



Workforce Training & Continuing Education

Fall/Winter 2025 Course Schedule

Relevant. Real-World. Results.

RELEVANT. REAL-WORLD. RESULTS.

WORKFORCE TRAINING &
CONTINUING EDUCATION

651.846.1800

saintpaul.edu/WTCE

Saint Paul College
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Saint Paul, MN 55102

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Office Hours:
Monday - Friday
8:00AM - 4:30PM

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the Director of Access & Disability
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AccessResources@saintpaul.edu.

Saint Paul College is an Equal
Opportunity employer and educator
and a member of Minnesota State.



Fit in. Stand out.

WELCOME



Saint Paul College is committed
to excellence in all of the
educational programs we offer to
our community.

In this Continuing Education course
schedule, you'll find classes to
enhance your workplace skills and
career opportunities or simply for
personal enrichment. We offer
courses in business, technology,
health and wellness, manufacturing,
transportation, art, languages and
culinary arts.

We appreciate your consideration of
Saint Paul College and look forward
to your enrollment in one or more of
our Continuing Education courses.
Our staff stands ready to assist you
in making that decision, and our
instructors look forward to providing
a valuable and exciting educational
experience.

Deidra Peaslee, EdD
President, Saint Paul College

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Register Today! saintpaul.edu/WTCE



Register Today!

Course Dates & Times
at saintpaul.edu/WTCE



Discover the power of

PROFESSIONAL GROWTH

Saint Paul College's Workforce Training and Continuing Education (WTCE) department offers non-credit training and certificate programs designed to prepare you for entry-level positions or to elevate your current skills. Our Continuing Education classes empower you to learn new skills, earn valuable credentials, and advance your career. We also provide support for completing CEU hours to maintain state and federal credentials.

Our Workforce Training delivers top-notch customized solutions, either at our state-of-the-art campus or your location, tailored to fit your unique business needs. Stay ahead of the curve with our courses in skills development, leadership, sustainability, and business best practices.

WTCE collaborates with individuals and organizations to secure grants and funding, including the Minnesota Dual Training Pipeline Grant, Workplace Innovation and Opportunity Act (WIOA) - details on page 9, and Minnesota Job Skills Partnership Grant (MJSP). Our experts are here to help you navigate and utilize these funding opportunities.

Visit saintpaul.edu/WTCE for more details.

We can't wait to see you in class!

CDL Minnesota State Commercial Drivers Academy

This comprehensive 6-week program meets upcoming federal training standards, offering up to 160 hours of training in theory, range, and road.

Cost: \$5,000

Payment Due:

One week prior to training start date

Includes:

Test at the License Exam Station

3-hour refresher course

Additional Information:

No financial aid available, but financial assistance may be available through community organizations

Additional fees required for obtaining a license, payable at the License Exam Station and medical lab on the day of testing

Re-testing fee: \$300

Call 651.846.1800 to register!



BUSINESS & FINANCE

Beginning Bookkeeping & Accounting - \$100.00

Whether starting your own business or brushing up on your accounting/bookkeeping skills to bolster your resume, participants will get a basic overview of accounting and bookkeeping for use in office support and the business world.

ONLINE

September 8, 15, 22, 29

6:00 – 9:00pm

November 3, 10, 17, 24

6:00 – 9:00pm

BossUp Workshop - \$150.00

The BossUp Workshop is a five-week business development course. This in-person course is designed to introduce entrepreneurs to the experience of crafting a vision, leading a team, navigating small business development, and planning for success. The class is for emerging entrepreneurs with a well-thought-out business idea and newly established business founders looking to take their idea from existence to the next level.

This workshop is hosted with current entrepreneurs that have at least developed a business concept or idea; or those who have a business and are looking for next steps in direction.

IN-PERSON

September 6, 13, 20, 27, & October 4

9:00am – 1pm

November 1, 8, 15, 22, & December 1

9:00am – 1pm



Business Communications - \$75.00

In the Business Communications course, students will explore current and future trends in web writing practices, focusing on crafting effective website copy through a marketing-oriented approach. The course emphasizes developing versatile web writing skills, including content development planning, audience analysis, organizing content for easy scanning, applying web navigation principles and using headings, titles, labels and hyperlinks effectively.

Key topics include answering common technical writing questions, such as organizing information, formatting for readability and creating impactful openings and closings. By the end, students will be equipped to produce accurate, concise and understandable documents that meet readers' needs and align with modern communication practices.

ONLINE

September 2, 9, 16, 23, 30, & October 7, 14, 21

4:00 – 5:50pm

Introduction to Nonprofit Fundraising - \$75.00

The first class in a series of non-profit foundational courses to learn best practices around non-profit fundraising and seeking grants. This course is an interactive workshop that introduces professional fund development (fundraising). The workshop focuses on the important role that philanthropy plays in nonprofit organizations. Workshop topics include: sources of contributions, overview of an integrated development program, fund development as a career, and fund development standards and ethics. Following the workshop, the trainer will provide each participant with up to one hour of one-on-one of career planning support.

IN-PERSON

September 16

5:00 – 8:30pm

November 4

5:00 – 8:30pm





BUSINESS & SOFT SKILLS



Register Today!

Course Dates & Times
at saintpaul.edu/WTCE

Getting Grants I - \$75.00

The second class in a series of non-profit foundational courses to learn best practices around non-profit fundraising and seeking grants. This is an interactive workshop that provides an overview of the process to identify grant prospects and prepare competitive grant proposals. It is appropriate for nonprofit staff/board members new to development, or anyone who has an interest in developing skills to secure grant funding on behalf of 501(c)3 organizations, government agencies or education institutions. The workshop emphasizes program, capital and operating grants. Participants learn core grant skills including identifying appropriate grant funding sources, recognizing the most crucial components of a proposal and how they fit together, and understanding the grant proposal review process. Participants also learn strategies to write proposals with a linear progression of logic aligned with funder interests. Following the workshop, the trainer will provide each participant with up to one hour of one-on-one technical assistance in proposal writing.

