

2008-2009 CALENDAR

BTC=Blong Technology Center CCC=Clinton College, GATCI Center KCC=Kirkwood College MCC=Muscatine College SCC=Scott College

August	Course	Course/Section	Location
Aug. 18	Hazardous Wastesite Worker (HAZWOPER) Refresher	39130	SCC
Aug. 19	OSHA Control of Hazardous Energy (Lockout/Tagout)	39132	SCC
Aug. 19	Machine Guarding Safety	39133	SCC
Aug. 19	Electrical Safety Work Requirements	39131	SCC
Aug. 22	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL34	KCC
Aug. 25-29	Hazardous Wastesite Worker (HAZWOPER)	HMHZ-001-WIL11	KCC
Aug. 26	Forklift Safety	39134	MCC
Aug. 26	Forklift Safety, Trainer/Supervisor	39135	MCC
Aug. 26	Forklift Safety Plus	39136	MCC
Aug. 27-29	Technician Level for Emergency and Disaster Response to Chemical Releases	39137	SCC

September

Sep. 3	DOT Required Hazardous Materials Training – Job Specific	HMDO-001-WIL10	KCC
Sep. 4	OSHA Regulations for Office Personnel	HMOC-004-WIL07	KCC
Sep. 4	When OSHA Come Calling	HMOC-009-WIL05	KCC
Sep. 4	Household Hazardous Waste Workers 6-Hour Hands-on Training	HMOT-104-WIL11	KCC
Sep. 4	DOT Required Hazardous Materials Training – Job Specific	54636	SCC
Sep. 5	Hazardous Wastesite Worker (HAZWOPER) Refresher	HMHZ-003-WIL10	KCC
Sep. 5	Confined Space Awareness	54638	SCC
Sep. 8-12	Hazardous Wastesite Worker (HAZWOPER)	54646	SCC
Sep. 9-11	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL31	KCC
Sep. 9-12	510 Occupational Safety & Health Standards – Construction Industry	HMMO-007-WIL10	KCC
Sep. 12	Incident Command for Emergency & Disaster Response to Chemical Releases	HMHZ-009-WIL07	KCC
Sep. 16	Hazardous Wastesite Supervisor	HMHZ-004-WIL11	KCC
Sep. 16	Developing an Effective Safety & Health Program	54647	MCC
Sep. 16	Introduction to OSHA	54650	MCC
Sep. 17	Hazardous Wastesite Worker (HAZWOPER) Refresher	54651	SCC
Sep. 18	Introduction to OSHA	HMOC-007-WIL07	KCC
Sep. 19	RCRA Awareness Training	54654	SCC
Sep. 23-24	Confined Space Non-Entry Rescue – 16 hours	HMCS-002-WIL10	KCC
Sep. 25	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL35	KCC
Sep. 29	Confined Space Awareness – 8 hours	HMCS-001-WIL07	KCC
Sep. 29-Oct. 3	Confined Space Rescue Team Training – 40 hours	HMCS-004-WIL07	KCC

October

Oct. 2-3	OSHA 10-Hour Construction Industry Outreach Training	HMOC-002-WIL07	KCC
Oct. 6	Operations Level for Emergency & Disaster Response to Chemical Releases	HMHZ-007-WIL09	KCC
Oct. 6-8	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL32	KCC
Oct. 8-9	OHSA 10-Hour General Industry Outreach Training	54656	SCC
Oct. 9	7500 Developing and Effective Safety & Health Program	HMOC-008-WIL08	KCC

