SAINT PAUL COLLEGE

Workforce Training & Continuing Education

Spring/Summer 2026 Course Schedule

Relevant. Real-World. Results.

RELEVANT.
REAL-WORLD.
RESULTS.

WORKFORCE TRAINING &
CONTINUING EDUCATION

651.846.1800

saintpaul.edu/WTCE

Saint Paul College
235 Marshall Avenue
Saint Paul, MN 55102

TEL: 651.846.1800
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Office Hours:
Monday - Friday
8:00AM - 4:30PM

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

SAINT PAUL COLLEGE

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

IN THIS ISSUE

06 **BUSINESS**
Business & Finance, Leadership & Soft Skills

10 **CHILD DEVELOPMENT & EDUCATOR PROFESSIONAL DEVELOPMENT**
Child Development Associate (CDA)

12 **CANNABIS**
Retail, Cultivation, Extraction and Product Development

14 **COMPUTERS & TECHNOLOGY**
AutoCAD, Artificial Intelligence, and more!

17 **HEALTH, WELLNESS & SERVICE**
First Aid, Cosmetology, Trauma Informed Care, and more!

25 **HOME & AUTO REPAIR**
Small Engine and Motorcycle Repair

26 **LANGUAGE, CULINARY & ARTS**

27 **MANUFACTURING & SKILLS TRADES**
Forklift Training and Safety & Welding

30 **REAL ESTATE & MORTGAGE LOAN ORIGINATOR**
Real Estate & Mortgage Loan Origination

31 **TRANSPORTATION & SAFETY**
CDL, Motorcycle Safety, & Food Safety

36 **REGISTRATION & DIRECTIONS**

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!

WIOA & ETPL APPROVED TRAININGS

Advance your career in high-demand fields with Saint Paul College's Workforce Training and Continuing Education. Our courses are approved for the Educational Training Provider's List (ETPL) and Workforce Innovation and Opportunity Act (WIOA) funding, leading to direct employment opportunities. Contact a representative at 651.846.1800 for more information today!

Eligible Trainings Include:

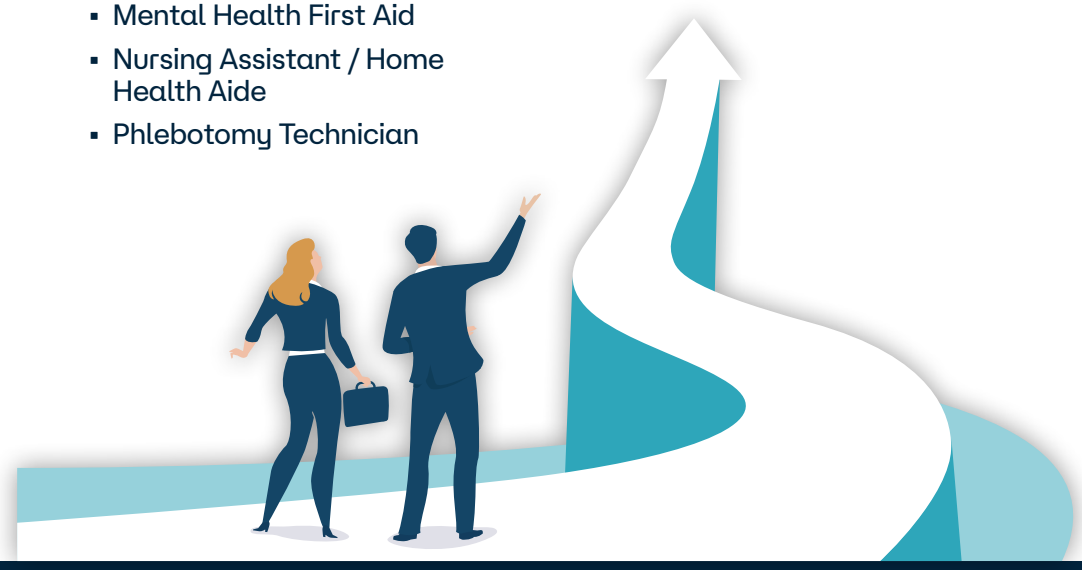
Soft Skills (page 8):
- Office Communication
- Time Management