IN-PERSON

September 23

5:00 - 8:30pm

November 18

5:00 - 8:30pm

Getting Grants II - \$75.00

The third and final class in a series of non-profit foundational courses to learn best practices around non-profit fundraising and seeking grants. This course is an interactive workshop designed for individuals with some knowledge of the grant development who are interested in refreshing and/or improving proposal writing skills. The workshop focuses on strategies to prepare winning proposals, unpack funder review criteria, and tailor responses to information in the review criteria. A discussion of the logic model/theory of change framework will describe goals, objectives, outcomes and how these components should connect with the evaluation plan. Ultimately, participants will learn how to best describe organizational and program strengths so that they align with funder interests. Participants must email a completed grant proposal at least one week in advance of the workshop to melissacuff@gmail.com.

IN-PERSON

September 30

5:00 - 8:30pm

November 25

5:00 - 8:30pm

SIE Exam Prep Course - \$120.00

The Security Industry Essentials (SIE) Exam is a FINRA exam for anyone considering a career in the financial services industry. This introductory-level exam assesses knowledge of basic industry information, including

fundamental concepts such as types of products and their risks; the structure of the markets, regulatory agencies and their functions; and prohibited practices.

ONLINE

Start as soon as you enroll!

HOST YOUR NEXT EVENT AT SAINT PAUL COLLEGE

Planning a meeting, celebration, or special event? Saint Paul College offers stunning and flexible spaces just steps from the Cathedral of Saint Paul, the Minnesota State Capitol, and the Minnesota History Center.

Whether you're organizing a conference, corporate retreat, gala, wedding, reception, or community gathering, we have the perfect space to meet your needs.



LET US HELP YOU PLAN



Book Your Space Today!

Email Anne.Dresen@saintpaul.edu

Call 651.403.4445

Visit saintpaul.edu/EventBooking to learn more.

Saint Paul College is an Equal Opportunity employer and educator and a member of Minnesota State. V2025



BUSINESS & SOFT SKILLS

NEW

Money Mastery - \$120.00

Join our comprehensive financial education course developed by the country's leading provider of financial planning education, CeriFi!

This online course will teach you about financial empowerment, smart spending, debt free living, and financial freedom!

This course provides 7 modules: Financial Foundations & Money Mindset, Cash Flow Mastery, Debt Management & Credit Building, Investment Fundamentals, Workplace Benefits Optimization, Life Event Planning, and Retirement & Family Protection.

ONLINE

Start as soon as you enroll!



CHILD DEVELOPMENT & EDUCATOR PROFESSIONAL DEVELOPMENT



Child Development Associate (CDA) Credential

Do you have a passion for working in early childhood education? Join our CDA credential course to become trained as a credentialed Child Development Associate! Our CDA course will help you to learn how to plan activities and help manage an effective classroom, all while meeting state and national requirements for you to work in a early childhood facility.

The course is blended between 120 hours of classroom and 480 hours of field experience. Those who complete the training requirements will be qualified for your CDA verification visit and CDA exam.

HYBRID (Online & In-Person)

This course is only offered as a contract or customized training for local childcare organizations/groups.

Contact one of our rep's today at 651.846.1800 to get started. See how we can build a customized CDA course for your childcare center needs!

Become a State of MN Certified Water and Wastewater professional!

Complete just 9 modules offered in the hybrid format. Meet in class one or two days per week.

- Complete assignments online, pick the modules that are right for you.
- Hands on training and block scheduling to accommodate working students.
- Excellent hourly pay with full benefits - Advance in your career!
- Graduates are certified by MN Department of Health & MN Pollution Control Agency.
- Apply training hours with work experience to advance your certification.



Enroll today at
<https://tinyurl.com/WUTTRegistration>



Our 9-week online courses require a laptop, tablet, or mobile device for optimal student success. Upon successful completion, participants will earn an industry-recognized certification.

Cannabis Retail Specialist - \$750.00

This online program trains participants for the role of a Cannabis Retail Specialist. Participants will understand how the supply chain works in the cannabis industry, analyzing plant and human biology in relation to cannabis, identify various cannabis products and delivery methods available to consumers, understand dosing and titration strategies for patient care, and define compliance and operational success.

ONLINE

- September 3
- October 1
- November 5

Cannabis Cultivation Specialist - \$750.00

This online program trains participants for the role of a Cannabis Cultivation Specialist. Participants will understand how the supply chain works in cannabis industry, analyze proper knowledge of plant botany and genetics, identify soil, growing media, and watering essentials, understand harvest, processing, and packaging best practices, and define compliance and operational success.

ONLINE

- September 3
- October 1
- November 5



Cannabis Extraction & Product Development Specialist - \$750.00

This online program trains participants for the role of a Cannabis Extraction & Product Development Specialist. Participants will understand how the supply chain works in cannabis industry, identifying importance of input nomenclature, pheno-

hunting and decarboxylation, main extraction methods, analyzing various cannabis product developments and process, and define compliance and operational success.

ONLINE

- September 3
- October 1
- November 5



Advance Your Career Online!

Join our instructor-led online career training programs—designed to be informative, engaging, and interactive. Prepare for in-demand careers with flexible, project-based classes that start every month!

Learn Your Way: Enjoy lessons, quizzes, hands-on projects, and more.

Build Skills & Community: Connect with supportive instructors and peers.