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Oct. 9-10	OSHA 10-Hour Construction Industry Outreach Training	54659	SCC
Oct. 13	Hazardous Wastesite Worker (HAZWOPER) Refresher	54662	SCC
Oct. 14	Personal Protective Equipment	54664	SCC
Oct. 14	Respiratory Protection – User Training	54668	SCC
Oct. 14	Walking and Working Surfaces	54669	SCC
Oct. 14-17	500 Trainer Course in OSHA Standards for Construction	HMMO-003-WIL12	KCC
Oct. 15	Behavior Based Safety	54672	CCC
Oct. 15	Principles of Ergonomics	54699	CCC
Oct. 15	Workplace Violence Awareness	54700	CCC
Oct. 15-17	502 Update for Construction Industry Outreach Trainers	HMMO-005-WIL13	KCC
Oct. 17	OSHA Fall Protection	54703	SCC
Oct. 17	Aerial Lift Safety	54701	SCC
Oct. 17	Scaffold User Training	54704	SCC
Oct. 20	Forklift Safety, Trainer/Supervisor	HMMI-010-WIL07	KCC
Oct. 21-22	HAZWOPER 16-hour Hands-on Training	HMOT-101-WIL15	KCC
Oct. 23-24	OSHA 10-Hour General Industry Outreach Training	HMOC-001-WIL07	KCC
Oct. 24	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL36	KCC
Oct. 27	DOT Required Hazardous Materials Training – Job Specific Refresher	HMDO-002-WIL10	KCC
Oct. 28	Forklift Safety	54706	BTC
Oct. 28	Forklift Safety, Trainer/Supervisor	54707	BTC
Oct. 28	Forklift Safety Plus	54705	BTC
Oct. 28-31	511 Occupational Safety & Health Standards – General Industry	HMMO-008-WIL11	KCC
Oct. 29	Emergency and Disaster Response to Chemical Releases Refresher	54708	SCC

November

Nov. 3-7	Hazardous Wastesite Worker (HAZWOPER)	HMHZ-001-WIL12	KCC
Nov. 3	RCRA Awareness Training	55498	MCC
Nov. 4	Hazardous Wastesite Worker (HAZWOPER) Refresher	55499	SCC
Nov. 5	Accident Investigation	55500	SCC
Nov. 5	OSHA Recordkeeping Requirements	55501	SCC
Nov. 6	DOT Required Hazardous Materials Training – Job Specific	55502	MCC
Nov. 7	Trenching and Excavation	55503	CCC
Nov. 10	Hazardous Wastesite Worker (HAZWOPER) Refresher	HMHZ-003-WIL11	KCC
Nov. 11-13	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL33	KCC
Nov. 17	Trenching and Excavation	HMTR-001-WIL09	KCC
Nov. 18-21	501 Trainer Course in OSHA Standards for General Industry	HMMO-004-WIL11	KCC
Nov. 19-21	503 Update for General Industry Outreach Trainers	HMMO-006-WIL10	KCC
Nov. 24	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL37	KCC
Nov. 25	Drug and Alcohol Substance Awareness Training	55505	CCC
Nov. 25	Drug and Alcohol Substance Awareness Refresher	55506	CCC
Nov. 25	Material Handling and Back Safety	55507	CCC
Nov. 25	Bloodborne Pathogens for Industry	55504	CCC
Nov. 26	Fire Extinguisher Training	55508	SCC
Nov. 26	When OSHA Comes Calling	55510	SCC
Nov. 26	Planning for Workplace Emergencies	55509	SCC

December

Dec. 2-5	500 Trainer Course in OSHA Standards for Construction	HMMO-003-WIL13	KCC
Dec. 3-5	502 Update for Construction Industry Outreach Trainers	HMMO-005-WIL14	KCC

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Dec. 8-10	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL34	KCC
Dec. 11	Electrical Safety Work Requirements	55512	MCC
Dec. 11	Machine Guarding Safety	55514	MCC
Dec. 11	OSHA Control of Hazardous Energy (Lockout/Tagout)	55513	MCC
Dec. 11-12	OSHA 10-Hour Construction Industry Outreach Training	HMOC-002-WIL08	KCC
Dec. 12	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL38	KCC
Dec. 15-17	Technician Level for Emergency and Disaster Response to Chemical Release	55515	SCC
Dec. 18	Hazardous Wastesite Worker (HAZWOPER) Refresher	55516	SCC
Dec. 19	Forklift Safety	55518	MCC
Dec. 19	Forklift Safety, Trainer/Supervisor	55519	MCC
Dec. 19	Forklift Safety Plus	55517	MCC