Computers & Technology (page 14):
- AutoCAD & AutoRevit
- Artificial Intelligence

Health Care & Human Services (page 16):
- Basic Lifesaving Skills (BLS)
- Eyelash Extension Certification
- First Aid/CPR/AED
- Health Unit Coordinator
- Mental Health First Aid
- Nursing Assistant / Home Health Aide
- Phlebotomy Technician
- Trained Medication Aide

Manufacturing and Trades (page 26):
- Forklift Training
- Welding

Transportation (page 30)
- CDL Class A
- CDL Class B



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

February 2, 9, 23, & March 2
6:00pm to 9:00pm

April 6, 13, 20, 27
6:00pm to 9:00pm

Introduction to Nonprofit Fundraising - $75.00

The first class is 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

February 10
5:00pm – 8:30pm

April 14
5:00 – 8:30pm

Getting Grants I - $75.00

The second class is 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

February 17
5:00 – 8:30pm

April 21
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

February 24
5:00 – 8:30pm

April 28
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!

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, Retirement & Family Protection.

ONLINE – START AS SOON AS YOU ENROLL!

SOFT SKILLS AND PROFESSIONALISM

NEW

Soft Skills and Professionalism - $100.00

Saint Paul College's Soft Skills course will teach highly needed abilities for any workplace. This 14-hour online self-paced course will teach:

- Office Communication skills including written and verbal communication styles
- Office Technology including Microsoft suite, Google Workspace, and troubleshooting
- Time Management and Organization including setting a schedule and prioritizing tasks
- Interpersonal Skills such as handling difficult situations, other aspects of professionalism

Students who complete this self-paced course will leave with confidence knowing they will be well prepared for their role in the workplace. This course is a great opportunity to expand on current skills, while learning more modern professionalism skills and tactics.

ONLINE

This course will be available starting February 1

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!

CHILD DEVELOPMENT & EDUCATOR PROFESSIONAL DEVELOPMENT

SUMMER CAMPS

Registration is open!

Summer programs for St. Paul high school students.

REGISTER AT SAINTPAUL.EDU/SUMMERCAMP

Scholarships available.

Advanced Manufacturing Camp - $375

Hands-on welding and machining for ages 13–17. Learn CAD, CNC, fabrication, and welding while designing and building your own project. Explore manufacturing careers and skills.

June 22–25

Cosmetology Summer Beauty Camp- $275

Explore hair, skin, and nail care. Workshops include flat-ironing, curling, braiding, manicures, pedicures, skincare, and basic makeup. Practice on mannequins or each other.

June 23–25 or July 21–23

Scrubs Camp, Career Exploration in Healthcare - $400

For students entering grades 9–12. Try healthcare careers through hands-on activities on campus. Fee includes meals, scrubs, instruction, and field trips. Co-sponsored by HealthForce MN.

July 20–23

Register Today!

Course Dates & Times
at cannabis.saintpaul.edu

CANNABIS WORKFORCE TRAINING

Our cannabis career certificates train for in-demand roles in the cannabis industry with specialization tracks in cultivation, product development, medical cannabis, compliance, and retail and sales. Our programs are currently all online. Laptop, tablet, or mobile device is required for student success.

NEW Cannabis Associate Certificate - $850.00

This course covers the current state of cannabis policy in the US, fundamentals of the cannabis plant and its uses, and the current industry verticals and supply chain. The goal is to familiarize students with policies, the plant, and the industry, fill in any knowledge gaps, and prepare them to enter the cannabis industry and set them up for success in their specialization. This is a 8-week online course.

