

Other Adult Education Programs : Call the Adult Education Office, (828) 627-4643, on the Main Campus in Clyde to inquire about registering for other programs listed.

Adult Education Enrollment for Minors : An applicant who is between the ages of 16 or 17 years of age may be admitted to the Adult Education Program provided:

1. The applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester.
2. The applicant is supported by a notarized petition of the applicant's parent, legal guardian, or other person or agency having legal custody and control. The petition must certify the place of residence and date of birth of the applicant, the parental or other appropriate legal relationship of the petitioner to the applicant, and the date on which the applicant left the public schools. Note: All or any part of the six-month waiting period may be waived by the superintendent of public schools of the administrative unit in which the applicant resides.
3. Applicants must also complete a screening interview with the parent or guardian present and with the Coordinator of Adult Education. These interviews are held each Weds. on an appointment basis after completing orientation.

Upon enrolling in Adult Education programs, students agree to adhere to the HCC Student Code of Conduct as stated in this catalog. The Coordinator of Adult Education administers disciplinary action under the supervision of the Vice President of Student Services for Adult Education students.

Section V : COMMUNITY AND ECONOMIC DEVELOPMENT

Location : Multiple locations on and off campus, see tabloids and online course listing

Hours : Mon. – Fri., 8:00 a.m. – 4:00 p.m.

Telephone : (828) 627-4669

Address : 185 Freedlander Drive, Clyde, NC 28721

Email : klewis@haywood.edu

Online Services : www.haywood.edu

Location of courses : Posted in tabloid and online

Where to register : Student Center, One Stop Shop, (1500 bldg), upper level, back entrance
(registration and payment)

Telephone : (828) 627-4500

Online Services : www.haywood.edu

Director : Dr. Laura Leatherwood

Assistant : Kathy Lewis

Corporate Business and Industry Training Manager : Rinda Green – (828) 565-4243

Coordinator of Public Safety Training : Jeff Haynes – (828) 627-4548

Coordinator of Health and Emergency Services : Terri Taylor – (828) 627-4617

Continuing Education : Continuing education courses may be created at any time as needs arise and facilities are available. Schedules for most courses are listed in local papers and published in a tabloid mailed to county residents. College credit is not given

for completion of courses in the Continuing Education Division; however, the College does award certificates of completion for some of the courses.

Continuing education courses are offered at various locations throughout the county, such as fire departments, police departments, Senior Centers, on campus, and at business and industry sites.

A registration fee must be paid at the time of registration; students are not considered officially enrolled until fees are paid. If fees are to be paid by a third party, written authorization must be presented at the time of registration. Courses must reach a minimum enrollment to be offered.

Students are responsible for all supplies and materials. Refunds are given according to the College's refund policy as stated elsewhere in this publication.

There are no registration fees for:

- Customized training for business and industry
- North Carolina residents 65 years of age or older, unless the class is self-supporting
- State militia
- Inmates
- Lifesaving, fire-fighting, and law enforcement personnel when taking job-related courses

Economic and Workforce Development : The College seeks to provide maximum educational and training opportunities for all persons to improve themselves. To attain that objective, Haywood Community College provides courses for:

- Those in need of training for a special skill.
- Those in need of retraining or upgrading in professional or vocational areas.
- Those desiring to improve the quality of life.
- Those who are looking to unlock talents or to challenge their personal best.
- Customized training for business and industry.

The College provides these courses through many offices and programs— the Basic Skills Program, Human Resources Development, the Small Business Center, the Community Service Program, and the Continuing Education Program. The following programs are currently offered :

Community Education

Contact: Jeff Haynes – (828) 627-4548

Law Enforcement Training

BLET

Radar

North Carolina General Instructor Training

DWI Detection Services

Fire Training

Firefighter Level I and Level II Certification

Rescue Technician

Contact: Terri Taylor – (828) 627-4617

Health and Emergency Services

Nurse Aide I	Nurse Aide II	Phlebotomy
Medication Aide	CPR	First Responder
Medical Responder	EMT-Basic	EMT-Intermediate
EMT-Paramedic	Specialized Medical Classes	

Economic and Workforce Development

Contact: Rinda Green – (828) 565-4243

Programs and courses offered on demand

New and Expanding Industry	Occupational Training	Community Service
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Health-Related Services : Courses in Health-Related Services are designed to train individuals for employment, to upgrade the skills of current employees, and to retrain others in health occupation fields. Major fields with course offerings are:

Emergency Medical	CPR	CPR Recertification
CPR and First Aid	First Responder	EMT Basic
EMT - Refresher	EMT - Defibrillation	EMT - Intermediate
EMT - Paramedic	Advanced Life Support -Recertification	
Pediatric Advanced Life Support		
Nursing Assistant	Nursing Assistant I	Nursing Assistant II

Law Enforcement and Fire Training : Skills development and continuing education courses are provided free of charge to all members and levels of law enforcement, fire departments, and lifesaving personnel.

New and Expanding Industry Training : Haywood Community College, in cooperation with the Industrial Services Division of the N.C. Department of Community Colleges, will design and administer a special training program for production personnel who are needed by any new and expanding industry in North Carolina.

The purpose of this service is to help new and expanding industries to meet personnel needs and to encourage each industry to develop a long-range training program of its own, thereby satisfying its future replacement and retraining needs.

Occupational Training : Occupational courses and seminars train individuals for employment, upgrade the skills of people presently employed, and retrain others for new employment. Courses required for licenses or certifications in various fields are offered. Programs vary in length, are tailored to meet the specific needs of the local area and/or a particular industry, and include technical and managerial training, as well as any other skills necessary for work force development. Training is provided at a time and place convenient to the employee and the employer, often on-site. Program costs vary based on the length of sessions and the required materials.