January

Jan. 5	RCRA Awareness Training	55520	CCC
Jan. 6-7	OSHA 10-Hour General Industry Outreach Training	55521	CCC
Jan. 6-9	510 Occupational Safety & Health Standards – Construction Industry	HMMO-007-WIL11	KCC
Jan. 7-8	OSHA 10-Hour Construction Industry Outreach Training	55523	CCC
Jan. 7-9	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL35	KCC
Jan. 9	DOT Required Hazardous Materials Training – Job Specific	55524	CCC
Jan. 12	Confined Space Awareness – 4 hours	55525	MCC
Jan. 12	OSHA Hazard Communication standard/Right-to-know	55526	MCC
Jan. 12-16	Confined Space Rescue Team Training – 40 hours	HMCS-004-WIL08	KCC
Jan. 13	7105 Introduction to Evacuation and Emergency Planning	HMMO-017-WIL05	KCC
Jan. 13	Introduction to OSHA	55528	CCC
Jan. 13	7500 Developing an Effective Safety and Health Program	55527	CCC
Jan. 15	Hazardous Wastesite Worker (HAZWOPER) Refresher	55529	SCC
Jan. 15	Introduction to OSHA	HMOC-007-WIL08	KCC
Jan. 15	DOT Required Hazardous Materials Training – Job Specific	HMDO-001-WIL11	KCC
Jan. 16	7205 Health Hazard Awareness	HMMO-013-WIL05	KCC
Jan. 16	Emergency and Disaster Response to Chemical Releases Refresher	55530	SCC
Jan. 21-22	HAZWOPER 16-hour Hands-on Training	HMOT-101-WIL16	KCC
Jan. 23	Hazardous Wastesite Supervisor	HMHZ-004-WIL12	KCC
Jan. 26	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL39	KCC
Jan. 26-30	Hazardous Wastesite Worker (HAZWOPER)	55531	SCC
Jan. 27	Confined Space Awareness – 8 hours	HMCS-001-WIL08	KCC
Jan. 28-29	Confined Space Non-Entry Rescue – 16 hours	HMCS-002-WIL11	KCC

February

Feb. 2-4	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL36	KCC
Feb. 3	Principles of Ergonomics	55534	MCC
Feb. 3	Workplace Violence Awareness	55535	MCC
Feb. 3	Behavior Based Safety	55533	MCC
Feb. 4	Personal Protective Equipment (PPE)	55536	MCC
Feb. 4	Respiratory Protection – User Training	55537	MCC
Feb. 4	Walking and Working Surfaces	55538	MCC

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Feb. 5-6	OSHA 10-Hour Construction Industry Outreach Training	HMOC-002-WIL09	KCC
Feb. 6	Incident Command for Emergency and Disaster Response to Chemical Releases	HMHZ-009-WIL08	KCC
Feb. 9-12	OSHA 30-Hour Construction Industry Outreach Training	55541	SCC
Feb. 10-11	7505 Introduction to Accident Investigation	HMMO-014-WIL06	KCC
Feb. 12	7845 OSHA Recordkeeping	HMMO-047-WIL01	KCC
Feb. 13	Hazardous Wastesite Worker (HAZWOPER) Refresher	55548	SCC
Feb. 13	DOT Required Hazardous Materials Training – Job Specific Refresher	HMDO-002-WIL11	KCC
Feb. 16	Forklift Safety	55551	CCC
Feb. 16	Forklift Safety, Trainer/Supervisor	55552	CCC
Feb. 16	Forklift Safety Plus	55550	CCC
Feb. 17-20	501 Trainer Course in OSHA Standards for General Industry	HMMO-004-WIL12	KCC
Feb. 18-20	503 Update for General Industry Outreach Trainers	HMMO-006-WIL11	KCC
Feb. 20	OSHA Fall Protection	55556	CCC
Feb. 20	Aerial Lift Safety	55558	CCC
Feb. 20	Scaffold User Training	55557	CCC
Feb. 23	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL40	KCC
Feb. 23-27	Hazardous Wastesite Worker (HAZWOPER)	HMHZ-001-WIL13	KCC
Feb. 26-27	OSHA 10-Hour General Industry Outreach Training	HMOC-001-WIL08	KCC

