at Western Wyoming Community College. She holds a Master of Arts in Education from the University of Wisconsin – Stevens Point and an Education Specialist (Ed. S.) degree in Adult and Postsecondary Education from the University of Wyoming. Sheela conducts workshops in grant writing, grants management and fundraising. She has offered workshops in the states of Wyoming, South Dakota, Kansas and New Mexico.



# INDUSTRIAL HYGIENE

## Industrial Hygiene & Industrial Safety: What's the Difference?

Due to the current increase in concerns for health and safety in the COVID-19 crisis these two terms have been put into the spotlight within industry. Employers are striving to ensure employee safety while fulfilling industry demand for production.

Industrial Safety refers to the policies and plans that employers are required to follow to ensure all safety concerns for employees are met by adhering to all relevant laws, regulations, and standards set by OSHA, ANSI, NIOSH, MSHA and others. These can include general safety concerns common to all workers including specific concerns relevant to the specific industry, aspects of safety associated with process and production, as well as physical environment safety.

Industrial Hygiene, on the other hand, is focused on the concern for employee health and wellbeing through identifying, analyzing, and controlling work environment stressors that can lead to injury, illness, or impairment. These areas include the health of the employees through physical (noise levels), chemical, ergonomic (repetitive motions), and behavior based safety. Industrial Hygienists will evaluate the risk levels and exposures within the specific environments and identify potential hazards, and recommend the mitigations for each hazard.

WWCC Workforce Development can help your company develop IH plans for your company, based on your company's work environment, processes, and procedures. These techniques can range from communications to risk matrix analysis.

# INDUSTRIAL APPLICATIONS

## National Electrical Code Update

This course will provide CEUs for Wyoming Licensed electricians. The course will cover 2020 electrical code changes and other industry-relevant topics such as new, revised, relocated information affecting definitions, personnel safety, fuses and circuit breakers, grounding, wiring methods, wiring devices, industrial control panels, motors, special occupancies, special equipment & conditions, communications, circuit facts, grounding & bonding for power & electronic, review of hazardous location rules, and safety related facts & requirements: NFPA 70E, OSHA. Thursday & Friday, December 10 & 11, 2020 NCELT 106 T1; John Liggett; \$275

## Other Industrial Classes available for Contract Training:

- Fundamentals of Rigging
- Mechanical Drives
- Basic Separator & Dehydration
- Industrial Mechanics
- Industrial Hydraulics
- Basic Bearing & Lubrication
- Piping for Industry
- Compression Technology



# SAFETY CLASSES

## H2S Annual Certification

This course meets the required elements of ANSI Z390.1-2006 Acceptable Practices For Hydrogen Sulfide Training Programs.

Must Pre-Register

[Optional fit testing available for an additional \$40—Must be clean shaven for fit test and have medical physical within the last 12 months.]

Scheduled upon request; NCIND 202 ; \$95

## H2S Fit Testing

We currently have adapters to fit test:

- 3M All Models w/ detachable filters
- Scott Full face AV2000, AV3000, Scott-O-Vista, 65,66
- North masks including 5500, 7700, 7600, 5400, 7800, 80004, 80004S, 85400A, 85500A, 800 Series SCBA
- MSA—some models
- Spearian Survivair

Must be clean shaven for fit test and have a current medical evaluation for respirators.

Every Tuesday & Thursday 11:30am

WWCC-WTC-106

NCIND 203; \$40 per test



## PEC Basic Orientation (Safeland)

This course is an orientation of basic safety policies and procedures, which many oil and gas operators/ producers require in order to work on a well site. Using PEC Premier's Basic Orientation Workbook, students will learn the basic occupational and safety requirements for many operator/ producers, acceptable worksite policies and procedures, hazardous situations, incidence reporting and emergency response plans. This course is approved for S/U grading.