ONLINE

- **January 13 - March 6**
- **March 10 - May 1**
- **May 5 - June 26**
- **July 7 - August 28**

NEW Cannabis Retail and Sales Specialist - $2,200.00

This specialization will prepare you to work in the B2C or B2B sectors of cannabis retail and sales. From customer service to marketing and brand partnerships, this course will dive into the many areas within the sector of cannabis sales and retail, and prepare you to become an in-demand cannabis professional. This is a 16-week online course.

ONLINE

- **January 13 - May 1**
- **March 10 - June 26**
- **May 5 - August 21**

NEW Cannabis Product Development Specialist - $2,200.00

Learn how cannabis products are made, including concentrates, edibles, beverages, topicals, and more. This program prepares you for real jobs in extraction, formulation, and production, equipping you to succeed in one of the fastest-growing and most innovative sectors of the industry today. This is a 16-week online course.

ONLINE

- **January 13 - May 1**
- **March 10 - June 26**
- **May 5 - August 21**

NEW Cannabis Cultivation Specialist - $2,200.00

Cannabis cultivation is one of the industry's fastest-growing sectors, and this program prepares you for jobs across indoor, outdoor, and greenhouse environments. You'll master essential skills like plant care, nutrient management (IPM), harvesting, and more, giving you the knowledge and skills that cultivation companies are hiring for now. This is a 16-week online course.

ONLINE

- **January 13 - May 1**
- **March 10 - June 26**
- **May 5 - August 21**

NEW Cannabis Compliance Specialist - $2,200.00

Cannabis compliance professionals are in high demand, because every licensed operation faces significant regulatory requirements, and there aren't enough people with the expertise to manage them. This program prepares you to handle compliance across cultivation, retail, and manufacturing. This is a 16-week online course.

ONLINE

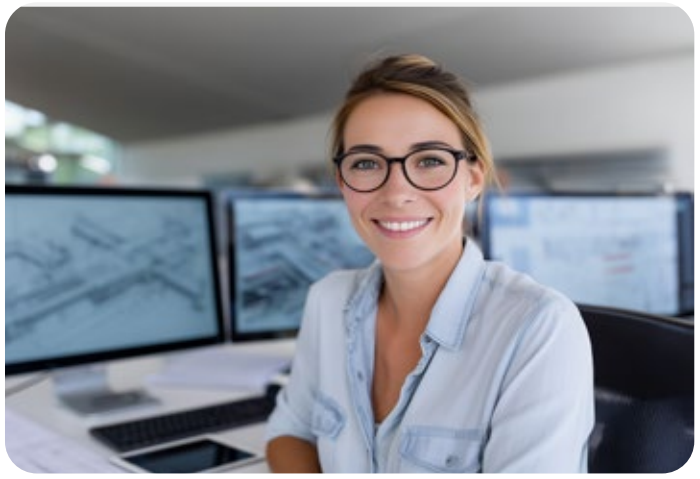
- **January 13 - May 1**
- **March 10 - June 26**
- **May 5 - August 21**

NEW Medical Cannabis Specialist - $2,200.00

Medical cannabis expertise is in growing demand, yet few professionals are trained to handle its therapeutic applications responsibly. This program gives you the specialized knowledge needed to provide trusted support in clinics, dispensaries, and other patient care settings. This is a 16-week online course.

ONLINE

- **January 13 - May 1, 2026**
- **March 10 - June 26, 2026**
- **May 5 - August 21, 2026**



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

February 9, 11, 23, 25, & March 2, 4
6:00 - 9:00pm

April 6, 8, 13, 15, 20, 22
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

March 9, 11, 23, 25, 30, & April 1
6:00 - 9:00pm

May 4, 6, 11, 13, 18, 20
6:00 - 9:00pm

ARTIFICIAL INTELLIGENCE

AI Applications for Business – $200.00

NEW

This 12-hour interactive workshop will teach working professionals how to best use two AI application tools: ChatGPT & CoPilot. Understand foundational learning around what AI is, how it's being embedded into your work, and how you can maximize your workplace potential utilizing your favorite AI tool. Real world examples to be applied in class. Leverage this powerful tool for sales, marketing, and other operational efficiency. Must have your own laptop or tablet with ability to access an AI tool (free versions are accepted).

