



**North Idaho
College**

WORKFORCE TRAINING CENTER

Where Skills Become Careers
Summer 2026 Course Catalog



ALSO INSIDE:

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Earning While They Learn

Apprenticeships Fuel North Idaho's Construction Boom

Apprentices are helping power North Idaho's construction boom from the ground up.

On job sites across the region, they are wiring new homes in Rathdrum, installing HVAC systems in Coeur d'Alene, framing structures, laying pipe and operating heavy equipment in growing communities. Unlike traditional college students, they are not waiting to graduate to begin their careers. They are already on the payroll.

As North Idaho continues to expand, apprenticeships have become a major force behind the region's construction and building industries.

"For years, employers told us they had projects ready but couldn't find enough skilled workers," said Colby Mattila, executive director of workforce and economic development for North Idaho College. "Apprenticeship allows them to grow their own workforce."

At NIC's Workforce Training Center in Post Falls, apprentices split their time between paid, on-the-job training and classroom instruction. Programs in electrical, plumbing, HVAC and construction combine technical coursework with thousands of hours in the field, while heavy equipment pathways support the region's expanding infrastructure and development projects.

Apprentices earn wages from day one and receive steady increases as they advance. Many complete their training without student loan debt.

"That earn-while-you-learn structure removes the biggest barrier," Mattila said. "People can support themselves and their families while building a career."

For employers, apprenticeship is more than a training model. It is a workforce strategy. Contractors help shape the next generation of electricians, plumbers, HVAC technicians and construction professionals to meet real job-site demands.

The growth in apprenticeship participation reflects changing attitudes about career pathways. North Idaho College Workforce Training's trade apprenticeship programs have 910 students enrolled this year. More students are exploring career technical education earlier and viewing the trades as a first-choice career path. Idaho's Advanced Opportunities program has helped accelerate that shift by providing funding for in-demand workforce training for high school students.

"Trades are a first-choice career path," Mattila said. "Students see the opportunity and the stability."

Adults are making similar calculations. For those seeking a career change,

apprenticeship offers structured training without stepping away from income. Through Idaho LAUNCH, Idaho residents may also receive state funding to help pay for apprenticeship classroom training.

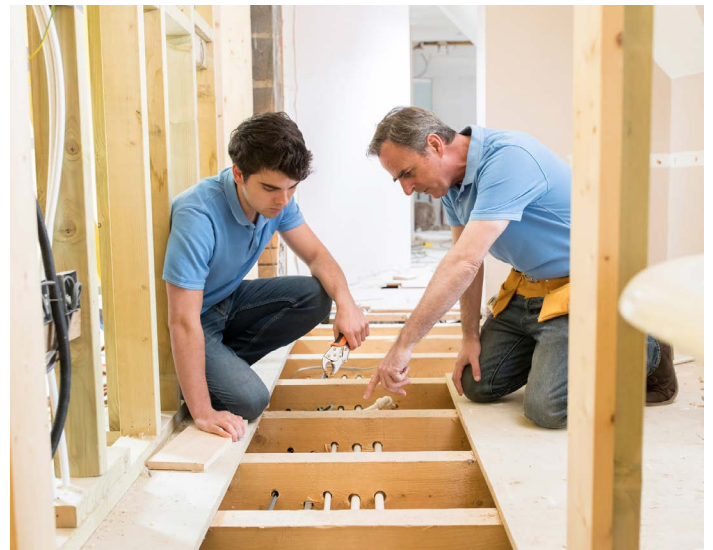
Some apprentices continue on to earn an associate degree. Those who complete all years of apprenticeship training at NIC's Workforce Training Center can have their training transcribed into college credit toward an NIC degree at no cost, leaving only about five college courses needed to finish the degree.

"Apprenticeship gives people a clear, step-by-step path," said Arrty Rude, apprenticeship program manager at NIC's Workforce Training Center. "They can see how their skills develop, how their wages grow and how they can build a future here. It's structured, it's stable and it strengthens our local construction workforce."

Apprenticeships are not just filling positions. They are helping build North Idaho's future.

Registration for NIC Workforce Training trades apprenticeship programs opens July 1, 2026.

Prospective apprentices are encouraged to begin preparing now—including applying for Idaho LAUNCH funding to ensure financial assistance is in place when registration opens. To explore programs or get started, visit nic.edu/apprenticeship and nic.edu/idaho-launch.



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Building Careers. Strengthening North Idaho.

At North Idaho College Workforce Training Center, we believe the most meaningful education is the kind that moves you forward—into a job, a promotion, a new skill set, or a new chapter entirely. Our work is grounded in one purpose: preparing people for careers that

matter to them and to the communities they call home.

This summer course catalog reflects that commitment. Every program is developed in collaboration with regional employers to ensure what you learn translates directly to opportunity.

From healthcare and emergency services to construction, manufacturing, business, and industry, our courses are shaped by real workforce demand and delivered by instructors who know the field firsthand.

Workforce training is about more than credentials. It's about momentum. It's about the student stepping into a healthcare role that serves neighbors in need. The construction apprentice helping shape the homes and businesses that define our skyline. The business owner refining skills to grow and hire locally. Each success story contributes to a stronger North Idaho.

Across our locations and partner sites throughout the region, you'll find programs designed to meet you where you are—and take you where you want to go.

As you turn the pages of this catalog, consider not just the classes offered, but the possibilities ahead.

Your next step starts here.

Colby Mattila

North Idaho College

Executive Director of Workforce and Economic Development

The Workforce Training Center is a program of



North Idaho College

nic.edu/wtc | (208) 769-3214



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REGISTRATION INFO

APPRENTICESHIP

Apprenticeship Programs

Apprenticeships combine classroom instruction with hands-on work experience so you can earn while you learn. North Idaho College Workforce Training provides the required technical instruction and coursework; on-the-job training is completed through your employer. This proven model helps you build in-demand skills, meet industry requirements, and prepare for licensing exams—making an apprenticeship a smart investment in your future.

Registration opens July 1, 2026.

Electrical

Electrical Years 1 to 4

Electrical Apprenticeship Years 1 to 4 are offered. The program guides apprentices through 144 hours of annual related instruction required for electrical apprentices working in Idaho, covering topics relating to residential and commercial work, troubleshooting, industrial installation, and electric motor controls. Successful completion of each year is required before registering for the next year. Instruction is offered in person and online. When paired with 8,000 hours of on-the-job learning, this four-year program qualifies apprentices to test for their Idaho Electrical Journeyman license. Textbooks are included. Classes fill quickly. Early registration is encouraged to secure your preferred schedule.

\$1,950 *Instructor: Industry Experts*

Class dates and times vary. WTC or ONLINE AP-46-0019

For more information, visit nic.edu/electrician.

NASCLA Electrical Journeyman Exam Prep Class

This online, self-paced course will prepare you to take the Idaho State Journeyman's Electrical Exam. This course does not replace the instruction portion of the apprenticeship program. Students will have access to this course for 90 days from purchase.

\$199 *Instructor: Gregg Pratt*

Start Anytime ONLINE 119876

HVAC

HVAC Years 1 to 4

HVAC Apprenticeship Years 1 to 4 are offered in person and online. You complete 144 hours of annual related instruction required for HVAC apprentices working in Idaho as you progress year by year. Successful completion of each year is required before registering for the next year. Textbooks are included.

\$1,950 *Instructor: Industry Experts*

Class dates and times vary. NIC-PTE or ONLINE AP-46-0064

For more information, visit nic.edu/apprenticeship/hvac.

Plumbing

Plumbing Years 1 to 4

Plumbing Apprenticeship Years 1 to 4 are offered in person and online. Successful completion of each year is required before registering for the next year. This program provides the 144 hours of annual related instruction required for plumbing apprentices working in Idaho. Textbooks are included. Classes fill quickly. Early registration is encouraged to secure your preferred schedule.

\$1,950 *Instructor: Industry Experts*

Class dates and times vary. NIC-PTE or ONLINE AP-46-0030

For more information, visit nic.edu/apprenticeship/plumbing.

INTERESTED IN A HEALTHCARE APPRENTICESHIP?

Turn to our Health Careers courses on page 7 to explore training pathways that include apprenticeship opportunities in the healthcare industry.

Plumbing Appliance Specialty Apprenticeship

This Idaho Division of Occupational Professional Licensing (DOPL)-approved course provides 72 hours of online related technical instruction (RTI). This course is self-paced, and the apprentice will have access to the online instruction for five months once enrolled. To be eligible to sit for the test for Idaho licensure, students must also complete and submit to DOPL 3,000 hours of on-the-job training (OJT). NIC Workforce Training does not provide OJT. Those hours must be completed outside this course. Students must be at least 18 and have a copy of the 2017 Idaho State Uniform Plumbing Code or the 2015 Uniform Plumbing Code.

\$345 *Instructor: Marc Koppang*

Start Anytime ONLINE 119878

Construction

Construction Apprenticeship Year 1

The first year of the Construction Apprenticeship covers a wide variety of content such as safety, blueprint reading, building materials, tools, wall systems, framing, stair layout, roofing, exterior finishing, drywall, cabinet installation, and more. The Construction Apprenticeship is a four-year program that requires 160 hours of Related Technical Instruction (RTI) annually and 6,000-8,000 hours of on-the-job learning.