Must Pre-Register - Class limit 25

2 Wednesdays/month;

7:30 am - 5 pm; \$225\*

WWCC-WTC106; SAFE 1561 T1; 0.5 Credit (Students not in the classroom by 7:45 could be denied entrance in the class.) Students must have valid email address to be entered in the PEC database.



## PEC Basic Pipeline

This Course is a one-day safety orientation that meets Safeland USA, Kinder Morgan & Colonial Pipeline Midstream Training Qualification (MSTQ) requirements, and the Gold Shovel Standard certification. Student will learn about hazards they may encounter in the pipeline industry & become familiar with various practices to mitigate those hazards.

Scheduled upon request

# SAFETY CLASSES

**NEW CLASS!**

**Workforce Development** now offers operators certification in an ANSI/OSHA required three part training session for various equipment. Help boost your resume with our Mobile Equipment Operations Training. Our surrounding industry is looking not only for skills, but also for training & safety. To stay at the top of the industry standard call Workforce Development to update or start your employee skills development. Each piece of equipment training includes the classroom (formal) instruction, hands on equipment specific overview, inspection, and performance evaluation. This training can be offered on campus using WWCC equipment or equipment can be specified by company and done on site using company provided equipment or brought to our training facilities. If company provides equipment, operators manuals will be required before training. At the end of each training session students will receive a Certification of Completion of formal training, basic controls/handling, and inspection. Forklift students will receive a Certificate and a user training card.

Per OSHA standard 1926.503(a)(1), "the employer shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards".

Per OSHA standard 1926.503 (a) (2), "The employer shall assure that each employee has been trained, as necessary, by a competent person...".

Our Workforce instructors have been trained per OSHA standards and Competent Persons are defined by OSHA to teach and certify Authorized Persons (the users) in safe operation of equipment requiring fall protection. We will be happy to train your employees as Authorized Persons and maintain proper documentation of such training so that your in-house Safety professionals can focus on required engineering and required inspections of equipment used in operations.



## Mobile Lift Truck (Forklift)

Caterpillar Telehandler Model TH255

Schedule upon request

WWCC-WTC-106

8 hour training 195.00



## Mobile Lift Truck (Forklift)

Komatsu 25 (Indoor)

Schedule upon request

WWCC-WTC-106

4 hour training \$95.00

# SAFETY CLASSES



## Mobile Elevated Work Platform(Scissor Lift)

Genie GS-2632

Schedule upon request  
WWCC-WTC-106  
6 Hour training \$125.00



## Mobile Elevated Work Platform(Man lift)

Genie Z-60 60/34

Schedule upon request  
WWCC-WTC-106  
8 hour training \$195.00



## Skid Steer Loader

Caterpillar D Series D2 DZT446

Schedule upon request  
WWCC-WTC-106  
8 hour training \$195.00



## General Industry Safety (OSHA)

Meets Federal OSHA Regulations  
Workforce Development offers both OSHA 10 & OSHA 30. These programs are intended to provide a variety of training on General Industry Safety and Health to entry level workers. Hazard identification, avoidance, control and prevention, along with presentation of applicable OSHA standards are covered. Mandatory topics include such things as OSHA Act. General Duty Clause 5 (a)(1), Inspections, Citations, and Penalties (CFR Part 1903), Record-keeping (CFR Part 1904), Walking and Working Surfaces ( Subpart D), Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection, Subparts E & L, and Electrical, Subpart S.

Schedule upon request  
WWCC-WTC-106  
0.5 Credits SAFE 1551  
OSHA 10 \$275.00  
OSHA 30 \$475.00



# ACADEMIC PROGRAM

## Business Management FastTrack

Looking to rise in your career, make a career change, or start on the career path you've always dreamed of? A degree in Business Management will develop your skills and enhance your knowledge of business to move your career forward. Business is all around us and has a profound impact on our daily lives. All businesses contribute to the shifting economy of our world. Small entrepreneurial ventures are the bedrock of our communities. Large billion-dollar ventures help mold our society and provide services we all need. A degree in Business Management can help equip you with the business skills needed for a variety of careers in many different industries. It will provide you with the foundational knowledge on which to build your career, and you can earn it in as little as 16-months. You can also complete the entire program online in your own time. Earning an Associates of Applied Science degree in Business Management can help improve your job prospects along with your earning potential. Individuals with only a high school diploma are qualified for fewer jobs and have a decreased earning potential. An associate's degree can make you eligible for more jobs and promotions within your chosen career path.