IN-PERSON

Feb 5, 12, 19, 26, March 5, 12
6:00 - 8:00pm

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

COMPUTERS & TECHNOLOGY

Register Today!

Course Dates & Times
at saintpaul.edu/WTCE

NEW

CompTIA A+ - $1,300

This 12-week training prepares students for the CompTIA A+ 1101 and 1102 exams and builds the hands-on skills needed for entry-level IT help desk and support roles. Students learn hardware, software, networking fundamentals, troubleshooting, operating systems, and security basics. Course includes weekly labs, real-world practice scenarios, and guided exam prep resources. Access to a computer, stable internet, and basic comfort using technology needed.

ONLINE **February 17 – May 7**

LIVE SESSIONS:

Tuesdays & Thursdays
6:00 – 8:00pm

Optional Sat Office Hours
10:00 – 11:00am

NEW

CompTIA Security+ - $1,500.00

This course prepares students for the CompTIA Security+ exam and provides the core cybersecurity knowledge required for roles such as SOC Analyst, Security Technician, and IT Security Support. Learners gain skills in threat detection, incident response, secure network architecture, risk management, and identity security. Weekly labs and hands-on exercises help students build confidence with real cybersecurity tools. Access to computer and internet needed; prior IT knowledge is helpful but not required.

ONLINE **March 2 – May 27**

LIVE SESSIONS:

- **Mondays & Wednesdays**
  6:00 – 8:00pm
- **Optional Sat Office Hours**
  10:00 – 11:00am

NEW

Bundled Course: CompTIA A+ & Security+ - $3,000.00

The bundled pathway provides a complete entry-to-career track, starting with foundational IT skills (A+) and progressing to industry-recognized cybersecurity training (Security+). Students gain strong hands-on experience through labs, troubleshooting scenarios, cybersecurity simulations, and guided exam preparation. This bundle is ideal for learners seeking a fast-track into IT and cybersecurity roles with stacked credentials. Computer with internet access needed with commitment to 24-week schedule.

ONLINE **Feb 17 – July 30**

LIVE SESSIONS:

- **A+ Portion: Tues & Thurs**
  6:00 – 8:00pm (Feb 17 – May 7)
- **Security+ Portion: Mon & Wed**
  6:00 – 8:00pm (May 12 – July 30)
  - **Optional Sat Office Hours**
    10:00 – 11:00am

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 hybrid CPR/AED/First Aid course! You will complete the online portion of the course prior to attending in-person skills training.

IN-PERSON

February 25
5:00pm – 9:00pm

April 22
5:00pm – 9:00pm

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

May 20
5:00 – 9:00pm

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:

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.

ONLINE

Start as soon as you enroll!

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

This course is for cosmetologists only. In this training, licensed cosmetologists will learn the fundamentals to balayage techniques in creating a soft, natural, blended versatile color for clients of all ages and hair textures.

ONLINE

Start as soon as you enroll!

HEALTH, WELLNESS & SERVICE

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

This course is for cosmetologists only. In this training, licensed cosmetologists will learn the fundamentals to perms and relaxers for clients of all ages and hair textures.

ONLINE

Start as soon as you enroll!

4-hour PROFESSIONAL PRACTICE – Human Relations - $75.00

Students will learn how Human Relation skills and Self-care Strategies can improve any Salon Service. Customer service is essential. As a service industry, customer satisfaction is the cornerstone of the business. However, in today's pandemic-focused society, Human Relation efforts naturally come in second to safety.

This course is designed for all Cosmetologist and Nail Technicians, Estheticians and Advanced Practice Estheticians working in a spa or salon.

ONLINE

Start as soon as you enroll!

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.

ONLINE

Start as soon as you enroll!

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.

ONLINE

Start as soon as you enroll!

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 MN. 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.