\$3,495 | 22 sessions *Instructor: Curt Vitale*

Oct 30 – Apr 16 F 8:00 am - 4:00 pm NIC-PTE 122537

Construction Apprenticeship Year 3

The third year of the Construction Apprenticeship covers a wide variety of content, including properties and reinforcing concrete, rigging equipment/practices, trenching and excavating, foundations and slabs on grade, vertical formwork, horizontal formwork, handling and placing concrete, tilt-up wall systems, and more. The Construction Apprenticeship is a 4-year program that requires 160 hours of Related Technical Instruction annually and 6,000-8,000 hours of on-the-job learning. Prerequisite: CORE Pre-Apprenticeship and Years 1 and 2 Construction Apprenticeship.

\$3,495 | 22 sessions *Instructor: John Hauser*

Oct 26 – Apr 26 M 5:00 pm - 9:00 pm NIC-PTE 122538

Heavy Equipment

Heavy Equipment Apprenticeship Year 1

Heavy equipment operators provide the necessary skills for any project that requires moving and transporting heavy materials or any kind of earthmoving. Operators work on regular construction building jobs, as well as in infrastructure (roads, bridges, and ports), mining, and timber. This three-year program will guide trainees through 144-plus hours of related instruction annually, covering theoretical and hands-on training on heavy equipment, civil blueprint reading, soils, and paving. Students must also complete 4,000-6,000 hours of on-the-job learning. The fundamentals of heavy equipment operation will be covered in the first year. Topics include identifying heavy equipment, safety, and operational techniques. Students will also be introduced to earthmoving, grades, vertical-mast sit-down forklifts, utility tractors, and much more. CORE Pre-Apprenticeship is included in Heavy Equipment Year 1.

\$5,695 | 22 sessions *Instructor: Michael Closson Jr.*

Oct 30 – Apr 16 F 8:00 am - 4:00 pm NIC-PTE 122539

Heavy Equipment Apprenticeship Year 2

Heavy equipment operators provide the necessary skills for any project that requires moving and transporting heavy materials or any kind of earthmoving. Operators work on regular construction building jobs, as well as in infrastructure (roads, bridges, and ports), mining, and timber. This three-year program will guide trainees through 144-plus hours of related instruction annually, covering theoretical and hands-on training on heavy equipment. Students must also complete 4,000-6,000 hours of on-the-job learning. Heavy Equipment Year 2 focuses on operating a variety of equipment types, including rough terrain forklifts, on-road dump trucks, skid steers, loaders, and scrapers. You will also be introduced to excavation math, interpreting civil drawings, site work, soils, and more. Prerequisites: Successful completion of CORE Pre-Apprenticeship and Heavy Equipment Year 1 are required.

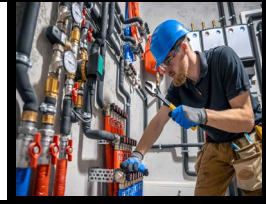
\$5,695 | 20 sessions *Instructor: TBD*

Oct 30 – Apr 2 F 8:00 am - 4:00 pm NIC-PTE 122540



APPRENTICESHIP

*Where Ambition
Meets Opportunity*



**Electrical • Plumbing • HVAC •
Heavy Equipment • Construction**

REGISTRATION OPENS IN JULY
Classes begin in the fall



🌐 nic.edu/apprenticeship

☎ (208) 769-3214



★ Idaho Residents: Training funds may be available to you. Visit launch.idaho.gov and apply today



FREE Summer Heavy Equipment Training

Train in just **5 weeks** using NCCER curriculum & hands-on instruction aligned with regional workforce demand.

- **Program:** 5-week Intensive Heavy Equipment Class
- **Dates:** Approx. May 26-June 25
- **Schedule:** Monday-Thursday
7 a.m. to 6 p.m.
- **Cost: FREE to Students**
(ITD Grant Funded)
- Earn industry certifications
- Must be 18 or older
- Limited to 25 participants



Apply Now! | Limited seats!

NIC Workforce Training Center
nic.edu/wtc | 208-769-3214

HEALTH CAREERS



Assistance with Medications

Assistance with Medications

This course is required for unlicensed assistive personnel tasked with administering medications, including oral, topical, suppository, ear drops, eye drops, nasal, gastrostomy tube, and pre-mixed inhaled medications. Designed primarily for individuals caring for clients in home or assisted living settings, it is also beneficial for anyone involved in medication assistance. Understanding medication instructions and labels is a critical skill for safe healthcare practice. Early registration is recommended, ideally at least one week before the class begins. This course meets the requirements of IDAPA 16.03.19.402.01.

\$85 | 2 sessions

Instructor: Licensed Nurses

Class dates, times, and locations vary.

HP-59-0001

Please visit nic.edu/healthcareers for more information.

Assistance with Medications Online

Experience the flexibility of this online Assistance with Medication format, complemented by in-person skills testing. This course is required for any unlicensed assistive personnel tasked with assisting with medications in the assisted living or residential care setting.

Registration provides access to the online course and a process for scheduling skills testing at your workplace with a qualified, approved RN. You have 30 days to complete this course after registration. Available to students who live outside a 50-mile radius of the Coeur d'Alene/Post Falls Metropolitan Area. This course satisfies the requirements of IDAPA 16.03.19.402.01.

\$85 *Instructors: Licensed Nurses and Approved Site Administrator*

Start Anytime

ONLINE

HP-59-0273

CNA-Nursing Assistant Training

Nursing Assistant Training

Begin your health care career as a Certified Nursing Assistant. This course prepares you to enter the workforce and for the state exams required to be placed on the Idaho Nurse Aide Registry. This registry is transferrable to other states. The class includes online assignments, in-class skills practice, and clinical experience at local healthcare facilities.

\$995 | 13 sessions

Instructor: Licensed Nurses

Class dates, times, and locations vary

HP-59-0056

(classes running in Post Falls, Sandpoint, Bonners Ferry, Silver Valley, St. Maries, and more).

Please visit nic.edu/cna for more information.

Career Pathways in Healthcare

Basic Medication Awareness and Infection Control

Basic Medication Awareness and Infection Control is a course specifically designed for certified family home providers and substitute caregivers. This course satisfies the requirements of IDAPA 16.03.19.402.01.

\$79 | 1 session

Instructor: Licensed Nurses

Class dates, times, and locations may vary.

Please email wtc_healthcareers@nic.edu for more information.

Certified Restorative Assistant

Increase your career potential with this advanced course for Certified Nursing Assistants (CNAs), focusing on rehabilitation and restorative care. Course topics include assisting nursing staff and physical, occupational, and speech therapists in rehabilitating patients with neurological, musculoskeletal, and orthopedic conditions. Course fee includes textbooks and the Idaho Career and Technical Certified Restorative Assistant exam. This can be taken online for those working in facilities with someone to supervise hands-on skills introduced in class.

\$595 | 6 sessions

Instructor: Una Alderman, PhD, RN

Apr 16 – May 21 Th 8:00 am - 2:00 pm NIC-SP 121201

Jun 4 – Jul 2 Th 8:00 am - 2:00 pm NIC-SP 122499

Health Unit Coordinator (HUC)

This Career Pathways course is ideal for CNAs and others exploring healthcare careers. The Health Unit Coordinator (HUC/Patient Care

Coordinator) program trains you to support patient care services while building strong organizational, computer, and communication skills. Learn how to help patients navigate their healthcare journey and contribute to your facility's success. The course is primarily online with one introductory lab and prepares students to take the National Health Unit Coordinator Certification exam.

\$599

Instructor: Licensed Nurses

Class dates, times, and locations may vary.

Please email wtc_healthcareers@nic.edu for more information.

IV Therapy for Healthcare Providers

Are you looking for an opportunity to refresh your IV Therapy skills? This custom class offers one-on-one instruction to complete the competency required to safely perform venipuncture and maintain IV therapy. This course is approved for the LPN to RN application process and is a refresher for RNs needing IV Therapy skills. This meets the Scope of Practice requirements for Certified Medical Assistants in states that approve of MAs providing this level of care. Upon successful completion, you will receive a certificate to be included in the application for advanced placement in the Associate Degree in Nursing (ADN) Program. MAs and others will receive a certificate indicating successful course completion. When registering, please inform us of your medical training (LPN, RN, MA).

\$429 | 1 session

Instructor: Licensed Nurses

Email wtc_healthcareers@nic.edu to schedule. WTC or NIC-SP 121217

NEW PHARMACY TECHNICIAN COURSE

Complete our Pharmacy Technician program this summer and be prepared to earn your Certified Pharmacy Technician Credential.

- **Program:** 13 weeks of classroom instruction and assigned coursework along with 128 hours of hands-on training in a local pharmacy
- **Approved:** By the Pharmacy Technician Certification Board
- **Career Outlook:** Strong statewide job growth
- Competitive healthcare wages
- Opportunities in retail, hospital, and clinical settings
- A meaningful role supporting patient care



Register Early | Limited Seats

NIC Workforce Training Center

nic.edu/healthcareers | 208-769-3214

Building North Idaho's Healthcare Workforce

North Idaho's healthcare employers have been saying the same thing for years. They need people, and they need them trained, confident, and ready to step in. That's where North Idaho College Workforce Training's Health Careers and Emergency Services programs come in.

Marty Matney manages these programs for NIC Workforce Training. Over the past five years, he has watched the center's healthcare training evolve into a layered system of pathways designed to help students enter the workforce quickly — and continue advancing once they're there.

Below is a conversation with Matney about what's driving that growth, what students are training for, and how programs are lining up to meet the region's demand.

Q: Marty, when you talk with local healthcare employers, what are you hearing right now?

A: The need is constant for clinics, long-term care, hospitals, pharmacies, EMS. They're looking for reliable people with baseline skills who can step into roles quickly. Entry-level positions are where the pressure shows up first, because if you don't have CNAs, medical assistants, dental assistants, pharmacy techs, or EMTs in the pipeline, everything upstream gets harder. Our job is to help people get trained, certified, and ready to work.