**Call 1-833-478-5328 for more information**



# WORKFORCE DEVELOPMENT

Workforce Development offers a wide range of training, but if you still can't find the class to fit your training needs, would like a safety training geared more towards your company's safety standards, give us a call! Workforce Development can build a program that caters to your company's specific training needs. Our classes can be taught on a certification, refresher, or awareness level. We also offer site-specific training to our customers who want a professional setting focused on safety. Our programs are designed in a way that our students picture themselves on site or location using the skills first-hand. We are capable of setting up trainings around your schedule. If there is a specific day that works best for your company we will do our best to meet those needs. Training may be available on nights and weekends depending on instructor availability. Contact the Workforce Development staff at 307-872-1326 to schedule your training.

**Thank you for all your support!**  
Workforce Development Staff





# WORKFORCE DEVELOPMENT

## Computer Applications

Workforce Development offers a wide range of computer training, including but not limited to Excel, QuickBooks, PowerPoint. These classes are one day eight hour trainings that can be taught at our location or at any on-site location that has access to the programs.

## Basic Manufacturing Concepts

Successful manufacturing requires many skills in addition to technical skills such as machining, maintenance, dimensioning, and so forth. This class will teach fundamentals of less technical but highly interconnected "soft skills" integral to running an efficient and productive manufacturing enterprise. Basic manufacturing concepts such as cycle time, rework, scrap, capacity analysis, statistical process control, quality management systems, line yield and profitability are covered.

**WWCC-GR Center**  
**Bill Formanek; \$125.00**  
Please call 872-1326 for more information



## How to Write Grant Proposals

Introduction to grant writing process, getting started -pre-proposal activities, determining the funders, writing a proposal, demonstrating accountability, evaluating the proposal, submission and follow up, implementing the project.  
**October 7 & 8, 2020 (Green River)**  
**WWCC\_GR Center 104; Sheela Schermetzler**  
**NCENG 309 T1; \$125**  
**8:00am-5:00pm**



## Grant Management

Planning for the grant funded project, implementing the project, ensuring fiscal integrity, monitoring the Inproject, demonstrating accountability, evaluating the project, auditing requirements, solving problems, and closing out the project.

**October 5, 2020 (Pinedale)**  
**October 13, 2020 (Green River)**  
**WWCC\_GR Center 104; Sheela Schermetzler**  
**NCENG 309 T2; \$75**

## Fun in Fund Raising

Introduction to fundraising methods & practices, developing the strategic fundraising plan, special events. More than just fund raisers fundamentals of the Annual – direct mail, telemarketing/ e-marketing, the fun love letter, major gift fundamentals, and planned giving-funding in the future and grants.

**WWCC\_GR Center 104; Sheela Schermetzler**  
**October 6, 2020 (Pinedale)**  
**October 14, 2020 (Green River)**  
**NCENG 309 T2; \$75**

# MSHA CLASSES



## MSHA-Surface & Underground Annual Refresher

Annual refresher training is mandatory retraining which allows students to maintain current MSHA certification to work in surface & underground mines. Students must complete all New Miner course requirements which include 8 hours of actual mine site training, and provide proof of current certification before taking this course.

6:50 am-4 pm,

Green River Center 200,

Tim Warren, MINE 1855 T, 0.5 Credit; \$125

## MSHA-Surface New Miner

Surface New Miner qualifies the successful student to work at surface mines. The program provides 24 classroom hours of mandatory MSHA instruction. Required onsite training will complete the student's certification. The student is responsible for arranging the onsite portion of the training.