Get Certified: Advance your career with confidence!

REGISTER

EXPLORE
PROGRAMS
AND ENROLL
TODAY:
careertraining.ed2go.com/saintpaul



AUTOCAD

AutoCAD Fundamentals - \$600.00

Learn fundamental knowledge and skill to create and complete basic 2D drawings using AutoCAD. Learn drawing and editing tools, adding text and basic dimensions and plotting. Small class size will assure personal attention from the instructor at every stage. The course is for anyone who plans on becoming a regular AutoCAD user or for those who have not used the software for a few years. No previous CAD experience is necessary although some familiarity with Windows 2000 or XP, as well as some drafting, design or engineering experience is helpful but not required.

IN-PERSON

September 8, 10, 15, 17, 22, 24
6:00 – 9:00pm

AUTODESK REVIT

Autodesk Revit Fundamentals - \$600.00

Learn how to use Autodesk Revit building modeling software. Develop design ideas and create full 3D architectural project models. Because 3D designs are created from the first stage, you

can easily produce plan sections and elevation drawings. This course will cover the foundations of creating a generic structure in the Revit project environment using many of the tools that would be used in a day-to-day production environment.

IN-PERSON

October 6, 8, 13, 15, 20, 22
6:00 – 9:00pm

Autodesk Revit Intermediate - \$600.00

This course will take you through the next stage of the Revit development process. Learn how to control visibility through setting up filters and applying them to your own custom view templates to fit your company standards. Organize your project through all the construction phases such as: New Construction, Existing, and Demolition. Collaborate with team members and improve performance by setting up and applying work-sets to your project. Participants will also learn best practices for centralizing their model, linking in other Revit files, organizing your project browser, and creating alternate bids with design options.

IN-PERSON

November 3, 5, 10, 12, 17, 19
6:00 – 9:00pm

INFORMATION TECHNOLOGY

Saint Paul College offers customized IT courses to help upscale your employees. We offer customized training in basic computer skills, Microsoft Office Suite, CompTIA, A+ and many other computer-oriented trainings!

Current IT courses are only offered on a customization/contract basis for groups or employers. Contact one of our rep's today at 651.846.1800 to receive a quote!



Workforce Customized Classes

Workforce Training provides quality training programs that deliver on our site, at your location, or online. We have been helping businesses and organizations throughout the metro area stay informed about advancements in continuing education in St. Paul and best practices pertinent to workplace skills, leadership, organizational sustainability, and business solutions.

Call us at 651.846.1800 today!



ACTIVITY DIRECTOR

Activity Director - \$495.00

Activity Directors are responsible for planning and developing successful activity programs. They are also in charge of creating a social environment in which participants can interact with others. Most of the time, activity directors promote and organize activities to encourage social interaction. This online, asynchronous course is 45 hours in length and will help individuals become trained to be employed as an activity director in a healthcare setting.

ONLINE

Start as soon as you enroll!

FIRST AID, CPR & BLS

First Aid, CPR and AED - \$100.00

First Aid, CPR, and AED is an important skill for many. Take our 7-hour First Aid/CPR/AED course to become certified. This course is taught in English.

IN-PERSON

Visit our website at saintpaul.edu/WTCE for upcoming dates!



BLS (Basic Life Support) for Healthcare Providers - \$100.00

The BLS course is designed to train healthcare professionals in recognizing and responding to several life-threatening emergencies. Skills include providing team CPR for adults, children and infants, using an AED, BVM, and relieving choking in a safe, timely and effective manner.

IN-PERSON

Visit our website at saintpaul.edu/WTCE for upcoming dates!

ESTHETICS & COSMETOLOGY

MN Board of Cosmetology License Renewal Courses - \$75.00/course OR \$150.00 for full 8-hours of course renewal

The Minnesota Board of Cosmetology Examiners has implemented that each licensee must complete an 8-hour continuing education course to renew an operator or salon manager license or to reactivate an inactive license. We offer the following to meet the full 8-hours continuing education requirements for license renewal.

ALL ESTHETICS & COSMETOLOGY COURSES ARE ONLINE

Start as soon as you enroll!

4-hour CORE Class on Laws, Safety, and Sanitation - \$75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE's 4-hr CORE requirements including: 1-hour on Laws and Rules, 3-hours on Safety and Sanitation.

4-hour PROFESSIONAL PRACTICE - Intro to Balayage - \$75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE's 4-hour Professional Practice requirements including: Product Chemistry and Chemistry Interaction, Proper use of Machines and Instruments, Business Management and Human Relations, Techniques Relevant to the Type of License you hold.





4-hour PROFESSIONAL PRACTICE - Cosmetology Perms & Relaxers - \$75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE's 4-hour Professional Practice requirements including: Product Chemistry and Chemistry Interaction, Proper use of Machines and Instruments, Business Management and Human Relations, Techniques Relevant to the Type of License you hold.

4-hour PROFESSIONAL PRACTICE - Human Relations - \$75.00

Saint Paul College has developed an engaging and interactive class that meets the BCE's 4-hour Professional Practice requirements including: Product Chemistry and Chemistry Interaction, Proper use of Machines and Instruments, Business Management and Human Relations, Techniques Relevant to the Type of License you hold.

ALL ESTHETICS & COSMETOLOGY COURSES ARE ONLINE

Start as soon as you enroll!



4-hour PROFESSIONAL PRACTICE - Holistic Esthetics - \$75.00

This course covers a deep dive into skin science, the gut/brain/skin connection, effective modalities within our scope of practice. Estheticians will learn the factors that contribute to complexion concerns, including acne, rosacea, pigmentation and inflammatory skin conditions. Estheticians will learn how to make recommendations that include lifestyle habits in addition to products, ingredients and treatments. Estheticians will learn tips to improve their own self-care. This course will focus on a comprehensive skin science review, modules on how to identify clients' skin type, best foods for each skin type, appropriate products and treatments by skin type, best and worst habits for the skin, how to educate and support clients, and how to apply better self-care in our own practices!