Q: How are students in your programs helping meet that demand here in North Idaho?

A: Many of our students are working locally right after training—sometimes immediately after they're eligible, sometimes while they continue building credentials. These are high-need positions that keep patient care moving. When you add just one new CNA to a facility, or one more trained person in a clinic, it makes a difference for coworkers, for patients, and for healthcare providers.

Q: You've seen significant growth in Health Careers over the past five years. What does that growth look like?

A: We've expanded both the breadth of programs and the frequency of training opportunities. We're running more cohorts, more often, and we've widened the pathway options so students can start at an entry point that fits their life. We've also grown partnerships with local employers and clinical sites — that's essential. Growth isn't just "more students." It's building the capacity to train well, consistently, and in ways that match what the region needs. We are expanding our outreach and now bringing courses to communities including Sandpoint and the Silver Valley.

Q: What do you think is driving that momentum?

A: Two things. First, healthcare demand is not slowing down. Second, students want training that's focused and practical. Workforce Training is built for that. People want a clear line of sight: "If I take this course, what can I do next?" We work hard to make the answer clear.

Q: What courses create those career pathways for entry-level healthcare workers?

A: A big one is Certified Nursing Assistant (CNA). It's a foundational pathway into patient care, and for many students it's also a stepping stone toward nursing. We also offer training that supports clinical and office settings, like Medical Assistant and Dental Assistant pathways, and pharmacy-focused training such as Pharmacy Technician preparation. On the emergency services side, EMT and our Firefighter 1 training are vital pathways for people who want to serve in first response. We also offer shorter courses like Phlebotomy, Assistance with Medications, our Dementia workshop, and IV Therapy for Healthcare Providers. These classes strengthen employability and help students stack skills. Not every student starts in the same place. Some want a fast entry into the workforce; others are building toward a longer-term goal. Pathways allow both.

Q: How does this work for adult learners balancing jobs, families, and school?

A: It means options. Many of our students are adults who need training that respects the realities of work schedules, financial responsibilities, childcare, and transportation. Many of our classes are offered in the evenings. Non-credit training can be a manageable way to step into healthcare, build confidence, and start earning. Then, when the timing is right, career advancement pathways, including earning a college degree, become more achievable because students already have experience, direction, and a foothold in the field.

Q: What do you want the community to understand about these programs?

A: These students are North Idaho's workforce. They're our neighbors, they're changing careers, they're coming back to school, they're stepping up. When someone completes a program and enters healthcare, that benefits all of us. It helps employers, it helps patients, and it strengthens the region.



Mentor Specialist

Do you have a passion for sharing your expertise and guiding others? Whether you're a leader looking to inspire your team or a clinical preceptor eager to share your knowledge, this program will equip you with the skills to become a mentor specialist in peer development, coaching, and mentoring. Learn effective techniques to support students and new team members, fostering growth and confidence. Ideal for any healthcare professional involved in mentoring or precepting.

\$179 | 2 sessions

Instructor: Lee Vaagen, BSN, RN

May 11 – 18	M	8:00 am - 2:00 pm	WTC	121203
Aug 17 – 24	M	8:00 am - 2:00 pm	WTC	122486

Nutrition and Personal Trainer

This program is packed with extensive content that will make you an authority on the topics of health, wellness, fitness, and nutrition. Following registration, you will have 12 months to complete this program where you will learn terminology, training methods, and healthcare information that can help you take the next steps toward a career as a personal trainer! You'll also receive one voucher for your choice of two certification exams: The ACSM Personal Trainer certification or the Nutrition Specialist certification from the American Academy of Sports Dietitians and Nutritionists. Learn at your own pace with this online program.

\$4,299

CareerStep Instructor

Start Anytime	ONLINE	119293
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Sterile Processing Technician

The Sterile Processing Technician Program is designed to prepare you for a rewarding, entry-level job in the field. Throughout your program, you'll develop the fundamental skills and knowledge needed for success in the role while also preparing to sit for the Certified Registered Central Service Technician (CRCST) exam offered through the Healthcare Sterile Processing Association (HSPA). This program is self-paced, meaning you can study anywhere, anytime, and you'll have up to eight (8) months of full program access to complete your training.

\$3,199

CareerStep Instructor

Start Anytime	ONLINE	119295
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Dental Assisting

Dental Assistant

Choose an exciting and challenging career in Dental Assisting. Through a competency-based learning approach, this program will prepare you to perform all functions of the Dental Assistant as you work alongside Dentists and Dental Hygienists. This in-person program prepares you to sit for the American Medical Technologist (AMT) Registered Dental Assistant (RDA) certification exam (you must have a high school diploma or GED to take this exam). This course is for those students who can attend in person and is not the apprenticeship program. We strongly encourage you to shadow a dental professional for at least two hours at a local dental clinic before classes begin, to observe and gain insight into the role of

a Dental Assistant and their involvement in patient care. Seats are limited. Visit: www.nic.edu/da for more information or email wtc_healthcareers@nic.edu.

\$3,845 | 45 sessions Instructors: Emily Penberthy, RDH, BSDH, MSDH
and Emily Woolsey, RDH, BSDH

Aug 11 – Dec 15	Tu Th	5:00 pm - 9:00 pm	NIC-CDA	122515
	F	8:00 am - 12:00 pm	NIC-CDA	

Dental Assistant Apprenticeship

Designed for individuals working in a dental practice, this apprenticeship program provides a direct pathway into the dynamic and in-demand field of dental assisting. You will train with an approved clinical preceptor at your workplace to practice hands-on skills and complete required clinical proficiencies. Coursework includes in-person classes for learners in the Coeur d'Alene area, live Zoom sessions for those statewide, and online assignments, quizzes, and exams. This program prepares you to sit for the American Medical Technologists (AMT) Registered Dental Assistant (RDA) certification exam. For more information or to begin the registration process, email wtc_healthcareers@nic.edu.

\$3,845 | 45 sessions Instructors: Emily Penberthy, RDH, BSDH, MSDH
and Emily Woolsey, RDH, BSDH

Aug 11 – Dec 15	Tu Th	5:00 pm - 9:00 pm		122518
	F	8:00 am - 12:00 pm		

Step into
a career that counts.

Medical Assistant
Apprenticeship Training
in Post Falls and Sandpoint

Our hands-on
program blends
classroom instruction
with real-world
experience in local
clinics, preparing you
for a high-demand
role in health care.

Earn while you learn!



Get more info!

[nic.edu/maa](http://www.nic.edu/maa)

wtc_healthcareers@nic.edu



Medical Assistant

Medical Assistant (MA)

Launch your healthcare career as a Certified Clinical Medical Assistant. This 8.5-month program is designed for working professionals like you. Take evening classes and learn direct patient care alongside essential administrative and clinical skills that prepare you for this high-demand field. Verify with your state healthcare regulatory board that this program meets certification requirements in your state. Remote participation via Zoom is available for students outside the Coeur d'Alene and Sandpoint metro areas. Enhance your training with a 160-hour internship or externship experience to further develop your clinical skills. Clinical placement is arranged by Health Careers staff. Employment is not required to enroll. If you are currently working at a healthcare facility and will complete your clinical experience there under a supervising staff member, please email the name and contact information of both your employer and your Clinical Preceptor to wtc_healthcareers@nic.edu. (Students seeking the Apprenticeship version of this program should register for the Medical Assistant Apprenticeship class instead.) Tuition includes textbooks, online study materials, and exam fees. A Windows-capable laptop is required (Chromebooks and cell phones are not compatible). Take the next step in your healthcare career!

\$3,995 | 69 sessions

Instructor: Lori Ritchart, CMA

May 13 – Feb 10 WTh 5:00 pm - 9:00 pm WTC 122527

Sep 14 – May 17 MTu 5:00 pm - 9:00 pm NIC-SP 122528

Medical Assistant Apprenticeship (MAA)

Accelerate your journey to becoming a Certified Clinical Medical Assistant (CCMA) with this comprehensive 8.5-month program



tailored for employed healthcare professionals like you. Apply the knowledge and skills you gain in class directly to your workplace, supervised by a clinical preceptor, while also preparing to sit for the CCMA exam. Dive into direct patient care and master essential clinical and administrative skills crucial for success in this high-demand field. Before registering, ensure you are employed in a medical facility and have access to a designated preceptor. A list of potential employers is available upon request. Verify with your state's healthcare regulatory board that this program meets the certification requirements in your state. Remote participation via Zoom is available for those outside the Coeur d'Alene and Sandpoint metro areas. Tuition includes textbooks, online study materials, online certification exam preparation, and exam fees. Note that a Windows-capable laptop is required for the online component of the course (Chromebooks and cell phones are not compatible). Ready to take the next step in your career? Email our Health Careers team at wtc_healthcareers@nic.edu to learn more or begin registration.

\$3,995 | 69 sessions

Instructor: Lori Ritchart, CMA

May 13 – Feb 10 WTh 5:00 pm - 9:00 pm WTC 122529

Medical Office

Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)

Administrative Medical Assistants are versatile and valuable healthcare team members who handle a broad range of administrative duties. Upon completing this course, you should be well prepared to find your place in this rewarding healthcare career. You'll have the knowledge needed to confidently pursue the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA), with the exam fee covered by a voucher provided upon completion. Additionally, you'll have the opportunity to select a voucher for the professional certification that best aligns with your interests and career goals related to medical billing and coding.