IN PERSON, WITH SOME ONLINE PRE-WORK

January 17 (online pre-work)
January 24 & 31 (In-Person)

9:00am - 4:00pm

March 28 (online pre-work)
April 4 & 11 (In-Person)

9:00am - 4:00pm

May 16 (online pre-work)
May 30 & June 6 (In-Person)

9:00am - 4:00pm

EKG TECHNICIAN

EKG Technician Training - $300.00

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.

HYBRID – SOME ONLINE/ SOME IN-PERSON

March 25
5:00pm – 9:00pm

May 6
5:00pm – 9:00pm

August 13
5:00pm – 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!

MENTAL HEALTH & TRAUMA INFORMED CARE

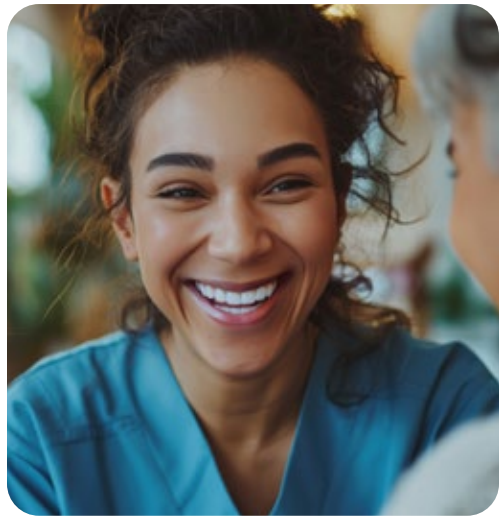
Mental Health First Aid Training - $195.00

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. This course is currently offered online only.

ONLINE

March 11 & 13
9:00am – 12:00pm



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 – SOME ONLINE/ SOME IN-PERSON

January 15, 22, February 5, 12, 19, 26, & March 5
5:00 -9:00pm

April 2, 9, 16, 23, 30, & May 7, 14
5:00 -9:00pm

June 4, 11, 18, 25, & July 2, 9, 16
5:00 -9:00pm

Nursing Assistant Competency Exam

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 or call: 651-846-1800.

PHLEBOTOMY

Phlebotomy Technician - $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.

HYBRID – SOME ONLINE/ SOME IN-PERSON

February 4, 11, 18, & March 4, 11
5:00 – 9:00pm

April 1, 8, 15, 22, 29
5:00 -9:00pm

July 9, 16, 23, 30, & August 6
5:00 -9:00pm

PATIENT CARE TECHNICIAN

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.

HYBRID – SOME ONLINE/ SOME IN-PERSON

February 4, 11, 18, & March 4, 11, 25
5:00 – 9:00pm

April 1, 8, 15, 22, 29, & May 6
5:00 - 9:00pm

July 9, 1, 23, 30, & August 6,13
5:00 - 9:00pm

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 – SOME ONLINE/ SOME IN-PERSON

February 18, 25, March 11, 25, & April 1
5:00 – 9:00pm

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

February 17 & 19
5:00 – 9:00pm

May 19 & 20
5:00 – 9:00pm

Motorcycle Repair – $320.00

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

April 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

February 3, 10, 17, 24, & March 3, 10, 24
6:00 – 8:00pm

American Sign Language II - $130.00

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

IN-PERSON

March 31, April 7, 14, 21, 28, & May 5
6:00 – 8:00pm

ARTS

Portrait Drawing for Beginners

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

February 3, 10, 17, & March 3, 10, 17, 24
6:00 - 8:30pm

Intermediate Portrait Drawing

Are you ready to take your portrait 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. This course is taught by Mary Gallagher.