4-hour PROFESSIONAL PRACTICE - Suite Success, Launching Your Spa/Salon Start Up - \$75.00

In this course, Salon/Spa Professionals turn your passion for beauty into a thriving business venture, from the initial planning stages to the ongoing management and growth of your beauty brands. This course focuses on providing aspiring beauty entrepreneurs with the essential knowledge and skills to start and grow their own successful beauty businesses.

Course topics include: Choose & register a beauty business name, obtain the necessary permits, licenses and insurance, understand how/where to pay quarterly sales & use tax, provide resources for business building & management apps & software, research and select quality suppliers for your beauty products, understand marketing & branding basics, nailing Your Niche as a Salon/Spa Professional

ALL ESTHETICS & COSMETOLOGY COURSES ARE ONLINE

Start as soon as you enroll!

4-hour PROFESSIONAL PRACTICE - Brazilian Wax - \$300.00

This is a course for Estheticians, AP Estheticians and cosmetology students and licensees. In this course you will learn how to complete a Brazilian wax. We will cover contraindications, sanitization and safety. This course will also cover the best wax to use depending on the area and some tips and tricks to become efficient. Learn a highly needed skill set in-person, under guidance of an experienced instructor!

Participants will need to bring their own actor, who will be used to practice wax techniques. It is recommended that actors have at least 1/4 inch of hair for removal in the bikini region.

Participants will leave class with their own waxing kit for professional use.



ADDITIONAL ESTHETICS AND COSMETOLOGY COURSES

45-Hour Instructor Course - \$649.00

This 45-Hour Instructor Course is designed to provide future educators with the basic teaching skills needed to become licensed for entry level employment as an instructor in the field of Cosmetology, Nail or Esthetic. This course is approved and fulfills the 38-hour instructor course requirements needed to be eligible to take the Minnesota Board of Cosmetologist instructor examination.

14-Hour Eye-Lash Extension Certification - \$1,450.00

This course is designed for the non-cosmetology and esthetics license holders who wish to obtain a certificate to perform Eye-Lash Extensions in the State of Minnesota. This class will present theoretical knowledge, assignments, and quizzes in an on-line format as well as in-class practical training in the application of eye-lash extensions.

HYBRID: In-Person & Online

September 6 (Online Pre-Work) AND September 13 & 20 (In-Person)

9:00am – 4:00pm

October 25 (Online Pre-Work) AND November 1 & 8 (In-Person)

9:00am – 4:00pm

EKG TECHNICIAN

EKG Technician Training - \$500.00

An EKG Technician is a healthcare professional who performs and analyzes electrocardiograms (EKGs). An EKG Technician plays a vital role in monitoring abnormal heart rhythms and electrical impulses.

This course is roughly 12 hours of training content, 8 hours of practical training on campus and 4 hours of online content provided by the National Healthcareer Association. Students will be provided 6 practice attempts for their national examination.

Students will also be placed into the national CET exam provided by National Healthcareer Association, with the cost of your first exam included in the price of tuition.

HYBRID: In-Person & Online

Wednesday, September 17

5:00 – 9:00pm

Wednesday, November 19

5:00 – 9:00pm

HEALTH UNIT COORDINATOR

Health Unit Coordinator ONLINE - \$895.00

This 60-clock hour Health Unit Coordinator course will allow students to become acquainted with their role in the health care setting, including recent changes with electronic medical record and computerized physician order entry, ethical and legal standards, customer relations, telephone and communication techniques, problem solving, medical terminology, basic human structure, diseases, and disorders.

ONLINE

Start as soon as you enroll!

Visit our website at saintpaul.edu/WTCE for upcoming dates!

MENTAL HEALTH & TRAUMA INFORMED CARE

Mental Health First Aid Training - \$195.00

Mental Health First Aid training is for anyone to learn signs and symptoms of mental health distress. This 8-hour training



teaches participants a 5-step action plan to help a person in crisis connect with professional, peer, social, and self-help care. This is a great training for anyone to be able to understand the signs and symptoms and how/when to intervene in a mental health crisis.

This course can also be taught on contract for groups including Safety Personnel, 911 Dispatchers, EMS, Law Enforcement Officers, Security Personnel, etc.

NURSING ASSISTANT

Nursing Assistant Training - \$1,200.00

Start your healthcare career by learning basic nursing care for nursing home, hospital, and home healthcare employment. Our Nursing Assistant program utilizes the most up-to-date State-approved curriculum to prepare students in the entry-level field of nursing. Included in the price of enrollment is all books, materials, and testing fees.

To be as accommodating as possible, we offer trainings during the week, both in morning or evening hours; as well as weekend trainings. All of our trainings meet once per week on campus for practical experience and ~12-hours of online coursework will need to be completed outside of in-person training on a weekly

basis. Call or look online for detailed schedule:

HYBRID: In-Person & Online

**August 14, 21, 28, &
September 4, 11, 18, 25**

5:00 – 9:00pm

**October 9, 16, 23, 30, &
November 6, 13, 20**

5:00 – 9:00pm

NURSING ASSISTANT COMPETENCY EXAM

Skills & Knowledge Test - \$250.00

Skills Retest - \$140.00

Knowledge Retest - \$105.00

Saint Paul College offers both the skills and the knowledge test needed to be successfully completed by candidates to

be placed on the Minnesota Department of Health Nursing Assistant Registry (NAR). Challenge candidates accepted. Please view our website for the most up-to-date testing days and hours.