\$3,995

Ed2go Career Instructor

Start Anytime

ONLINE

120586



Mental Health

Mental Health Certification

This primarily online course prepares unlicensed assistive personnel to support individuals with mental illness, dementia, behavioral disorders, and intellectual disabilities. Designed for entry-level roles under the supervision of licensed professionals, the program includes a live Zoom orientation, two instructor-led role-playing sessions, and all course materials. Successful graduates are eligible to take the Level 1 American Association of Psychiatric Technicians credentialing exam, which is included in the course. Students must have access to a computer with high-speed internet.

\$595 *Instructor: Rayman Kinman*

Jun 1 – Aug 3 ONLINE 122558

Dementia

Master the keys to providing outstanding dementia care in this dynamic workshop designed for healthcare professionals and primary caregivers. Gain a strong foundation to support individuals at all stages of mental decline. Explore the most common forms of dementia, learn effective communication strategies, and discover techniques to ease cognitive impairment symptoms. Open to participants 16 and older.

\$79 | 1 session *Instructor: Lee Vaagen, BSN, RN*

Apr 20 M 4:00 pm - 8:30 pm WTC 121206

Pharmacy Technician

Pharmacy Technician **NEW!**

Prepare for a rewarding career as a Pharmacy Technician in this high-demand healthcare field. This program equips students with the knowledge and hands-on experience required to earn certification as a Pharmacy Technician (CPhT) through the Pharmacy Technician Certification Board (PTCB). This 13-week program consists of half lecture/demonstration in class and assigned coursework, and includes practical training at local hospitals and pharmacies as a Pharmacy Tech in Training. Tuition includes textbooks, supplies, test preparation, and testing fees. Attend in person for Coeur d'Alene-area students and live online for those outside the Greater CDA Metro area. Start your career as a Pharmacy Technician at hospital, retail, or online pharmacies.

\$2,795 | 26 sessions *Instructor: Krystine Anderson, CPhT*

Jun 8 – Sep 2 M W 5:00 pm - 9:00 pm WTC 121908

Phlebotomy

Phlebotomy Technician

Master the skills needed to collect blood specimens for laboratory analysis in this 130-hour Phlebotomy Technician program. Through classroom instruction, hands-on lab practice, and an assigned learning component, you will gain knowledge in medical terminology, anatomy and physiology, blood collection procedures, and specimen handling. You will complete 65 successful venipunctures and should be prepared to perform blood draws on yourself, classmates, and adult volunteers. You will be expected to bring adult volunteers to class on scheduled days for additional practice; details will be provided in class. You must be at least 18 years old to enroll. An

optional externship is available as a separate course for graduates and is a prerequisite for ASCP certification.

\$1,849 | 25 sessions

Instructor: Krista Bradley

Apr 28 – Jul 14 Tu Th 5:30 pm - 9:00 pm WTC 122484

Sa 9:00 am - 3:00 pm WTC

Jun 24 – Sep 9 W Th 5:30 pm - 9:00 pm NIC-SP 122482

Sa 9:00 am - 3:00 pm NIC-SP

Aug 18 – Nov 3 Tu Th 5:30 pm - 9:00 pm WTC 122485

Sa 9:00 am - 3:00 pm WTC

Phlebotomy Technician Externship

Gain valuable on-the-job training while preparing for the American Society of Clinical Pathology (ASCP) Certification. The phlebotomy externship is available to students who have successfully completed the Phlebotomy Technician program and meet the eligibility requirements. Once your eligibility application is accepted, you will be placed in an unpaid externship for 100 hours in a local lab. Upon successful completion, you will be able to sit for the ASCP certification exam and include the experience on your resume for employment. The fee includes a background check, drug screen, and onboarding fee. Additional costs are the immunizations and health screening tests required at certain externship sites.

\$349

Externship Coordinator: Sarah Martin

Start Anytime Sites Vary 120612

Contact Health Careers at wtc_healthcareers@nic.edu for more information.

Hemodialysis Technician

Complete this 415-hour online hemodialysis technician training program with the knowledge needed to prepare, operate, and clean a hemodialysis machine and monitor patients during appointments. You'll learn to prepare and operate hemodialysis machines, take vital signs, draw blood, and document results - and you'll get one free voucher for either the Certified Hemodialysis Technician credential from BONENT and the Certified Clinical Hemodialysis Technician (CCHT) from the Nephrology Nursing Certification Commission (NNCC). You have 12 months to complete this 356 hour online course, after which you will be enrolled in a 250 hour externship with a local facility arranged by CareerStep. Learn at home at your own pace, followed by an extensive clinical experience.

\$4,199

CareerStep Instructor

Start Anytime ONLINE 119290





North Idaho College

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Learn more about what it takes to get started.

**Enroll for
Summer / Fall**

Classes begin June 8
and Aug. 24.

► ***nic.edu/start***

EMERGENCY SERVICES



Emergency Medical Technician (EMT)

Emergency Medical Technician (EMT)

Prepare for a career in emergency medical services with this comprehensive EMT training program. You will learn pre-hospital emergency care and patient transport within the EMS system. Enrollment starts with a free Priority Interest List, which is required to begin the EMT registration process. Tuition includes a textbook, class materials, study guides, practice tests, online assignments, Basic Life Support Provider certification, and the NREMT skills exam.

Two separate Priority Interest Lists are offered for this program, one for EMT classes at the Workforce Training Center in Post Falls and one for EMT North in Sagle. EMT North is limited to students in Bonner County, Boundary County, and the surrounding areas. Each list is a separate registration record, and joining a list does not reserve a seat. Participants must be at least 18 at the time of the exam.

Show your interest and start your potential EMT class registration by registering in an EMT Program Priority Interest List:

Registration for this Post Falls Priority Interest List opens at 12:00 am and closes at 11:59 pm on June 22, 2026. 122522

Registration for this Sagle Priority Interest List opens at 12:00 am and closes at 11:59 pm on June 29, 2026. 122526

Upcoming EMT Class Dates

\$2,795 | 56 sessions *Instructor: Coeur d'Alene Firefighters*

Aug 17 – Dec 18	M W F	6:00 pm - 9:00 pm	WTC	Two sections available
	Sa	9:00 am - 3:30 pm	WTC	

Aug 17 – Dec 18	M W F	6:00 pm - 9:00 pm	SEL	One section of EMT North
	Sa	9:00 am - 3:30 pm	SEL	

Firefighter 1 Academy

Firefighter 1 Academy

Begin or enhance your career in structural firefighting and prepare for testing and certification as an IFSAC Firefighter 1. Classroom and hands-on instruction include basic firefighting skills, fire behavior, fire control techniques, fire ground safety, apparatus/equipment operation and maintenance, fire investigation, report writing, and physical fitness. Students must obtain medical clearance from a physician and apply prior to acceptance into the Fire Fighter 1 Academy. Course fee includes textbooks, use of turnout gear, and training equipment. An application is required. The application window for the Fall 2026 Academy opens June 1, 2026 and closes June 21, 2026. More information regarding prerequisites and the application is available at nic.edu/firefighter.

\$2,995 | 52 sessions *Instructor: Deputy Chief Bill Deruyter*

Aug 18 – Dec 17	Tu Th	5:00 pm - 9:00 pm	CDA-FIRE	122478
	Sa	8:00 am - 5:00 pm	CDA-FIRE	

First Aid, CPR, AED and BLS

Basic Life Support (BLS) Provider

This course is for health care workers, first responders, and those who seek CPR certification. This four-hour course includes adult, child, and infant CPR and use of the automated external defibrillator (AED). Written and skills test will be given at the conclusion of the course. CPR/AED certification on successful completion. This course does not include First Aid. Students must be 16 or older.

\$69 | 1 session *Instructor: Blaine Porter*

Apr 14	Tu	5:00 pm - 9:00 pm	WTC	122550
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Aug 11	Tu	5:00 pm - 9:00 pm	WTC	122551
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Basic Life Support (BLS) Refresher

Is your certification for Basic Life Support (BLS) for healthcare professionals about to expire? You can obtain a quick refresher and recertify in this abbreviated class. The class covers adult, child, and infant CPR, the use of the bag valve mask, and the use of an automated external defibrillator (AED). This class does not include First Aid. You must provide a copy of your current BLS card at the beginning of class and be 16 or older.

\$49 | 1 session

Instructor: Blaine Porter

Jun 9	Tu	6:00 pm - 8:00 pm	WTC	122552
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Heartsaver First Aid CPR AED Combo

Earn your CPR, automated external defibrillator (AED), and First Aid certification in one convenient class. This course meets the requirement for certified family homes and equips you to respond effectively in life-threatening emergencies, providing care until professionals arrive. Earn or renew both CPR/AED and First Aid certification in this single class. Certification is valid for two years.

\$95 | 1 session

Instructor: Blaine Porter

Apr 18	Sa	9:00 am - 4:00 pm	WTC	121212
Jun 20	Sa	9:00 am - 4:00 pm	WTC	122553

Heartsaver CPR AED

Learn how to save a life! This course teaches CPR (cardiopulmonary resuscitation) and relief of choking in adults and children (no infants). Earn or renew your CPR card; good for two years. This course does not meet the requirements for Healthcare Provider CPR (BLS).

\$69 | 1 session

Instructor: Blaine Porter

Apr 18	Sa	9:00 am - 12:00 pm	WTC	121214
May 12	Tu	6:00 pm - 9:00 pm	WTC	122554
Jun 20	Sa	9:00 am - 12:00 pm	WTC	122555
Jul 14	Tu	6:00 pm - 9:00 pm	WTC	122556

Heartsaver First Aid

Do you know what to do in case of a medical emergency? This course will give you confidence and knowledge to manage illness and injuries in the first few minutes until professional help arrives. Earn or renew your First Aid card, which is good for two years.