March

Mar. 2	RCRA Awareness Training	55559	SCC
Mar. 3	DOT Required Hazardous Materials Training – Job Specific	55561	SCC
Mar. 3-6	511 Occupational Safety & Health Standards – General Industry	HMMO-008-WIL12	KCC
Mar. 9-11	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL37	KCC
Mar. 12	OSHA Regulations for Office Personnel	HMOC-004-WIL08	KCC
Mar. 12	When OSHA Come Calling	HMOC-009-WIL06	KCC
Mar. 13	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL41	KCC
Mar. 16	Hazardous Wastesite Worker (HAZWOPER) Refresher	55562	SCC
Mar. 17	Bloodborne Pathogens for Industry	55563	SCC
Mar. 17	Material Handling and Back Safety	55566	SCC
Mar. 17	Drug and Alcohol Awareness Training	55564	SCC
Mar. 17	Drug and Alcohol Awareness Refresher	55565	SCC
Mar. 18	OSHA Recordkeeping Requirements	55574	MCC
Mar. 18	Accident Investigation	55567	MCC
Mar. 19	Planning for Workplace Emergencies	55576	CCC
Mar. 19	Hazardous Wastesite Supervisor	HMHZ-004-WIL13	KCC
Mar. 19	Fire Extinguisher Training	55575	CCC
Mar. 19	When OSHA Comes Calling	55577	CCC
Mar. 20	Household Hazardous Waste Workers 6-Hour Hands-on Training	HMOT-104-WIL12	KCC
Mar. 24-27	500 Trainer Course in OSHA Standards for Construction	HMMO-003-WIL14	KCC
Mar. 25-27	502 Update for Construction Industry Outreach Trainers	HMMO-005-WIL15	KCC
Mar. 26	Hazardous Wastesite Worker (HAZWOPER) Refresher	HMHZ-003-WIL12	KCC

April

Apr. 2-3	OSHA 10-Hour Construction Industry Outreach Training	HMOC-002-WIL10	KCC
Apr. 2	Machine Guarding Safety	55587	CCC
Apr. 2	OSHA Control of Hazardous Energy Regulations (Lockout/Tagout)	55586	CCC

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Apr. 2	Electrical Safety Work Requirements	55585	CCC
Apr. 6-8	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL38	KCC
Apr. 6	Operations Level for Emergency & Disaster Response to Chemical Releases	HMHZ-007-WIL10	KCC
Apr. 6	Hazardous Wastesite Worker (HAZWOPER) Refresher	55588	SCC
Apr. 7-9	Technician Level for Emergency and Disaster Response to Chemical Releases	55589	SCC
Apr. 13-14	OSHA 10-Hour General Industry Outreach Training	55591	MCC
Apr. 14-15	OSHA 10-Hour Construction Industry Outreach Training	55592	MMC
Apr. 14	7500 Developing and Effective Safety & Health Program	HMOC-008-WIL09	KCC
Apr. 15	Moderate Risk Wastesite Worker Refresher	HMHZ-005-WIL04	KCC
Apr. 16	Forklift Safety	55594	BTC
Apr. 16	Forklift Safety, Trainer/Supervisor	55595	BTC
Apr. 16	Forklift Safety Plus	55593	BTC
Apr. 17	Emergency and Disaster Response to Chemical Releases Refresher	55596	SCC
Apr. 20	Trenching and Excavation	HMTR-001-WIL10	KCC
Apr. 21-22	HAZWOPER 16-hour Hands-on Training	HMOT-101-WIL17	KCC
Apr. 21-24	501 Trainer Course in OSHA Standards for General Industry	HMMO-004-WIL13	KCC
Apr. 22-24	503 Update for General Industry Outreach Trainers	HMMO-006-WIL12	KCC
Apr. 24	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL42	KCC
Apr. 27	Forklift Safety, Trainer/Supervisor	HMMI-010-WIL08	KCC
Apr. 28-May 1	510 Occupational Safety & Health Standards – Construction Industry	HMMO-007-WIL12	KCC