Contact one of our rep's today at 651.846.1800 or private group testing dates!

PHLEBOTOMY

Phlebotomy Technician (NHA, CPT) - \$1,600.00

The Phlebotomy Technician Certificate is a combination of classroom, laboratory and applied experiences that will provide students with training needed for employment as a phlebotomy technician.

Students will meet once a week on campus for skills-based practice, with assignments and online coursework of roughly

3-hours each week. Students will be trained and prepared for the National Healthcareer Association Certified Phlebotomy Technician exam upon successful completion of the course.

Students who take the course will be provided online modules, practice exams, as well as 1 attempt at the NHA CPT exam covered in the cost of tuition.

HYBRID: In-Person & Online

**September 6, 13, 20, 27, &
October 4, 11**

9:00am – 2:00pm

**November 8, 15, 22, &
December 6, 13, 20**

9:00am – 2:00pm

PATIENT CARE TECHNICIAN

NEW **Patient Care Technician Nursing Assistant Pathway - \$1,500.00**

A Patient Care Technician provides direct patient care under the supervision of nurses and other healthcare professionals, including the ability to work in multiple departments within a clinic or hospital setting.

This Patient Care Technician





Pathway combines EKG Technician with Nursing Assistant training to earn your Patient Care Technician certification from Saint Paul College. The total hours for this course is 92 hours with both Minnesota State approved Nursing Assistant Curriculum with EKG Technician Training.

To earn this credential, students must complete all training standards and pass both their Minnesota State Nursing Assistant Competency Exam, as well as the National Healthcareer Association CET exam.

HYBRID: In-Person & Online

August 14, 21, 28, & September 4, 11, 17, 18, 25

5:00 – 9:00pm

October 9, 16, 23, 30, & November 6, 13, 19, 20

5:00 – 9:00pm



Patient Care Technician – Phlebotomy Technician Pathway - \$1,800.00

A Patient Care Technician provides direct patient care under the supervision of nurses and other healthcare professionals, including the ability to work in multiple departments within a clinic or hospital setting.

This Patient Care Technician Pathway combines EKG Technician with Phlebotomy Technician training to earn your Patient Care Technician certification from Saint Paul College. The total hours for this course is 72 hours with both National Healthcareer Association approved training with both Phlebotomy Technician and EKG Technician trainings.

To earn this credential, students must complete all training

standards and pass both their National Healthcareer Association PBT & CET exam.

HYBRID: In-Person & Online

September 6, 13, 17, 20, 27, & October 4, 11

9:00am – 2:00pm

November 8, 15, 19, 22, & December 6, 13, 20

9:00am – 2:00pm

STERILE PROCESSING

Sterile Processing

Sterile Processors play a crucial role in healthcare. Sterile processors are responsible for decontamination, troubleshooting, and assembly of surgical instruments and equipment for use on patients during surgery. An entry-level sterile processor position is an excellent gateway and career path into the many other opportunities within surgical services. This class includes 40 hours of in lab skills practice and asynchronous online course. 7 required lab dates are TBD for Fall semester. Coursework will be online with required in-person skills days.

Students should have completed at least one health science class in high school or college, be familiar with basic medical terminology and be available for

ALL in person classes. There will be no make-time available for in person lab. Missing lab time will result in failing the class. Students will be responsible for all readings and online course work offered by Incision academy and HSPA. Homework assigned will be completed before each class period meets.

HYBRID: In-Person & Online

This course is currently offered only as a contract or customized course option. Contact one of our rep's today at 651.846.1800 if you are a Community Based Organization or Employer wanting to seat students in a cohort.

TRAINED MEDICATION AIDE

Trained Medication Aide - \$795.00

Trained medication aides (TMA) distribute medications in nursing homes, schools, correctional facilities, and other non-hospital or assisted living settings. This TMA course provides students the proper training and certification to work in the field as a TMA.

HYBRID: In-Person & Online

October 8, 15, 29, & November 12, 19

5:00 – 9:00pm



HOME & AUTO REPAIR



AUTOMOTIVE REPAIR & MAINTENANCE

Small Engine Repair - \$150.00

This course carefully details the many systems, tools, and parts involved in successful repair of small engines, and also covers performance measurement and preventative maintenance. You can bring your own machine (lawn mower, snow blower, weed whacker, etc) to learn how to repair or fix common issues that you may be experiencing.

IN-PERSON

September 23, 25

5:00 - 9:00pm

November 18, 20

5:00 - 9:00pm

Motorcycle Repair - \$290.00

Do you own a motorcycle that needs some updated maintenance or looking to winterize your bike? Join us to learn the basics behind motorcycle repair including: changing oil, tire pressure, chain maintenance, proper tire tread, brake pad maintenance, and much more! Join us to prepare your bike for winter storage and 2026 riding season!

IN-PERSON

October 21, 22, 23

5:00 - 9:00pm



LANGUAGE, CULINARY & ARTS

LANGUAGES

American Sign Language I - \$130.00

American Sign Language (ASL) will cover sign vocabulary, sentence structures, dialog formats through facial expressions and body movements used in signing. At the end of this course you will be able to identify finger-spelling and numbers, demonstrate appropriate conversational behaviors of ASL, and have knowledge about various aspects of the deaf culture.

IN-PERSON

September 2, 9, 16, 23, 30, & October 7, 14

6:00 - 8:30pm

American Sign Language II - \$130.00

Continue to build on your American Sign Language proficiency. Prerequisite: ASL I.