\$69 | 1 session

Instructor: Blaine Porter

Apr 18	Sa	1:00 pm - 4:00 pm	WTC	121215
Jun 20	Sa	1:00 pm - 4:00 pm	WTC	122557



Be Ready to Save a Life. First Aid | CPR | AED | Heartsaver

Gain life-saving skills and certifications for work, school, and everyday emergencies through hands-on training led by certified instructors.



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- American Heart Association-aligned
- Ideal for healthcare, childcare, and workplace safety

Register Today!

nic.edu/emergencyservices
(208) 769-3214

INDUSTRY & TRADES



Carpentry

Cabinetmaking **NEW!**

This course introduces participants to the fundamentals of cabinet construction, including design, layout, material selection, joinery techniques, and finishing. Participants gain hands-on experience building custom cabinetry projects using industry-standard tools and equipment, while also learning safety practices and reading shop drawings. Ideal for those pursuing a career in construction trades.

\$1,495 | 7 sessions *Instructor: Curt Vitalie*
Aug 7 – Sep 25 F 12:00 pm - 5:00 pm NIC-PTE 122500

Commercial Driver's License

Class A Commercial Driver's License (CDL) Training

In just a few short weeks, you could be earning an excellent living as a Class A commercial vehicle driver! This four-week course includes one week of convenient, self-paced online theory, followed by up to three weeks of fast-paced skills training in lab and open road settings. Upon completion, students take a CDL skills test with an Idaho DOT-approved tester. Course fee includes: DOT physical and drug screen vouchers; Class A theory, HazMat theory, Class A skills training; and one Idaho skills test voucher. NIC is an FMCSA-registered, ELDT-compliant training provider.

\$4,595 | 10 sessions *Instructor: Matt Fox (Lead Instructor) and additional Skilled CDL Instructors*

Class dates, times, and locations vary. WD-62-0040
Please visit nic.edu/cdl for more information.

CDL Hazmat Endorsement Theory Training

CDL Hazmat Endorsement Theory Training provides learners with the federal ELDT theory training required to earn a hazardous materials commercial license endorsement.

\$199 *Instructor: Matt Fox*
Start Anytime ONLINE 120132

Driver's Education

Driver's Education

This comprehensive Driver's Education course is designed to equip new drivers with the knowledge, skills, and confidence necessary to become safe, responsible, and competent operators of motor vehicles. The program combines online classroom instruction with behind-the-wheel training to meet or exceed Idaho state requirements for teen driver education. Through structured lessons, students will learn the fundamentals of vehicle operation, traffic laws, defensive driving strategies, and decision-making techniques. Emphasis is placed on hazard recognition, situational awareness, and building lifelong safe driving habits. Students must be 14 1/2 or older and have a valid driving permit.

\$499 | 6 sessions *Instructor: Blaine Cousins*
Apr 27 – Jun 11 WTC and ONLINE 121192
Jun 22 – Aug 6 WTC and ONLINE 122532
Aug 17 – Oct 8 WTC and ONLINE 122533

Gunsmithing

AR-15 Armorer's Course

Whether you're a novice or a seasoned gun owner, this comprehensive course will empower you to become a masterful AR-15 Armorer. This 32-hour AR-15 Armorer course is spread across four weekends. This curriculum is designed to cover the fundamentals of AR-15 assembly, disassembly, maintenance and troubleshooting, and customization. Each week consists of hands-on instruction, demonstrations, and practical exercises. Students must be 18 or older and provide proof with photo ID.

\$299 | 4 sessions

Instructor: Nate England

May 2 – 23 Sa 8:00 am - 4:00 pm WTC 121184

Shotgun Armorer 101

Whether you're a novice or a seasoned gun owner, this comprehensive course will empower you to become a masterful Shotgun Armorer. This 18-hour Shotgun Armorer's course is designed to cover the fundamentals of pump, single-shot, and semi-automatic shotgun assembly, disassembly, maintenance, and troubleshooting. Each week consists of hands-on instruction, demonstrations, and practical exercises. Students must be 18 or older and provide proof with a photo ID.

\$259 | 6 sessions

Instructor: Michael Hunter

Aug 4 – 20 Tu Th 5:00 pm - 8:00 pm NIC-SP 122531

Manufacturing

Hand Tools

This online class covers the most important hand tools used on the job. It begins with measuring tools, including a discussion of units of measurement. Students will examine the various kinds of wrenches and screwdrivers, their uses, and handling techniques. They will learn other hand tools by specialty: pipefitting tools, plumbing tools, electrician's tools, sheet metalworking tools, and machinists' metalworking tools. Ends with hoisting and pulling tools.

\$149

TPC Instructor

Start Anytime ONLINE 121138

Making Measurements

This online class covers units of measurement used in commercial and industrial applications. It will examine all aspects of basic measurement concepts and procedures, including accuracy and tolerance. This class will discuss techniques and devices for comparison measurements (dial indicators and gauge blocks), as well as learn common methods for measuring volume, motion, force, temperature, fluid flow, and electricity. In addition, students will learn how to use scales and rules, combination calipers, and micrometers.

\$149

TPC Instructor

Start Anytime ONLINE 121139

Portable Power Tools

This online class explains the uses, selection, safety, and care of industrial power tools: electric drills, electric hammers, pneumatic drills and hammers, screwdrivers, nutrunners, wrenches, linear-motion and circular saws, routers and planes, electric sanders, grinders, and shears. It also covers tool-sharpening techniques for selected tools.

\$149

TPC Instructor

Start Anytime ONLINE 121140

North Idaho College FOUNDATION

Investing in Dreams

The **North Idaho College Foundation** is proud to provide **\$1.5 million** in scholarship funding this year to assist NIC students!

All NIC students are encouraged to apply for scholarships. There are hundreds of opportunities for students enrolled in credit courses and short-term training programs.

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Open to anyone who has completed at least 12 academic credits or the first semester of a certificate or apprenticeship program at NIC. You don't have to be a graduate to become a member. ▶ nic.edu/alumni

Scan to join today

Reading Blueprints

This online class covers all types of blueprints used in industrial plants. It discusses machine parts and machine drawings and features drawings of a compound rest and a clutch-brake control. Students will also examine hydraulic, pneumatic, piping, plumbing, electrical, air-conditioning, refrigeration drawings, and sketching used in industrial plants.

\$149 *TPC Instructor*
Start Anytime ONLINE 121142

Troubleshooting Skills

This class explores the subject of troubleshooting and the importance of proper maintenance procedures. Students will learn about the importance of teamwork, communication, and trade responsibilities. They will also learn troubleshooting techniques and aids using schematics and symbols. The class focuses on specific maintenance tasks, breakdown maintenance, and planned maintenance.

\$149 *TPC Instructor*
Start Anytime ONLINE 121143

Maritime

Master Captain's License Program

Earn a Master Captain's License and take unlimited paying passengers on a vessel up to 100 GRT. The body of water, i.e., Inland, Great Lakes, or Near Coastal, and the size of the vessel you use for your sea service determines whether you earn a 25, 50, or 100-ton Master Captain's License. This course will meet all of the requirements to obtain your Captain's License, assuming you have met the requirements for underway sea service time. In addition to the class, tuition includes books and application preparation, screening, submission, and support. Captain's License must be obtained within one year of course completion. The Master Captain's License Program is offered in partnership with US Captains Training. You will receive class email communications and class supplies mailed directly from US Captains Training.

\$1,849 *Instructor: John Stypulkoski*
Start Anytime ONLINE 121791

Programmable Logic Controllers

Programmable Logic Controllers (PLC) Level 4 **NEW!**

This advanced PLC-4 servo course covers servo technology and motion control with Kinetix servo drives using Studio 5000 Logix Designer. Students gain hands-on experience in setup, tuning, troubleshooting, feedback, and servo fundamentals compared to induction motors. A certificate of completion and Idaho SkillStack® Badge are awarded upon passing the exam. Approved for eight (8) hours of Idaho Electrical Journeyman CE.

\$2,195 | 8 sessions *Instructor: Jeremy Fromm*
Apr 14 - Jun 9 Tu 5:00 pm - 9:00 pm WTC 121216

Programmable Logic Controllers

This class helps prepare technicians to take full advantage of vendor training on specific equipment. Students will cover the basic operating principles of all Programmable Logic Controllers, their inputs and outputs, programming, maintenance, and networking.

\$149 *TPC Instructor*
Start Anytime ONLINE 121141

Welding

Intro to MIG Welding

Gain fundamental skills in structural steel welding in this introductory course. You'll learn techniques to safely begin practicing MIG (wire feed) welding. If you have your own wire feed welder that you'd like to learn on, you're welcome to bring it along! This course requires that you possess some personal protective equipment (PPE) and tools. You are welcome to bring your own, or check out some or all of the items for use in class

\$499 | 4 sessions *Instructor: Leif Kirkpatrick*
Apr 20 - 23 M - Th 6:00 pm - 9:00 pm SP-HS 121156

Intro to TIG Welding

This course is designed to introduce the basic skills of gas tungsten arc (TIG) welding. Learn the principle set-up of TIG (tungsten inert gas) welding equipment; proper tungsten selection and shielding gases for this welding process; and the correct welding parameters for the material to be welded. Learn how to weld in different positions for a variety of weld joints using steel and aluminum. Have your own TIG welder and want to learn on it? Bring it along! This course requires that you possess some personal protective equipment (PPE) and tools. You are welcome to bring your own, or check out some or all of the items for use in class.