May

May 4	RCRA Awareness Training	55597	MCC
May 4-8	Hazardous Wastesite Worker (HAZWOPER)	HMHZ-001-WIL14	KCC
May 5	DOT Required Hazardous Materials Training – Job Specific	55598	MCC
May 6	Hazardous Wastesite Worker (HAZWOPER) Refresher	55599	SCC
May 6	DOT Required Hazardous Materials Training – Job Specific	HMDO-001-WIL12	KCC
May 7-8	OSHA 10-Hour General Industry Outreach Training	HMOC-001-WIL09	KCC
May 11-13	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL39	KCC
May 11-15	Hazardous Wastesite Worker (HAZWOPER)	55600	SCC
May 18	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL43	KCC
May 18-21	OSHA 30-Hour General Industry Outreach Training	55601	SCC
May 19-22	500 Trainer Course in OSHA Standards for Construction	HMMO-003-WIL15	KCC
May 20-22	502 Update for Construction Industry Outreach Trainers	HMMO-005-WIL16	KCC
May 26	7500 Developing an Effective Safety and Health Program	55602	SCC
May 26	Introduction to OSHA	55603	SCC
May 27	Confined Space Awareness - 4 hours	55604	CCC
May 27	DOT Required Hazardous Materials Training – Job Specific Refresher	HMDO-002-WIL12	KCC
May 28-29	Confined Space Non-Entry Rescue – 16 hours	HMCS-002-WIL12	KCC
May 28-29	OSHA 10-Hour Construction Industry Outreach Training	HMOC-002-WIL11	KCC

June

June 2-5	511 Occupational Safety & Health Standards – General Industry	HMMO-008-WIL13	KCC
June 2	Personal Protective Equipment (PPE)	55606	CCC

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June 2	Respiratory Protection – User Training	55607	CCC
June 2	Walking and Working Surfaces	55608	CCC
June 3	OSHA Fall Protection	55610	MCC
June 3	Aerial Lift Safety	55609	MCC
June 3	Scaffold User Training	55611	MCC
June 5	Principles of Ergonomics	55616	SCC
June 5	Workplace Violence Awareness	55618	SCC
June 5	Behavior Based Safety	55613	SCC
June 8	Forklift Safety	55620	MCC
June 8	Forklift Safety, Trainer/Supervisor	55622	MCC
June 8	Forklift Safety Plus	55619	MCC
June 8-10	Technician Level for Emergency and Disaster Response to Chemical Releases	HMHZ-006-WIL40	KCC
June 10	Workplace Violence Awareness	HMMI-011-WIL06	KCC
June 10	Hazardous Wastesite Worker (HAZWOPER) Refresher	55623	SCC
June 15	Emergency and Disaster Response to Chemical Releases Refresher	HMHZ-008-WIL44	KCC
June 16-19	501 Trainer Course in OSHA Standards for General Industry	HMMO-004-WIL14	KCC
June 17-19	503 Update for General Industry Outreach Trainers	HMMO-006-WIL13	KCC