IN-PERSON

October 21, 28, & November 4, 18, 25, & December 2

6:00 - 8:30pm

ARTS



Cinematic Deconstruction & Screenwriting - \$75.00

An exploration of cinematic and literary storytelling through a critical and creative lens. By employing a constructivist approach, students will analyze American films Taxi Driver, Apocalypse Now and The Godfather Part II, to deconstruct the aesthetic, narrative and ideological elements that constitute iconic cinematic moments. Drawing on Stephen King's On Writing, students will engage in metacognitive reflection to unpack the principles of effective narrative craft creation and storytelling. Through experiential learning, students will apply their theoretical and analytical knowledge to the creation of original three-act screenplays. The course culminates in a project where students observe and critique the production process, fostering an understanding of storytelling from conception to execution. This course equips students with advanced skills in narrative analysis and screenwriting within a dynamic, learner-centered environment

ONLINE

September 2, 9, 16, 23, 30, & October 7, 14, 21

6:00 - 7:50pm



LANGUAGE, CULINARY & ARTS

Portrait Drawing for Beginners - \$120.00

Have you admired artists, but haven't a clue where to start? Then this is the class for you!

Learn the basics of proportion, pencil techniques, facial structure, and how to SEE and DRAW it. Learn about the variety of portrait styles throughout history - you might recognize your own style. Let's have fun with it!

IN-PERSON

September 2, 9, 16, 23, 30, & October 7, 14

6:00 - 8:00pm

Advanced Portrait Drawing - \$120.00

Are you ready to take your drawing skills to the next level?

Learn more advanced concepts of portrait drawing to fine-tune your skills! Must have taken Portrait Drawing for Beginners or received prior instructor approval prior to registering.

IN-PERSON

October 21, 28, & November 4, 18, 25, & December 2

6:00pm - 8:00pm

Metal and Yard Art - \$300.00

Accomplish small welding projects on your own or weld together an amazing art piece! Learn metalworking, welding processes, and basic techniques to create beginner friendly art projects for the home, garden, and yard. Explore vast opportunities for metalworking equipment to design and fabricate your works of art.

IN-PERSON

September 4, 11, 18, 25

5:00 - 9:00pm

October 9, 16, 23, 30

5:00 - 9:00pm

November 1, 8, 15, 22

8:00am - 12:00pm



MANUFACTURING & SKILLS TRADES



FORKLIFT TRAINING AND SAFETY

Forklift Training - \$150.00

This 8-hour course is strictly behind-the-wheel training. In this program, you will learn to recognize and respect the potential hazards and skills needed to safely operate a forklift.

IN-PERSON

August 26, 28

3:00 - 7:00pm

September 23, 25

3:00 - 7:00pm

October 28, 30

3:00 - 7:00pm

November 18, 20

3:00 - 7:00pm

December 16, 18

3:00 - 7:00pm

WELDING

Open Welding Lab - \$25.00/hour

Have you completed one of our welding courses in the past? Do you just need to have access to a welding machine shop and some materials for a small project? Saint Paul College Continuing Education now offers open weld hours! Sign up for 1, 3, or 6 sessions of open lab time. Sessions are up to 4 hours each time in the weld lab. Participants must have completed one full welding course at Saint Paul College in order to sign up for open lab time.

IN-PERSON

September 4, 11, 18, 25

5:00 - 9:00pm

October 9, 16, 23, 30

5:00 - 9:00pm

November 1, 8, 15, 22

8:00am - 12:00pm



MANUFACTURING & SKILLS TRADES

Garage Welding – Basic MIG - \$300.00

Do you have projects around the house that need welding? Learn the basics of MIG welding with an introduction to MIG (GMAW/ wire feed).

IN-PERSON

September 4, 11, 18, 25

5:00 – 9:00pm

October 9, 16, 23, 30

5:00 – 9:00pm

November 1, 8, 15, 22

8:00am – 12:00pm

Introduction to TIG - \$300.00

Learn the fundamentals of TIG (GTAW) Welding carbon steel, one of the cleanest most precise forms of welding.

IN-PERSON

September 4, 11, 18, 25

5:00 – 9:00pm

October 9, 16, 23, 30

5:00 – 9:00pm

November 1, 8, 15, 22

8:00am – 12:00pm

TIG 2 / Advanced TIG - \$300.00

This course is an introduction to welding stainless steel and aluminum. If you wish, bring your metal projects or choose from some projects provided.

IN-PERSON

September 4, 11, 18, 25

5:00 – 9:00pm

October 9, 16, 23, 30

5:00 – 9:00pm

November 1, 8, 15, 22

8:00am – 12:00pm



REAL ESTATE & MORTGAGE LOAN ORIGINATOR

REAL ESTATE

Minnesota Salesperson Real Estate License Training - \$865.00

This course series provides required 90-hours of instruction for students to sit for their Minnesota Real Estate License Exam. Students will be provided 4 courses in this training package:

- MN 30-Hour Salesperson Course 1 – Pre License
- MN 30-Hour Salesperson Course 2 – Pre License
- MN 30-Hour Salesperson Course 3 – Pre License
- MN Exam Prep – Exam Pass Guarantee

All 4 courses provide students the necessary education for practical business knowledge and foundation necessary to be a successful real estate salesperson in Minnesota.

ONLINE

Start as soon as you enroll!

Real Estate License Continuing Education – Prices may vary

We offer several continuing education courses to certify those with a Minnesota Real Estate license in the following categories:

- Fair Housing
- Agency Law
- Risk Management
- Real Estate Finance
- Property Inspection Issues
- Many more!