## MSHA-Underground New Miner (Surface New + 1 day)

Qualifies the successful student to work at underground mines. Attend Surface New Miner and attend one additional day to obtain the Underground New Miner. Student receives 32 of the 40 mandatory hours of Mine Safety and Health Administration instruction. The remaining 8 hours of onsite training is the student's responsibility and must be completed at an actual mine site  
6:50 am-4 pm; GR Center, Room 200,  
Tim Warren; MINE 1870; 0.5 credit \$125



# MSHA CLASSES

## Defensive Driving

The NSC Defensive Driver Training class is a 4-hour driver improvement program that offers practical strategies to reduce collision-related injuries, fatalities and costs. It addresses the importance of attitude in preventing accidents and reinforces the good driving skills students already possess. Most importantly, this course shows students the consequences of the choices they make behind the wheel. Scheduled upon request  
4 hours; NCTTD 101 T1;  
WWCC-RS Campus; \$95



## CPR/First Aid - National Safety Council (NSC)

Standard CPR & First aid course covers topics such as Good Samaritan Law, scene safety, bloodborne pathogens, and adult CPR/AED, bleeding, wound care, shock, burns, heat and cold emergencies and moving victims. All students are required to complete the hands-on portion of CPR during this class. A final written exam is given at the end of the day. First Monday of each month (unless holiday).

WWCC-WTC-104  
NCSAF 305; \$109



## HazWoper

This Hazardous Waste Operations and Emergency Response (HAZWOPER) course will cover safety, health and other potential site hazards; use of personal protective equipment (PPE); spill containment; waste minimization; remediation; safe use of engineering controls and equipment; and a demonstration of chemical and physical properties.

SAFE 1544 T1,  
Myra Peak; 2.5 credits; \$670



## HazWoper Annual Refresher

This refresher course is offered to any individual having prior HAZWOPER certification. Provides the mandatory annual 8-hour OSHA (Occupational Safety and Health Administration) training for those who work with hazardous materials. It covers material in the Department of Transportation Emergency Response Guidebook and the National Institute of Safety & Health Pocket Guide to Chemical Hazards.

TBD  
WWCC, GRC Rm 215; SAFE 1544 T1,  
Myra Peak; 0.5 credits; \$235



# MEDICAL CLASSES

## **Pediatric Advanced Life Support (PALS) Provider**

The goal of the Pediatric Advanced Life Support Course is to provide the student with information needed to recognize infants and children at risk for cardiopulmonary arrest, information and strategies needed to prevent cardiopulmonary arrest in infants and children and the cognitive and psychomotor skills needed to resuscitate and stabilize infants and children in respiratory failure, shock or cardiopulmonary arrest. For your success, we strongly encourage attending the Prepare for PALS class. 8 am-5 pm, WWCC-RS Campus 1328; HLTK 1503 T1; 0.5 Credit; \$225 Sat-Sun, October 3-4, 2020 8:00am - 5:00pm

## **CPR - BLS for Healthcare Providers**

American Heart Association (AHA) Learn one-person, two-person, child and infant CPR, conscious and unconscious choking victim care, airway management and use of an AED. Meets American Heart Association (AHA) guidelines for healthcare providers, but everyone welcome! American Heart Association requires all students to have access to a study book prior to class. The book is available at the WWCC Bookstore located in Rock Springs. Call 307.382.1673 or visit: [wwccbookstore.com](http://wwccbookstore.com) Monday, January 4, 2021 Thursday, March 11, 2021 4.5 hours; WTC-106; NCHLT 103; \$60





**Advanced Cardiac Life Support (ACLS) Provider**

This course is an intensive program that meets the standards of the American Heart Association (AHA) for training participants as Providers in Advanced Cardiac Life Support (ACLS). It is primarily directed toward physicians, nurses, dentists, paramedical and allied health personnel whose daily occupation demands proficiency in the knowledge and skills of ACLS. Reasonable remediation with the instructor, the participant can take the test one more time. Private or further remediation is \$50 per hour. A valid CPR card is required.