\$499 | 4 sessions *Instructor: Gavin Peterson*
May 11 - 14 M - Th 6:00 pm - 9:00 pm NIC-PTE 121151
May 18 - 21 M - Th 6:00 pm - 9:00 pm SP-HS 121158

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responsibly.



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Mining & Safety

Mining

MSHA New Miner Training

These courses prepare new miners and contractors for safety and health hazards involved in surface and/or underground mining and meet U.S. Department of Labor–Mine Safety and Health Administration (MSHA) 30 CFR Parts 46 and 48 requirements for New Miner Training. Upon successful completion of the course, a 5000-23 Certificate of Training will be issued.

Surface

\$300 | 3 sessions

Instructor: Jason James

Apr 13 – 15	M Tu W	8:00 am - 5:00 pm	WTC	121121
June 1-3	M, Tu, W	8:00 am - 5:00 pm	WTC	122560

Underground

\$400 | 4 sessions

Instructor: Jason James

Apr 13 – 16	M – Th	8:00 am - 5:00 pm	WTC	121118
June 1-4	M – Th	8:00 am - 5:00 pm	WTC	122561

MSHA Annual Refresher Training

This one-day class will refresh experienced miners and contractors in the safety and health hazards involved in surface and underground mining operations. Topics include miners' rights and responsibilities, industrial hygiene, water hazards, explosives, fall prevention, first aid, respiratory protection, powered haulage, sliding material hazards, and much more. This course meets the US Department of Labor–Mine Safety and Health Administration's (MSHA) requirements per 30 CFR parts 46/48 and is designed for the experienced miner with a current 5000-23 Certificate of Training.

\$80 | 1 session

Instructor: Jason James

May 11	M	8:00 am - 5:00 pm	WTC	121115
Jun 15	M	8:00 am - 5:00 pm	WTC	122520

Safety

Flagger Certification

Gain the skills to keep workers and road users safe during construction, maintenance, and repair projects. This safety-focused course covers flagger qualifications, safe positioning, flagging signals, traffic control, specialty lighting, intersections, grade crossings, and short-duration or mobile work zones. Upon successful completion, participants receive an Idaho Transportation Department–required flagger card, also accepted in Washington, Montana, and Oregon. Certification is valid for three years. Must be 18+. Fee includes learning materials.

\$125 | 1 session

Instructor: Michael Closson Jr.

Apr 22	W	9:00 am - 4:00 pm	NIC-SP	121131
May 13	W	9:00 am - 4:00 pm	WTC	121129
Jun 10	W	9:00 am - 4:00 pm	WTC	121130

Forklift Operator Certification

Forklift operator certification opens job opportunities, enhances safety, and can lead to higher pay and career advancement. Forklift fundamentals and operations are provided in this hands-on training and driver-performance testing. Certification complies with the latest OSHA 29 CFR 1910.178 training requirements.

\$129 | 1 session

Instructor: Dalena Triplet

May 15	F	8:00 am - 10:00 am	NIC-PTE	121133
Jul 17	F	8:00 am - 10:00 am	NIC-PTE	121134

Unlimited Safety Courses

Receive a 12-month subscription for unlimited, online Industrial Safety Training Courses. There are 140-plus topics that teach essential safety procedures. Safety training helps maintain regulatory compliance, employee morale, and well-being, and improves productivity. This online safety offering includes OSHA 10/30 equivalent curriculum and is available in both English and Spanish.

\$195

TPC Instructor

Start Anytime	ONLINE	121144
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THANK YOU



The North Idaho College Workforce Training Center is grateful to everyone who helped make Safety Fest 2026 a huge success!

We deeply appreciate the participating organizations and instructors who recognize the importance of safety training in our community.

We welcome new companies interested in providing support. For more information, visit nic.edu/safetyfest or call (208) 769-7732.



ONLINE

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Business & Professional Development **Price**

1. Employment Law Certificate Course	\$1,105
2. Legal Secretary Certificate Course	\$1,095
3. Certificate in Mediation and Arbitration	\$3,999
4. eDiscovery for Paralegals	\$995
5. Chartered Tax Professional	\$2,141
6. Payroll Practice and Management	\$2,095
7. Introduction to QuickBooks Online	\$156
8. Intermediate QuickBooks Online	\$156
9. Human Resources Professional with Payroll Practice and Management	\$3,617
10. Certificate in Project Management	\$495
11. Goal Setting and Workplace Efficiency Training	\$139
12. Entrepreneur Boot Camp	\$195
13. Purchasing Fundamentals	\$154
14. Accounting Fundamentals	\$149
15. Accounting Fundamentals II	\$149
16. Certificate in Food, Nutrition and Health	\$149
17. Managing Customer Service	\$154
18. Digital Marketing Certificate	\$495
19. Certificate in Integrative Behavioral Health	\$179
20. HIPAA Compliance	\$154
21. Management Training	\$2,549
22. Management Boot Camp	\$295
23. Professional Sales Skills	\$151
24. Spanish for Dentists and Dental Hygienists	\$174
25. Spanish for Construction	\$174
26. Spanish for Banking	\$174
27. Spanish for Educators	\$174
28. Spanish for Healthcare	\$174
29. Get Grants!	\$155
30. Revenue Generation for Non-Profits	\$495
31. Marketing Your Nonprofit	\$151
32. Starting a Nonprofit	\$155
33. Teaching Adult Learners	\$149
34. Teaching Students with Autism: Strategies for Success	\$149
35. Empowering Students with Disabilities	\$149
36. Start Your Own Small Business	\$149

Industry & Trades **Price**

1. Master Captain's License	\$1,849
2. Home Inspection Certificate	\$2,595
3. Fundamentals of Blueprint Reading & Construction Estimating	\$1,326
4. Manufacturing Applications	\$149
5. Manual Machinist	\$1,865
6. Restaurant Management	\$995
7. Certified Wedding Planner	\$1,770
8. Catering Professional	\$1,295

Computers & Technology **Price**

1. A+, Network+, CCNA	\$3,464
2. Coding Certificate	\$595
3. Introduction to Java Programming	\$149
4. Python Developer	\$1,149
5. Introduction to Artificial Intelligence	\$149
6. ICT Introduction to Artificial Intelligence	\$149
7. Artificial Intelligence and Machine Learning Suite	\$262
8. AI Certificate	\$495
9. Introduction to ChatGPT	\$195
10. Blogging and Podcasting for Beginners	\$149
11. Keyboarding	\$149
12. Microsoft Office 365 Suite (2021)	\$1,574
13. AutoCAD 1 - Basic 2D	\$1,049
14. AutoCAD 2 - Advanced 2D	\$1,049
15. AutoCAD 3 - Basic 3D Modeling	\$1,049
16. Revit Architecture Certificate	\$2,729
17. Certified Information Security Manager (CISM)	\$1,895
18. Introduction to PC Security	\$149
19. Systems Security Certified Practitioner	\$1,049
20. Certificate in Data Analysis	\$495
21. SQL Certificate	\$595
22. Adobe Certified Professional	\$2,995
23. Introduction to InDesign CC	\$149

NIC.EDU/WTCONLINE

BUSINESS & PROFESSIONAL DEVELOPMENT



Business Operations

Lean Six Sigma Yellow Belt Certification Course

Build a strong foundation in process improvement with this introductory Lean Six Sigma course. Designed for professionals who want to understand and apply the basics, this program introduces the DMAIC (Define, Measure, Analyze, Improve, Control) framework to identify inefficiencies, reduce errors, and improve quality. Participants will gain practical skills in process mapping, problem-solving, and data-driven decision-making. Ideal for those looking to contribute to improvement initiatives in industries such as healthcare, logistics, and manufacturing.

\$1,295 | 6 sessions

Instructor: Phillip Jenkins

Jul 11 – Aug 15 Sa 8:00 am - 12:00 pm NIC-PTE 122534

Legal Studies

Paralegal Certificate Course© Online

This intensive, nationally acclaimed program, offered through our partner, The Center for Legal Studies, is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. Class fee does not include textbooks or research tool requirement.

\$2,095 | 2 sessions

CLS by BARBRI

May 4 – Aug 14 ONLINE 122541

Aug 24 – Dec 4 ONLINE 122542

Advanced Paralegal Certificate Course

Advanced topics build upon the nationally acclaimed Paralegal Certificate Course, including advanced legal research, alternative dispute resolution (mediation), bankruptcy law, business law, criminal procedure, estate planning, intellectual property, and more. Participants successfully completing at least six of the advanced topics are awarded a Certificate of Completion. Prerequisite: Paralegal Certificate Course. Class fee does not include Textbooks.

\$3,300

CLS by BARBRI

New classes start approximately every eight weeks. ONLINE 121168

Victim Advocacy Certificate Course

Prepare to work in victim advocacy settings, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Upon successful completion, you will be eligible at a minimum for the National Advocate Credentialing Program Provisional Credential and possibly for the Basic, Intermediate, or Advanced Credential, based on your experience in the field.

\$995 | 1 session

CLS by BARBRI

May 4 – Jun 19 ONLINE 122544

Jun 29 – Aug 14 ONLINE 122545

Aug 24 – Oct 9 ONLINE 122546

Management and Leadership

Train the Trainer Certification

This course introduces an innovative, error-free learning model that equips you to teach others with confidence. Through hands-on techniques, you'll become a certified trainer able to share these skills. Graduates help their workplaces cut training time, reduce errors, boost productivity, and raise overall performance.