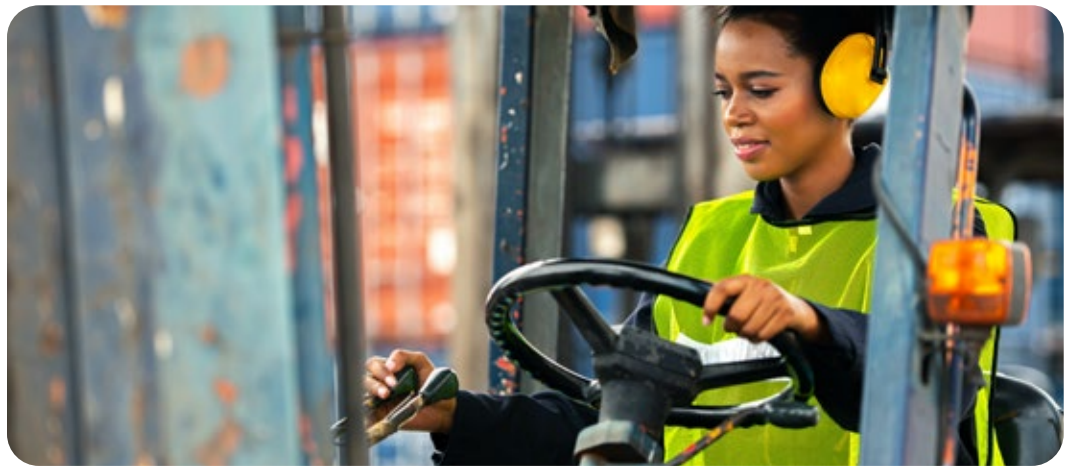
IN-PERSON

April 7, 14, 21, & May 5, 12, 19
6:00 – 8:30pm

Metal and Yard Art -

DETAILS ON PAGE 27

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

January 27 & 29
3:00 – 7:00pm

February 24 & 26
3:00 – 7:00pm

March 24 & 26
3:00 – 7:00pm

April 28 & 30
3:00 – 7:00pm

May 26 & 28
3:00 – 7:00pm

WELDING

Garage Welding – Basic MIG - $325.00

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

January 10, 17, 24, 31
8:00am – 12:00pm

February 7, 14, 21, 28
8:00am -12:00pm

March 7, 14, 21, 28
8:00am – 12:00pm

April 4, 11, 18, 25
8:00am – 12:00pm

May 2, 9, 16, 30
8:00am – 12:00pm

Introduction to TIG - $325.00

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

IN-PERSON

January 10, 17, 24, 31
8:00am – 12:00pm

February 7, 14, 21, 28
8:00am -12:00pm

March 7, 14, 21, 28
8:00am – 12:00pm

April 4, 11, 18, 25
8:00am – 12:00pm

May 2, 9, 16, 30
8:00am – 12:00pm

Metal and Yard Art - $325.00

Want to learn how to weld together an amazing art project? 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

January 10, 17, 24, 31
8:00am – 12:00pm

February 7, 14, 21, 28
8:00am -12:00pm

March 7, 14, 21, 28
8:00am – 12:00pm

April 4, 11, 18, 25
8:00am – 12:00pm

May 2, 9, 16, 30
8:00am – 12:00pm

TIG 2 / Advanced TIG - $325.00

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

January 10, 17, 24, 31
8:00am – 12:00pm

February 7, 14, 21, 28
8:00am -12:00pm

March 7, 14, 21, 28
8:00am – 12:00pm

April 4, 11, 18, 25
8:00am – 12:00pm

May 2, 9, 16, 30
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 Gaurantee

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 this course 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

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 would apply if you do not yet have your CLP.

IN-PERSON

January 3 – February 8
9:00am – 4:00pm
» January 3 & 4
» January 10 & 11
» January 17 & 18
» January 24 & 25
» January 31 & February 1
» February 7 & 8

February 14 – March 22
9:00am – 4:00pm
» February 14 & 15
» February 21 & 22
» February 28 & 29
» March 7 & 8
» March 14 & 15
» March 21 & 22

March 28 – May 3
9:00am – 4:00pm
» March 28 & 29
» April 4 & 5
» April 11 & 12
» April 18 & 19
» April 25 & 27
» May 2 & 3

May 9 – June 22
9:00am – 4:00pm
» May 9 & 10
» May 16 & 17
» May 30 & 31
» June 7 & 8
» June 14 & 15
» June 21 & 22

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 (4–8pm). Please call for details on dates: 651.846.1800.