8 am-5 pm WWCC-RS Campus 1328,  
 HLTK 1501 T1; 0.5 Credit; \$225  
 Sat-Sun October 17-18, 2020  
 8:00am - 5:00pm

**Other Medical Classes offered:**

- **EMS Refresher - ALS Track**  
 Andrew Appleby NCHLT 114 T1 \$155
- **EMS Refresher- BLS Track**  
 Andrew Appleby NCHLT 113 T1 \$155

*\*Topics meet both NREMT and Wyoming State OEMS Recertification Requirements. All class sessions may be attended via Internet or in person at Western Wyoming Community College's Workforce Training Center (W3TC).*



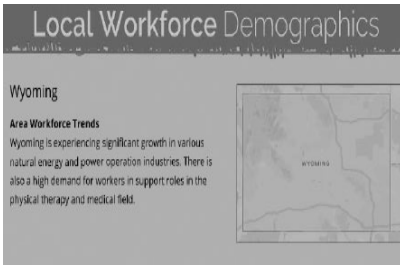
307.872.1326

Go to page 16 to register

# GAITLIN ONLINE

*Now offering online open enrollment programs designed to provide the skills necessary to acquire professional level position for many in-demand occupations.*

The following programs are designed by a team of professionals from each respective field, and who are actively involved in your online learning experience. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. Courses below are a sample of the courses available, more courses available at: <http://www.gatlineducation.com/westernwyoming>



1. Gas Plant Operators
2. Wind Turbine Service Technicians
3. Power Plant Operations
4. Chemical Plant & Systems Operators
5. Carpenters
6. Childcare Workers
7. Physical Therapist Aides
8. Medical Secretaries
9. Veterinary Technologists/Technicians
10. Legal Secretaries

## Skilled Trades and Industrial

(\$1895 to \$3095/class for each class listed below)

- Chemical Plant Operations
- HVACR Technician

## Healthcare and Fitness

(\$795 to \$2795/class for each class listed below)

- Veterinary Assistant
- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing and Coding
- ICD-10 Medical Coding

## IT and Software Development

(\$595 to \$3095/class for each class listed below)

- Administrative Professional with Microsoft Office Specialist 2007 Training CompTIA™ A+ Certification Training
- Management for IT Professionals
- 3ds max

## Business and Professional

(\$595 to \$2595/class for each class listed below)

- Grant Writing
- Paralegal
- Technical Writing
- AutoCAD 2015 Certified User

## Media and Design

(\$1695 to \$5995/class for each class listed below)

- Webmaster
- Marketing Design Certificate
- Video Game Design & Development
- Digital Arts Certificate

## Hospitality and Service Industry

(\$1995/class for each class listed below)

- Event Management & Design

**More courses available at:**  
**[www.gatlineducation.com/westernwyoming](http://www.gatlineducation.com/westernwyoming)**



Many courses pre-approved for 1.5 PTBSB credit-check  
website: <http://ptsb.state.wy.us.dnnmax.com>

## Online Courses from Ed2go

Anytime, anywhere...just a click away

Over 300 Online Courses Include:

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Hundreds of courses to choose from
- New sessions begin each month

Online Courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, six-week format, supplementary links, and more. You can complete any course entirely from your home or office. any time of the day or night.

## Courses Start as Low as \$89

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

### Explore A Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

### Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

### Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with Deaf people.

### SAT/ACT Prep Course-Part 1 & 2

Master the reading, writing, English, and science questions on the ACT and new SAT.

### Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

### Introduction or Intermediate Microsoft

Excel  
(2007, 2010, 2013 or 2016 versions)

### Introduction or Intermediate Microsoft Access

(2007, 2010, 2013 or 2016 versions)

### Introduction or Intermediate Microsoft Word

(2007, 2010, 2013 or 2016 versions)

### QuickBooks 2018 Series

Students that purchase the QuickBooks 2018 Series will have access to Intro & Intermediate QuickBooks 2018.

### Introduction to Microsoft Project 2016

Discover how to effectively plan and implement projects using Project's tools of sequencing tasks, assigning resources and costs, and tracking progress, to creating reports using Calendar and Gantt Chart views.

# SIGN UP TODAY!



## **Register Online:**

[westernwyoming.edu/services/workforce/](http://westernwyoming.edu/services/workforce/)



## **Call Workforce:**

307.872.1326



## **Mail Your Registration:**

Workforce Development  
#1 College Way,  
Green River, WY 82935



## **In Person:**

Workforce Development  
Office Hours: 7 am-5 pm  
Monday – Friday (Sept-May)  
Location: WWCC-Green River Center  
Room 209

- Register Today! Class space is limited. Unfortunately, courses will cancel 7 days prior to start date if there is not sufficient enrollment.
- From time to time a course may have to be canceled due to low enrollment or unforeseen circumstances. If the college cancels a course, you will receive a rain check or a refund.
- In the event that an instructor is not available to teach a scheduled course, we may substitute another qualified instructor.
- For courses awarding college credit, out-of-state tuition may apply to non-residents of Wyoming not currently working for a company in Wyoming.
- If you need to cancel, you may send a substitute from your organization. Generally, registration fees are not refundable for Workforce Development classes within 7 days before the course starts. Contact Workforce Development for more information.
- Course registration fees are subject to change in accordance with college policy.



# FUNDING FOR TRAINING

## BUSINESSES

Grants for Existing Positions  
Grants for Existing Positions are tailored to a business's existing employees who need a skill upgrade or retraining in a particular occupation. Allow up to \$2,000 per employee per fiscal year with businesses required to match 40 percent of the total training costs and Training Fund covers the remaining 60 percent (some restrictions may apply).

## Grants for New Positions

Grants for New Positions are valuable as recruitment and expansion tools for economic development in Wyoming. Employees may qualify for funding under this program if the business is new or expanding. To qualify as a new position, businesses must document that the position was created within the last 180 days and constitutes a net increase in the number of employees working for the business. Allows between \$1,000-\$4,000 per employee per fiscal year, depending on the amount of the hourly wage.

## PRE-HIRE ECONOMIC DEVELOPMENT GRANTS

This program is currently evolving, to find out more please visit the Workforce Development Training Fund website at <http://wyomingworkforce.org/businesses> and use the Employers tab. To speak with a representative, please call (307) 777-8650.

## INDIVIDUALS

Workforce Innovation and Opportunity Act assistance in paying class fees and associated costs may be available to individuals through the Workforce Innovation and Opportunity Act Funds. For more information Please contact: Department of Workforce Services 2451 Foothill Blvd. Suite 100 Rock Springs, WY 82901 307-382-2747 or 307-875.2300

*For information on Western financial aid, Please contact:*

*Western Mustang Central; 2500 College Drive; Rock Springs, WY 82901  
307-382-1677; Email: [mustangcentral@westernwyoming.edu](mailto:mustangcentral@westernwyoming.edu)*

- The Learning Center programs prepare people for jobs, further education or training, and personal development. Open from 1-4pm, Mon-Thurs; Room 110

## Aquatic Center

Registration for Children's Swimming Lessons  
In person registration is recommended at Registration and Records, OR phone-in registrations will be taken at 307.382.1637 as phone lines and personnel are available. Registrations are non-refundable and non-transferable. Classes fill quickly. Call 307.382.1694 for information on levels or visit [westernwyoming.edu/life/aquatic\\_center/children.html](http://westernwyoming.edu/life/aquatic_center/children.html) for more course information.