July

July 1	DOT Required Hazardous Materials Training – Job Specific	55631	CCC
July 6-7	HAZWOPER 16-hour Hands-on Training	HMOT-101-WIL18	KCC
July 7-8	OSHA 10-Hour General Industry Outreach Training	55634	SCC
July 8-9	OSHA 10-Hour Construction Industry Outreach Training	55636	SCC
July 10	RCRA Awareness Training	55639	CCC
July 13	Emergency and Disaster Response to Chemical Releases Refresher	55640	SCC
July 14	Accident Investigation	55642	CCC
July 14	OSHA Recordkeeping Requirements	55644	CCC
July 15	Bloodborne Pathogens for Industry	55645	MCC
July 15	Drug and Alcohol Awareness Training	55646	MCC
July 15	Drug and Alcohol Awareness Refresher	55647	MCC
July 15	Material Handling and Back Safety	55648	MCC
July 16	Fire Extinguisher Training	55649	MCC
July 16	When OSHA Comes Calling	55651	MCC
July 16	Planning for Workplace Emergencies	55650	MCC
July 17	Hazardous Wastesite Worker (HAZWOPER) Refresher	55652	SCC

August

Aug. 17	Forklift Safety	55654	CCC
Aug. 17	Forklift Safety, Trainer/Supervisor	55655	CCC
Aug. 17	Forklift Plus	55653	CCC
Aug. 24	Hazardous Wastesite Worker (HAZWOPER) Refresher	55656	SCC
Aug. 25	Machine Guarding Safety	55659	SCC
Aug. 25	OSHA Control of Hazardous Energy Regulations (Lockout/Tagout)	55658	SCC
Aug. 25	Electrical Safety Work Requirements	55657	SCC
Aug. 26-28	Technician Level for Emergency and Disaster Response to Chemical Releases	55660	SCC