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 seeking to complete their Commercial Driver License Class A or Class B must have a CLP before behind-the-wheel training.

IN-PERSON

January 3 & 4

February 14 & 15

March 28 & 29

May 9 & 10

Motorcycle Basic Rider Course - $279.00

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

Call today: 651-846-1800

OSHA TRAINING

NEW

OSHA 10 - $100.00

This class is taught by an OSHA authorized trainer approved by the Occupational Safety & Health Administration's (OSHA). This training will provide workers with an overview of OSHA, as well as information on how to locate specific OSHA regulations, how to identify, abate, avoid, and prevent job-related hazards on a job site. Inform workers about their rights and their employer's responsibilities, and explains how to file a complaint with OSHA. A variety of general industry safety and health hazards which a worker may encounter including electrical safety, working surfaces fall protection and other training topics that pertain to worksite operations will be covered. Everyone who completes an OSHA 10-hour course will receive a 10-hour Training Certificate, plus the official wallet card.

IN-PERSON

February 18, 19, 20
3:00pm – 7:00pm

FOOD SAFETY

CFPM Recertification - $120.00

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

February 5
8:30am – 2:00pm

April 9
8:30am – 2:00pm

June 11
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

February 5 & 6
8:30am – 2:00pm

April 9 & 10
8:30am – 2:00pm

June 11 & 12
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

February 6
10:30am – 2:00pm

April 10
10:30am – 2:00pm

June 12
10:30am – 2:00pm

Register Today! saintpaul.edu/WTCE

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 “Continuing Education.”
- 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 Thursday 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.

Register Today!

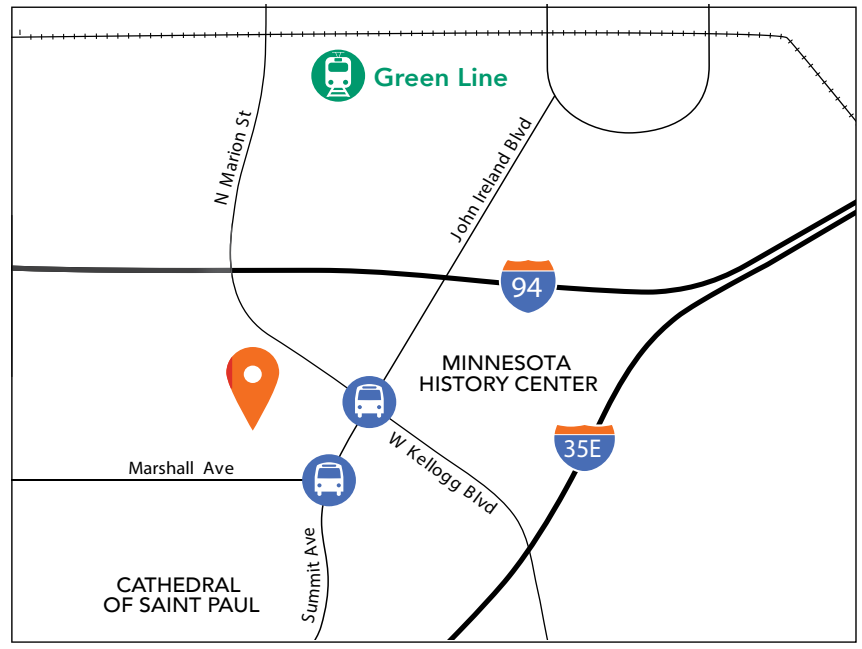
SAFETY DISCLAIMER

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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Spring/Summer 2026 Course Schedule

Take a CLASS today!

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Saint Paul College,
A Member of Minnesota State

saintpaul.edu/WTCE

SAINT PAUL COLLEGE

Make your next move this spring.

College can open doors —start now.

Find your path at saintpaul.edu/Spring