MORTGAGE LOAN ORIGINATOR

Minnesota Mortgage Loan Operator Pre-Licensing - \$589.00

Whether you're just starting your mortgage career, or are a seasoned mortgage loan originator, our mortgage courses are proven to help you learn what you need to know to excel in your career! Our Mortgage Loan Operator course is approved by Nationwide Mortgage Licensing System (NMLS) and the Minnesota Commerce & Mortgage Division.

In this course, students will be required to complete 20-hours of coursework in Federal Law, Ethics and Instruction on Fraud, Training on Lending Standards for Non-Traditional Mortgages, and 12 hours of elective courses. Students who complete the required training will be able to take the SAFE Mortgage Loan Officer test.

ONLINE

Start as soon as you enroll!



DRIVERS TRAINING ACADEMY

NEW Commercial Driver's License (CDL) Class A - \$5,000.00

This 6-week course provides Class A CDL (automatic transmission) training that will prepare participants to pass the Class A CDL driving test and meets all aspects of the Federal Motor Carrier Safety Administration (FMCSA) Regulations. This course provides Entry-Level Driver Training (ELDT), Skills Training, and Skills testing.

This training includes: Basic Operation, Safe Operating Procedures, Advanced Operating Procedures, Vehicle Systems, Reporting Malfunctions, and Non Driving Activities for students to be able to earn their CDL Class A license.

DOT Physical, Drug Screen, and 3 road test attempts are included in the price of tuition. Our program will help you schedule all needed requirements for the course. If you do not have your Commercial Learner Permit, we can train students for the permit and test, however additional charges may apply if you do not yet have your CLP.

IN-PERSON

September 6 – October 11

5:00 – 9:00pm

- » September 6 & 7
- » September 13 & 14
- » September 20 & 21
- » September 27 & 28
- » October 4 & 5
- » October 11 & 12

October 18 – November 22

9:00am – 4:00pm

- » October 18 & 19
- » October 25 & 26
- » November 1 & 2



- » November 8 & 9
- » November 15 & 16
- » November 22 & 23

NEW Commercial Driver's License (CDL) Class B - \$4,500.00

This 6-week course provides Class B CDL (automatic transmission) training that will prepare participants to pass the Class B CDL driving test and meets all aspects of the Federal Motor Carrier Safety Administration (FMCSA) Regulations. This course provides Entry-Level Driver Training (ELDT), Skills Training, and Skills testing.

This training includes: Basic Operation, Safe Operating Procedures, Advanced Operating Procedures, Vehicle Systems, Reporting Malfunctions, and Non Driving Activities for students to be able to earn their CDL Class B license.

DOT Physical, Drug Screen, and 3 road test attempts are included in the price of tuition. Our program will help you schedule all needed requirements for the course. If you do not have your Commercial Learner Permit (CLP), we can train students for the permit and test, however additional charges may apply if you do not yet have your CLP.

IN-PERSON

Class B meeting twice per week in the evening hours (4pm – 8pm). Please call for details on dates: 651-846-1800.



NEW Commercial Learner Permit - \$300.00

A Commercial Learner Permit (CLP) is required before you can receive your CDL Class A or Class B license. You must have a valid Minnesota Class D license and be 18 years of age to obtain your CLP.

Students that do not have a CLP and are wanting to complete their Commercial Driver License Class A or Class B must have a CLP before behind-the-wheel training.

IN-PERSON

September 6 & 7

October 18 & 19



Motorcycle Basic Rider Course - \$259.00

Successful completion of the BRC skills course will provide you a motorcycle endorsement on your license. Twice every Saturday starting in April running through October, as well as some weekday-evening offerings. Call or check online for more information!



FOOD SAFETY

CFPM Recertification - \$99.00

Do you need to recertify your Certified Food Protection Manager credential? Join us for a 5-hour recertification course! This course qualifies with the Minnesota Department of Health qualifications for you to recertify. You may need to recertify if you:

- Have received your CFPM within the past 3-years
- Has expired within 6 months of taking this course

Participants will sit in on Day 1 of the ServSafe Food Manager

course to learn updated ServSafe guidelines, as well as up-to-date Minnesota Department of Health guidelines for CFPM's.

IN-PERSON

August 14

8:30am - 2:00pm

September 11

8:30am - 2:00pm

October 9

8:30am - 2:00pm

November 6

8:30am - 2:00pm

December 18

8:30am - 2:00pm

ServSafe Food Manager Certification - \$249.00

Learn important food safety practices in this ServSafe Food Manager Certification program from the National Restaurant Association. Food safety topics include: controlling pathogens, cross-contamination, time and temperature requirements, cleaning and sanitizing procedures, and personal hygiene. This class will prepare you for the on-line ServSafe exam administered at the end of class.

Successful completion of this course also allows for the student to apply for the Certified Food Protection Manager (CFPM) Certification. Earning the ServSafe Manager Certificate is one step in the process to get the State-issued CFPM certificate.

IN-PERSON

August 14 & 15

8:30am - 2:00pm

September 11 & 12

8:30am - 2:00pm

October 9 & 10

8:30am - 2:00pm

November 6 & 7

8:30am - 2:00pm

December 18 & 19

8:30am - 2:00pm



ServSafe Food Manager Test-Only - \$99.00

Do you need a proctored ServSafe exam? Join the last day of the ServSafe Food Manager course for the exam only. Perfect for anyone who has taken the ServSafe course but did not pass the examination. Exam fee includes a virtual exam voucher and proctor, as well as proctored space to complete the exam.

IN-PERSON

August 15

10:30am - 2:00pm

September 12

10:30am - 2:00pm

October 10

10:30am - 2:00pm

November 7

10:30am - 2:00pm

December 19

10:30am - 2:00pm



ONLINE at saintpaul.edu/WTCE

CREATE A NEW STUDENT ACCOUNT:

- Click on the tab for “Register for Courses.”
- At the sign in page, click on the tab for “Create New Profile” and follow the computer prompts to create a student profile. Students who have already created a Continuing Education profile can enter their existing usernames and passwords.