HOTEL/MOTEL INFORMATION

Cedar Rapids

Budget Inn

3100 16th Avenue SW
Cedar Rapids, IA 52404
319 / 363-8101

Clarion Hotel

525 33rd Avenue SW
Cedar Rapids, IA 52404

Comfort Inn South

390 33rd Avenue SW
Cedar Rapids, IA 52404
319 / 363-7934

Fairfield Inn by Marriott

3243 Southridge Drive SW
Cedar Rapids, IA 52404
319 / 364-2000

Hampton Inn of Cedar

Rapids
3265 6th Street SW
Cedar Rapids, IA 52404
319 / 364-8144

Heartland Inn

3315 Southgate Court SW
Cedar Rapids, IA 52404
319 / 355-6336

Holiday Inn Express Hotel & Suites

3320 Southgate Court SW
Cedar Rapids, IA 52404

Motel 6

I-380 & 33rd Avenue SW
Cedar Rapids, IA 52404
319 / 366-7523

Super 8 Motels

720 33rd Avenue SW
Cedar Rapids, IA 52404
319 / 362-6002

Super 8 Motels

400 33rd Avenue SW
Cedar Rapids, IA 52404
319 / 363-1755

Bettendorf/Davenport

Courtyard By Marriott

895 Golden Valley Drive
Bettendorf, IA 52722
563 / 355-3999

Davenport Country Inn & Suites

140 East 55th Street
Davenport, IA 52806
563 / 285-8560

Davenport Fairfield Inn

3206 E. Kimberly Road
Davenport, IA 52807
563 / 285-8560

Davenport Residence Inn

120 East 55th Street
Davenport, IA 52806
563 / 285-8560

Hampton Inn of Davenport

3330 E. Kimberly Road
Davenport, IA 52807
563 / 359-3921

Heartland Inn

815 Golden Valley Drive
Bettendorf, IA 52722
563 / 355-6336

Holiday Inn

909 Middle Road
Bettendorf, IA 52722
563 / 355-4761

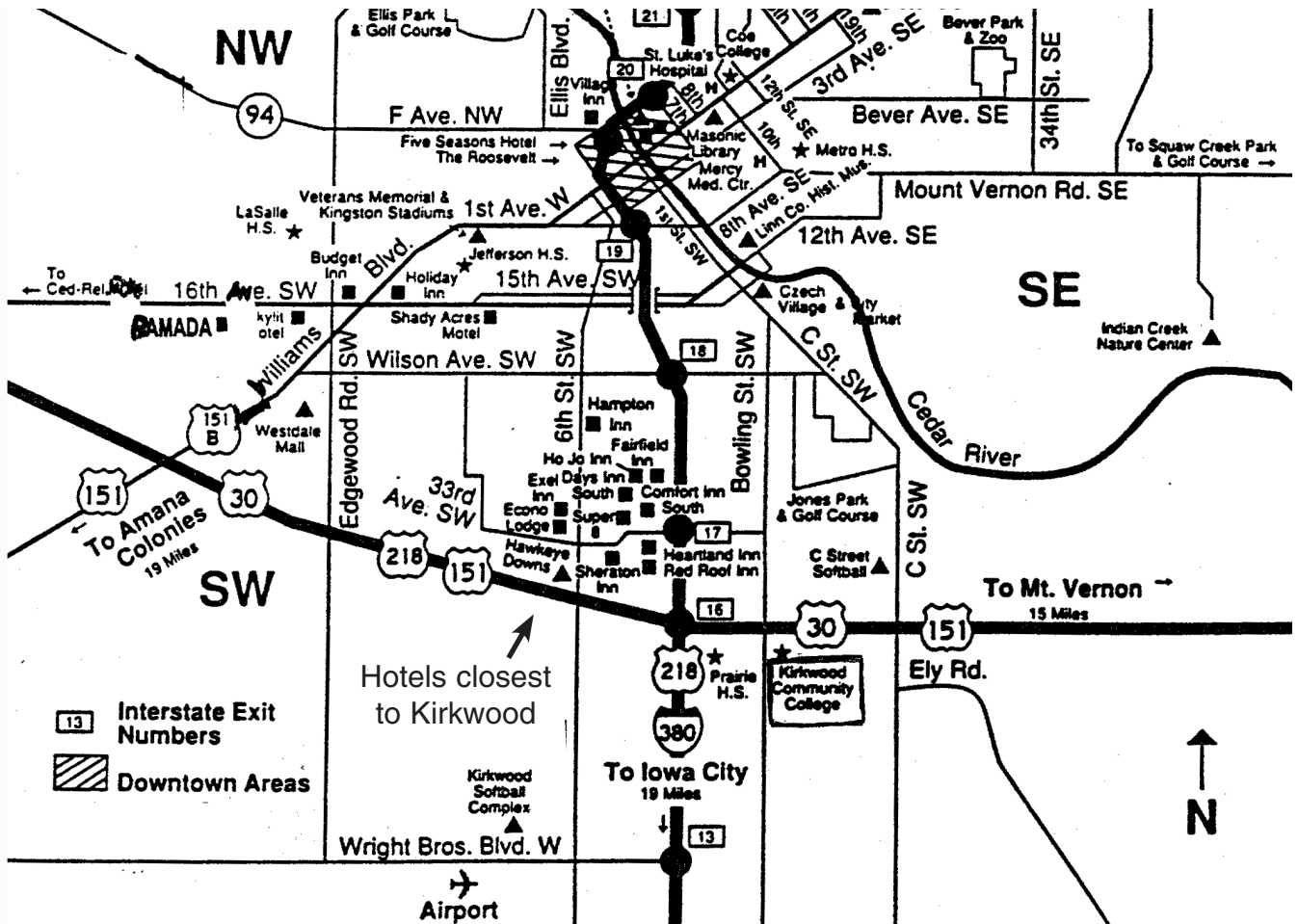
Isle of Capri

1777 Isle Parkway
Bettendorf, IA 52722
563 / 441-7006

Signature Inn

Davenport-Bettendorf
3020 Utica Ridge Road
Bettendorf, IA 52722
563 / 355-7575

HOTEL/MOTEL MAP



Register Today! Three Ways to Register

We must have a 5-day advanced notice prior to class. Course fees may be billed to an employer, charged to MasterCard or Visa, or paid by check. If employer is to be billed for a class at Kirkwood Community College, please fill out the Sponsorship Billing Authorization Form. If you cannot attend, please call and withdraw from the class or you will be billed.