\$995 | 3 sessions *Instructor: Ginny Campbell*

Apr 16 – 30 Th 8:00 am - 5:00 pm WTC 121137

Critical Thinking and Problem Solving

This course develops students' ability to analyze information, evaluate arguments, and approach challenges with creativity and logic. Emphasis is placed on identifying assumptions, recognizing biases, and applying structured problem-solving strategies to real-world situations. Students will strengthen decision-making skills through discussions, case studies, and collaborative activities.

\$99 | 1 session *Instructor: Ginny Campbell*

Apr 29 W 9:00 am - 12:00 pm Zoom 121164

Breakthrough Communication: Conflict to Collaboration

Effective communication and conflict management are essential skills in today's workplace. This course explores the fundamentals of communication and conflict, with an emphasis on how organizational change can impact individuals, teams, and workgroups. Participants will examine the communication process, personal communication styles, personality factors, and common barriers to effective communication, while learning practical strategies for improvement. The course also addresses conflict management styles, behaviors, and root causes, equipping participants with tools to navigate conflict and maintain productive, long-term working relationships.

\$99 | 1 session *Instructor: Ginny Campbell*

Jun 9 Tu 9:00 am - 12:00 pm Zoom 122504

Supervisory Skills for the New Manager

Transitioning from an individual role to one that includes responsibility for new duties, expectations, and a team can be a daunting process. This course provides practical skills and strategies to help participants navigate this transition smoothly and grow with confidence in their new role.

\$99 | 1 session *Instructor: Ginny Campbell*

Jun 24 W 9:00 am - 12:00 pm Zoom 122509

Coaching and Motivating Teams **NEW!**

Learn the key roles and techniques for coaching individuals to enhance performance and support high levels of achievement.

\$99 | 1 session *Instructor: Ginny Campbell*

Jul 22 W 9:00 am - 12:00 pm Zoom 122511

Strategic Planning and Goal Setting **NEW!**

Build essential skills to achieve organizational and team goals through effective resource management, priority setting, clear direction, and evaluation of measurable outcomes.

\$99 | 1 session *Instructor: Ginny Campbell*

Aug 19 W 9:00 am - 12:00 pm Zoom 122508

Supervisory Skills Levels 1-3

Help newly promoted supervisors navigate their changing roles and make an immediate impact! This program offers key strategies, interactive workshop activities, and practical guidance—an ideal choice for organizations that promote from within or frequently train new supervisors. This self-paced, online program includes 15 individual classes. To meet Certified Public Manager Program eligibility, you must complete all 15 courses and receive a Pre-Certified Public Manager Certificate. Learn more about the Idaho Certified Public Manager Program.

\$775 *Sollah Instructor*

Start Anytime ONLINE 119873



Professional Development

Leading Through Change: Strategies to navigate and succeed in transition **NEW!**

Build practical skills for leading change by creating a clear vision, communicating transparently and frequently, aligning teams around shared goals and strategies, and developing champions of change by recognizing and using individual strengths.

\$125 | 1 session *Instructor: Ginny Campbell*

Jun 10 W 9:00 am - 12:00 pm Zoom 121853

Lean Fundamentals in Action: Driving efficiency and eliminating waste **NEW!**

Discover basic Lean methods to identify wasteful processes and improve efficiency, and learn to distinguish between value-added and non-value-added activities that support effective process improvement.

\$125 | 1 session *Instructor: Gene Hamacher*

May 13 W 9:00 am - 12:00 pm Zoom 121852

Real Estate

Idaho Real Estate Salesperson Prelicense Module 1

Idaho Real Estate Salesperson Prelicense Module 1 launches students into a rewarding career in real estate by covering the first 45 hours of Idaho's required 90-hour pre-licensing education. This intensive, week-long, in-person course introduces essential real estate foundations, including industry terminology, principles of land ownership, and the transfer of title. Designed for individuals new to the profession, instruction focuses on building a strong, practical knowledge base to support future success in the field. Students who successfully complete Module 1 and the required exam earn a certificate that applies toward Idaho Real Estate Commission licensing requirements.

\$365 | 5 sessions *Instructors: Tammy Hall and Todd Kavanagh*

Jun 1 - 5 M - F 8:00 am - 5:00 pm WTC 121865

Aug 3 - 7 M - F 8:00 am - 5:00 pm WTC 121866



Idaho Real Estate Salesperson Prelicense Module 2

Idaho Real Estate Salesperson Prelicense Module 2 represents Week 2 of the Idaho Real Estate Pre-Licensing sequence and completes the remaining 45 hours of the 90-hour education requirement mandated by the Idaho Real Estate Commission. This course builds upon the foundational knowledge introduced in Module 1 and focuses on the practical application of real estate principles. Students will explore real estate contracts, agency relationships, financing, property valuation, and state and federal laws governing real estate transactions. Emphasis is placed on ethical practices, consumer protection, and preparing students for real-world scenarios they will encounter as licensed sales professionals. Classes conclude with a required exam. Upon successful completion of Module 2, students will receive a certificate verifying completion of the full 90 hours of Idaho Real Estate Commission-approved prelicense education, a key requirement for applying for an Idaho Real Estate License.

\$365 | 5 sessions *Instructors: Tammy Hall and Todd Kavanagh*

Apr 13 - 17 M - F 8:00 am - 5:00 pm WTC 121868

Jun 8 - 12 M - F 8:00 am - 5:00 pm WTC 121869

Aug 10 - 14 M - F 8:00 am - 5:00 pm WTC 121870

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SPECIAL INTEREST



Recreation

Dutch Oven Cooking

Have you ever wanted to be the pioneer of your camping crew? Then cooking with a Dutch oven is the way to go. Dutch oven cooking is a unique and fun way to prepare delicious meals and desserts for your friends and family. In this course, you will learn the ins and outs of cooking with a Dutch oven – and you will get to enjoy a delicious meal! Join us for a new experience that will help make you the culinary crowd pleaser for all of your future adventures.

\$75 | 1 session

Instructor: Outdoor Pursuits

May 1	F	10:00 am - 1:00 pm	NIC-CDA	121197
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Keelboat Sailing

There's no better way to experience Coeur d'Alene Lake than by sailboat. Enjoy 12 hours of hands-on keelboat sailing instruction aboard Outdoor Pursuits' 26-foot teaching sloop. Spending the majority of our lesson time on the water ensures that the student has a better chance of retaining the information after the course is complete. Proper use of equipment, safety, and terminology are all covered. Students must be 18+.

\$285 | 3 sessions

Instructor: Outdoor Pursuits

May 21 – Jun 4	Th	5:00 pm - 8:30 pm	NIC-CDA	122505
May 26 – Jun 9	Tu	2:30 pm - 6:00 pm	NIC-CDA	122506
Jul 10 – 24	F	9:00 am - 1:00 pm	NIC-CDA	122507

Discover Kayaking

Enjoy a quick introduction to kayaking on Lake Coeur d'Alene. You will learn basic terminology and simple technique followed by a short paddle on the lake. All abilities are welcome, but this class is designed for beginners. Fee includes use of all equipment. Students must be 18 years of age or older and comfortable in the water, wearing a personal flotation device.

\$75 | 1 session

Instructor: Outdoor Pursuits

Jun 3	W	3:00 pm - 5:30 pm	NIC-CDA	122512
Aug 5	W	3:00 pm - 5:30 pm	NIC-CDA	122513

Lake Kayaking

Have you seen kayakers on Lake Coeur d'Alene and wished you could be a part of the fun? Here's your chance to gain hands-on experience and confidence with a variety of boats. Each session will build upon the previous one and will consist of an overview of techniques with your instructor and a paddle tour of Lake Coeur d'Alene. We will cover types of kayaks, basic paddle strokes, and introduce you to self-rescues. Class content is designed for the beginner. Fee includes use of all equipment. Swimming skills are required. Students must be 18 years of age or older.

\$155 | 2 sessions

Instructor: Outdoor Pursuits

Jun 11 – 18	Th	4:00 pm - 6:30 pm	NIC-CDA	122510
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Kayak Rescue Skills Clinic

Ever wonder what you would do if your kayak tipped over in open water? Spend a morning in the lake learning and practicing useful kayak rescue skills, including self-rescue techniques for capsized boats, companion T-rescue, and kayak roll demo. These skills are essential for those who want to get away from the shore and get the most out of their recreational and touring-style kayak. Beginning whitewater kayakers will also benefit greatly from this clinic as they work towards mastering the roll. Participants are welcome to bring their own kayak (whitewater or sea) or use one of ours. This class is designed for people with some previous paddling experience.

\$85 | 1 session

Instructor: Outdoor Pursuits

Jul 10 F 10:00 am - 2:00 pm NIC-CDA 122516

ACA Swiftwater Rescue

In this two-day American Canoe Association (ACA) Swiftwater Rescue course, you will learn to identify and avoid river hazards, perform self-rescue, and assist distressed paddlers. The course emphasizes personal safety and basic skills, with training in handling higher-risk scenarios such as strainers and entrapments. You will practice individual and team-based skills through scenarios, with skills assessments included throughout the course. An assessment certificate is available for ACA members. The course is open to all whitewater enthusiasts.

\$250 | 2 sessions

Instructor: Outdoor Pursuits

Jun 6 - 7 Sa Su 9:00 am - 4:00 pm NIC-CDA 122535

Introduction to Fly-Casting

Spend the afternoon on the beach at NIC learning the basics of setting up and casting a fly rod. You are welcome to bring your own rod and reel or use one of ours. No experience is necessary to begin your lifetime journey of fly-fishing. You must be 18 or older.