REGISTER FOR A COURSE:

- Go to saintpaul.edu/WTCE, click on “View Courses.”
- A list of all courses being offered during the current term will appear. You can search for courses by main subject category and subcategory, or enter the name of a specific class in the course search box on the above right-hand side of the screen. The search will return all of the class options for the subject area you select, including classroom and online courses (online courses are marked with icons).
- To see specific information about a class, click on the name of the course for details.
- Once you have located the class in which you wish to register, follow the computer prompts to put the class into your shopping cart. You can put multiple classes into the shopping cart. Refer to both the class title and course number when registering.
- Click on “View Cart” to double-check that you have selected your desired classes. Click on the “Checkout” button at the bottom of the page to make payment for the classes.
- Once you have added your class(es) to your cart, you will need to create an account. Once the account has been created you will be able to register for your course(s).
- Payment of all course fees is due at the time of registration. Payment is by credit card (Saint Paul College accepts Visa, MasterCard or Discover).
- You will receive an e-mail confirmation when your registration is complete.

IN PERSON

Please feel free to visit the Workforce Training and Continuing Education (WTCE) office, Suite L587 (lower level of Saint Paul College), Monday through Friday from 8:00am – 4:30pm. WTCE staff will be happy to help you register for courses online.



CANCELLATIONS



Saint Paul College Workforce Training and Continuing Education reserves the right to cancel classes due to lack of enrollment or emergencies. If a course is canceled, you will be notified by e-mail.

REFUNDS

- Refunds will only be issued if requested three (3) business days prior to the start of the first day of class. No refunds will be given after the class has started.
- Full refunds or credits are issued if the College cancels a class.



CLOSINGS DUE TO WEATHER



In case of bad weather, tune in to local media – broadcast, print and online – for information on school closures, or check Saint Paul College's website (saintpaul.edu) for the most current updates.



SAFETY DISCLAIMER

There is an inherent risk of accident and injury to any activity. It is the responsibility of the participant to be aware that there are assumed risks in participation. Saint Paul College Workforce Training and Continuing Education (WTCE) assumes no risk for injuries received during activities. Any changes in participants' current physical activity level should be done under the approval and directions of their physician and/or health care provider(s).

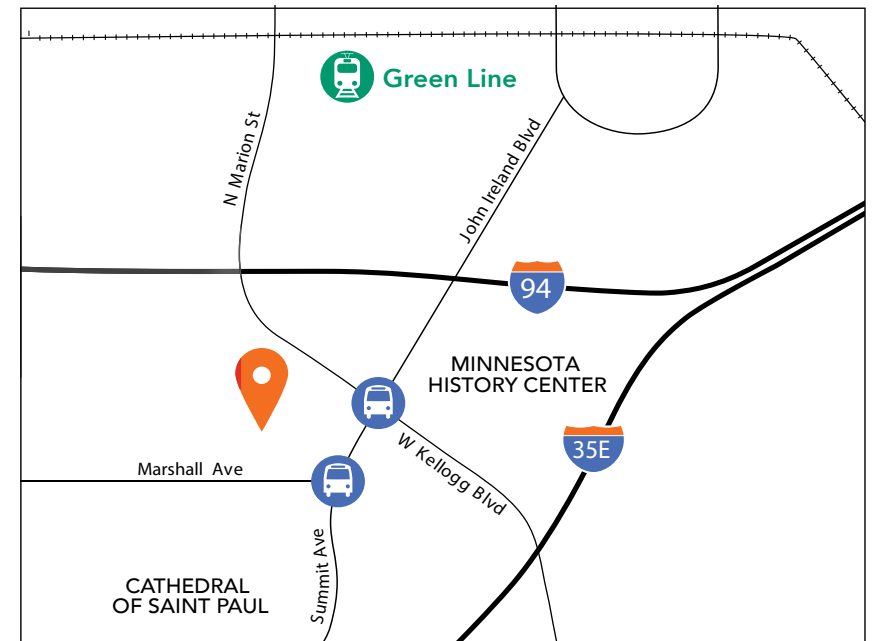


SPECIAL SERVICES



Persons with disabilities are welcome in any class or activity and may bring a helper at no extra charge in most cases (please call the WTCE office first at 651.846.1800 prior to bringing the additional person to class). If you need a reasonable accommodation, please contact the WTCE office for more information and assistance.

DIRECTIONS (SAINTPAUL.EDU/DIRECTIONS)



FROM THE SOUTH: I-35E

Take the Kellogg Blvd. exit, turn left. Continue to John Ireland Blvd., turn left at the traffic light. Turn right onto Marshall Ave.

FROM THE NORTH: I-35E & EAST: I-94

Take the Marion St. Exit, turn left passing over the freeway. Continue on Kellogg Blvd. to John Ireland Blvd., turn right at the traffic light. Turn right onto Marshall Ave.

FROM THE WEST: I-94

Take the Marion St. Exit, at the top of the exit ramp take a right onto Kellogg Blvd. Turn right at traffic light onto John Ireland Blvd. Continue to Marshall Ave, turn right.

METRO TRANSIT

www.metrotransit.org





SAINT PAUL COLLEGE

Workforce Training & Continuing Education
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Fall/Winter 2025 Course Schedule

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saintpaul.edu/WTCE

Fall Semester starts on August 25

Get started on your education at Saint Paul College this fall—unbeatable value, student support, and programs that work for you. Don't wait! Apply for FREE today.



Fit in. Stand Out.
saintpaul.edu/fall