By Telephone:

Telephone the Location where your course/section number is to be held:

	FAX NUMBER	TELEPHONE
Cedar Rapids: Kirkwood Community College OR		
St. Louis University	319-398-5894	319-398-5893
KCC Phone-in registration	319-398-7185	319-398-5412
Clinton Community College, GATCI Center	563-244-7053	563-244-7100
Muscatine Community College	563-288-6116	563-288-6100
Scott Community College and Blong Technology Center	563-441-4053	563-441-4100
		1-888-336-3907

Please have ready:

Your social security number

Credit Card number, if charging, or company billing information

Course number(s) and course title(s)

Your name, address, and phone number

By Mail or Fax:

For classes being held at Kirkwood Community College or St. Louis University OSHA courses, please mail or fax your completed registration from with payment instructions to Kirkwood Community College, Attn: Marsha Willox, PO Box 2068, Cedar Rapids, IA 52406-2068, or fax it to 319-398-5894.

For all other classes, please mail completed registration form with payment to: Eastern Iowa Community College District, Attn: Registration, 306 West River Drive, Davenport, IA 52801.

Use VISA, MasterCard, Discover, or send a check or money order (no cash please) with the section/course #(s) and student's social security number written on the lower left-hand corner.

Course Title: _____

Section / Course #: _____ Date: _____

Name: _____

Home Address: _____

DayTime Phone Number: _____ Home Phone Number: _____

Cell: _____

Social Security Number _____ Date of Birth: _____

Employer: _____

Address: _____

E-mail Address: _____

Sponsorship Billing Authorization Form

Kirkwood Community College
Business Office
PO Box 2068
Cedar Rapids, IA 52406-2068

Non-Credit Programs

Please complete and fax or mail to the Marsha Willox at 319/398-5894 prior to the start of your class. *Please do not fill out a sponsorship billing authorization form if you plan to pay by credit card - only if you want your company to be billed for the class.*

(Registration is **REQUIRED** prior to returning this form).

To: Kirkwood Community College

Date: _____

We authorize Kirkwood Community College to bill our company for the below listed student(s) and class. We will assume responsibility for tuition.

Class Title _____

Course/Section # _____

Class Date(s) _____ Class Tuition _____

PLEASE PRINT LEGIBLY:

Student's name	Student's Address	Social Security #	Date of Birth

Please send the bill to the following name and address:

Company Name: _____

E.I.N.#: _____ (EIN is a nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes.)

Attention: _____

Address: _____

Phone: _____

If this bill remains unpaid at the end of the class, the charges will revert back to the student's account and he/she will be held accountable. The student will not receive any credit and will not be allowed to register until the account is paid in full.

Please note: Under the Federal Right to Privacy Act, Kirkwood Community College cannot disclose any student information without the written consent (on a separate form) of the student.

Student Signature (**required**)

Authorized Company Signer's printed name

Authorized signature (**required**)

This form is used for all classes held at Kirkwood Community College and St. Louis University.

Credit Card Form for Payment

Kirkwood Community College/ MOEC CTRC – Environmental Training Center

STUDENT INFORMATION:

Social Security Number: _____/_____/_____ Colleague ID # _____

Last Name: _____ First Name: _____

CLASS INFORMATION:

Class Title: _____

Class Date: _____

Section: _____

Cost of class: _____

CREDIT CARD INFORMATION:

Credit Card: MasterCard Discover Visa

Credit Card : _____

Exp. Date: _____ / _____

Please send Receipt to:

Marsha Willox
Community Training & Response Center
Environmental Training Center
Midwest OSHA Education Center
6301 Kirkwood Blvd. SW
Cedar Rapids, IA 52404

**THIS SAME FORM IS ALSO USED FOR THE ST. LOUIS UNIVERSITY OSHA CLASSES.
THE CHARGE WILL REFLECT KIRKWOOD COMMUNITY COLLEGE.**