\$85 | 1 session

Instructor: Outdoor Pursuits

Jun 26 F 10:00 am - 1:00 pm NIC-CDA 122536

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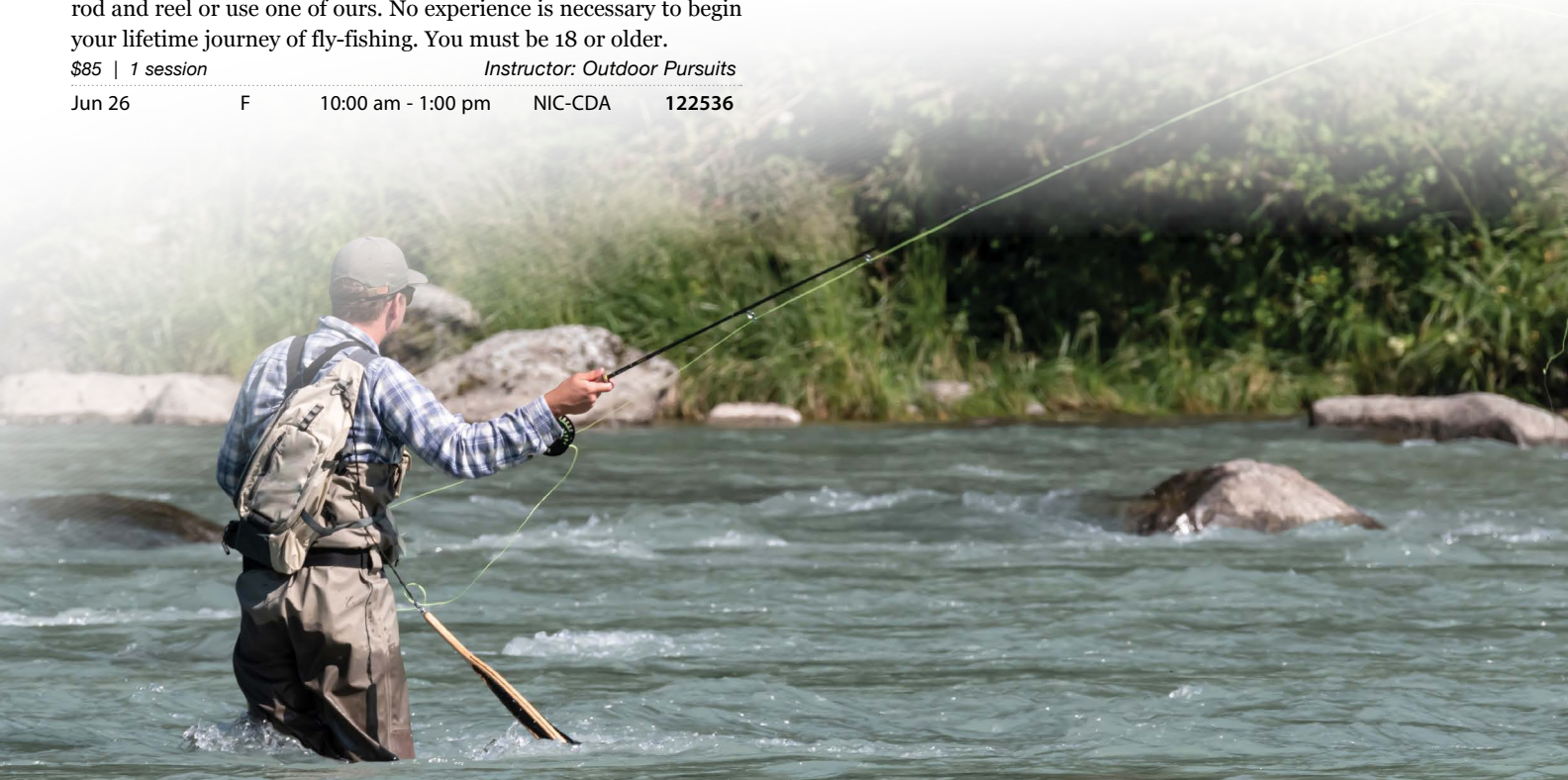
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Class Location Key

	Post Falls
WTC	NIC Workforce Training Center
	Coeur d'Alene
NIC-CDA CDA-FIRE	NIC Main Campus Coeur d'Alene Fire Station #2
	Rathdrum
NIC-PTE	NIC Parker Technical Education Center
	Sagle
SEL	Selkirk Fire & Rescue and EMS
	Sandpoint
SP-HS NIC-SP	Sandpoint High School NIC at Sandpoint
	Silver Valley
SVC	Silver Valley - Pinehurst

NIC Locations

[**nic.edu/wtc**](http://nic.edu/wtc)

NIC Workforce Training Center | (208) 769-3214
525 S. Clearwater Loop | Post Falls



Parker Technical Education Center | (208) 929- 4040
7064 W. Lancaster Road | Rathdrum | nic.edu/tech



NIC at Sandpoint | (208) 769-3214
515 Pine Street | Sandpoint



North Idaho College | (208) 769-3300
1000 W. Garden Avenue | Coeur d'Alene



REGISTRATION IS EASY!



Online

Register online at nic.edu/wtc



Phone

(208) 769-3214



In Person

(Any of 3 Locations)

NIC Workforce Training Center
525 S. Clearwater Loop, Post Falls

NIC Sandpoint Center
515 Pine St., Sandpoint

NIC Coeur d'Alene – Lee-Kildow Hall
1000 W. Garden Ave., Coeur d'Alene

CLOSURES

The Workforce Training Center will be closed, and classes will NOT be held May 25, July 3, July 4, Sept. 7.

CLASS CANCELLATIONS

Courses are subject to cancellation if minimum enrollment is not met. If the Workforce Training Center cancels a class, you will be notified by telephone or email. Your registration fee will be fully refunded, or you can transfer to another class, or receive a voucher good for a future class.

Course details may change after the catalog is printed. In the event of a discrepancy, the online course listings serve as the official catalog of record.

REFUNDS

To receive a refund for an NIC Workforce Training class you do not plan to attend, you must notify the Business Office in Post Falls of your withdrawal at least five full business days before the first day of class. Business days and hours are Monday-Thursday, 8 a.m.-5:30 p.m., and Friday, 8 a.m.-2:30 p.m. You may withdraw by calling (208) 769-3214 or visiting 525 S. Clearwater Loop, Post Falls, during business hours. Students who meet the deadline are eligible for a full refund; withdrawals received after this timeframe are not eligible for a refund.

SPECIAL NEEDS ACCESS

Locations are wheelchair accessible with convenient parking.

NO OUT-OF-STATE FEES

Students from outside Idaho pay the same affordable rate as in-state students for all NIC Workforce Training Center classes.

VETERANS

Students using VA Education Benefits must provide transcripts from any college, university, vocational school and military training previously attended or completed. Prior credit for education and training will be evaluated. NIC Veterans Services: nic.edu/veterans

AUXILIARY SERVICES

Auxiliary aids and services available upon request.

PHOTOGRAPHY and FILMING

While at NIC and NIC Workforce Training locations and events individuals may be photographed or recorded by NIC employees or authorized vendors for the purposes of publishing, copyrighting, and distributing educational or promotional materials. Materials include, but are not limited to, the NIC website, social media, billboards, digital advertisements, catalogs, articles and brochures. Individuals who do not wish to be photographed or recorded are responsible for removing themselves from the location where photography or recording is taking place.

EQUAL OPPORTUNITY

NIC is an equal opportunity employer

TOBACCO-FREE

North Idaho College is a tobacco-free campus. Thank you for your cooperation.

STUDENT PRIVACY (FERPA)

North Idaho College complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. FERPA rights apply to all students enrolled in Workforce Training courses and programs, including non-credit and short-term training. Students have the right to inspect and review their records, request corrections, restrict the release of directory information, and provide written consent before personally identifiable information is disclosed, except as permitted by law. Education records may include registration, course participation, training records, and certificates earned. Directory information may include a student's name, program of study, enrollment status, and certificates or credentials earned. Students may submit a written request to restrict the release of directory information. To review records, request amendments, or restrict directory information, contact the Workforce Training Center Business Office at (208) 769-3214 or 525 S. Clearwater Loop, Post Falls. For full FERPA information, visit nic.edu/ferpa.



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Master the Craft.
Go to Work.**



**Workforce
Training Center**

Where Skills Become Careers

NIC Workforce Training provides learning opportunities that empower students to achieve economic self-sufficiency, enhance business productivity, and contribute to community prosperity. Through skill development and education, we improve quality of life while fostering long-term economic growth.

Flexible options are available for credit-free, short-term courses offered weekly and throughout the year. Students can choose classroom, self-study, online, or hybrid courses to fit their lifestyle. Classes are open to the public, generally without preadmission, academic, or residential requirements.

In 2025, NIC Workforce Training served 5,483 students with 8,038 class enrollments and a student completion rate of 90%.

INSTRUCTORS NEEDED

Come help us train the region's workforce! The NIC Workforce Training Center has part-time and full-time teaching positions available.

- CDL • Driver Education
- Gunsmithing • AI
- Computer Applications
- Wound Care (RN) • CNA
- Assistance with Medication
- Pharmacy Technician
- Health Unit Coordinator
- Patient Care Technician • Phlebotomy
- Logging Equipment Operator
- Electrical • HVAC • Plumbing
- Welding • Construction
- Heavy Equipment • Flagger
- Programmable Logic Controllers
- Airframe & Powerplant

If you're interested in teaching at the NIC Workforce Training Center, please visit nic.edu/wtcinstructor.