Enrollment Guidelines and Information

Business & Industry Service Center

Adult Education & Literacy and GED® Testing

Medical and Health Careers

Trade and Industry

Computer and Information Technology

General Interest

Entry-Level Child Care Training & Security Guard Training

ed2go Online Courses

Administration
Dennis Loafman, Superintendent
Brook Holding, Principal
Lisa Williams, Adult & Career Development and Business & Industry Services Director
Sylvia Loveday, Director of Student Affairs

Board of Education
Rodney Love
Dee Williams
Ricky Sanders
Kristie Gaines
Sandy Pogue

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
2015-16 Short-term Sessions

Fall I 2015
Enrollment Ends: Aug. 12
Classes Begin: Aug. 17
Classes End: Oct. 6

Fall II 2015
Enrollment Ends: Oct. 14
Classes Begin: Oct. 20
Classes End: Dec. 9

Winter 2016
Enrollment Ends: Jan. 6
Classes Begin: Jan. 11
Classes End: Feb. 29

Spring 2016
Enrollment Ends: March 9
Classes Begin: March 21
Classes End: May 5

Summer 2016
Enrollment Ends: May 18
Classes Begin: May 31
Classes End: July 14

Withdraw Information
Students can call to cancel enrollment prior to the beginning of the course.
Cancel day of the first class - 100% refund with a $5.00 fee
Cancel day of second class - 75% refund
Cancel day of third class - 50% refund

RRTC Certifications
RRTC is proud to be recognized with certifications from the following:
Okla. State Dept. of Career & Technical Ed.
Oklahoma Health Care Authority
Oklahoma Nurses Aid Registry
Okla. State Department of Education
Oklahoma Emergency Management Systems
Oklahoma Department of Human Services
Oklahoma Real Estate Commission
CLEET
International Society of Certified Electronics Technicians (ISCET)
American Heart Association

Enrollment
Enrollment is on-going for any session. Students must be 16 years old to enroll in most classes. Medical courses require a minimum age of 18.

Payment
Payment is expected in full the first day of class. Tuition prices reflect the in-district rate and tuition for classes may be double for residents outside the Red River Technology Center district. Cost of books, materials and supplies may vary and may be subject to increase*. Available payment methods include cash, check or money order. Payment arrangements can be made on tuition by contract. See director for arrangements. Supplies and books fee must be paid on the first day of class. Billing community agencies is available with proper authorization. No free federal student aid available for short-term courses.

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In accordance with the Higher Education Act of 1964 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), as it relates to Textbook Information to be provided on Internet Course schedules, Red River Technology Center has determined the disclosure of textbook information is not practicable for textbook or supplemental material. This information is “To Be Determined.”

The Red River Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, veteran status or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operation. For special accommodations, contact the counselor at 580-255-2903, ext. 230. Visit www.rrtc.edu for graduation rates, median student debt and more information.

DRUG FREE WORKPLACE. El Red River Technology Center no discrimina a raza, color, nacionalidad, género, edad, o habilidad deficiente.
Jerry D. Morris Business and Industry Service Center
“Leaders in Customized Education and Training.”

Bid Assistance

Millions of dollars are awarded each year to providers of goods and services to city, county, state, federal agencies, and the Department of Defense. The Bid Assistance program at RRTC can help businesses:

• Obtain a government contract
• Request an opportunity to bid
• Complete and submit a bid package
• A plan room is available for construction clients’ use to bid on projects.

Bid Assistance Coordinator Dana Harwell, CCAS, at ext. 270 or dharwell@rrtc.edu.

Environmental, Health & Safety Services

Red River Technology Center is ready to assist your business with its environmental, health, and safety training program. Our Environmental, Health and Safety team can:

• Prepare and present curriculum
• Provide training
• Conduct safety walkthroughs at your site
• Customize and present topics at your safety meetings
• Provide a more extensive training program
• Direct your organization to be a safer, healthier workplace

EHS Coordinator Kent Brown at ext. 236 or kbrown@rrtc.edu.

Industrial Coordination

The Red River Technology Center Industrial Coordination program:

• Works with new and existing businesses
• Provides customized training and services
• Proactively assists companies by bringing together those resources
• Outlines the content of training
• Outlines implementation and responsibility for completion
• Training can be conducted at your company’s facility or at RRTC.

Industrial Coordinator Sam Porter at ext. 275 or sporter@rrtc.edu.

Connect with Sam online at:
• www.linkedin.com/in/samporter

Business Development Services

Small businesses continue to be the underlying economic power base of this country. Red River Technology Center is committed to:

• Helping area businesses succeed
• Providing entrepreneurs with the resources and information they need to start and grow a successful business venture
• Providing financial education
• Providing training workshops and individual consultations

Business Development Services Trainer Jackie Jacobi at ext. 271 or jjacobi@rrtc.edu.

Connect with Jackie online at:
• www.linkedin.com/in/jackiejacobi
• www.twitter.com/jackiejacobi
• www.JackieJacobi.com

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Adult Education & Literacy (AEL)
Academic instruction in a variety of courses to prepare students for earning a high school diploma, achieving work readiness, and/or the college admissions process. Courses are offered at the Tech Center and designated locations throughout the district at no cost.

English Literacy
English classes for non-English speaking adults. Classes and materials are free.

Okla. High School Diploma - GED®
Individuals at least 18 years of age (persons 16-17 with special permission) may receive a high school diploma from the State Dept. of Education upon successful completion of the GED® test. The GED® test is available in computer-based format only.

Test cost:

- Credit/debit card payment only
- $34 per section
- Registration is limited to testing lab seating

Pre-registration is required and can be completed online at www.gedtestingservice.com or www.MyGED.com. RRTC is an authorized PearsonVue Testing Center for the computer-based GED® test. Contact Adult Education at 255-2903, ext. 222.

Oklahoma’s selected provider for GED® document fulfillment is DiplomaSender™. Order an official GED® transcript or a duplicate diploma. Choose to receive your document by email, fax or mail.


2015-16 GED® Testing Schedule

2015 Test Dates

<table>
<thead>
<tr>
<th>July 21-22</th>
<th>August 19-20</th>
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<td>September 23-24</td>
<td>October 21-22</td>
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<tr>
<td>November 18-19</td>
<td>December 15-16</td>
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2016 Test Dates

<table>
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<tr>
<th>January 13-14</th>
<th>February 17-18</th>
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<td>March 8-9</td>
<td>April 13-14</td>
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<tr>
<td>May 11-12</td>
<td>June 6-7</td>
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Testing and Assessment
Assistance in planning an educational and career path is available through testing services at RRTC. This resource is offered to schools, individuals, business and industry.

Testing is free to those enrolled in Technology Center programs. For those not enrolled, the cost for testing is as follows:

- TABE - $25
- WorkKeys - $2
- Work Readiness Credentials - No Charge
- Compass - $45
- Compass Individual Sections - $15
- Scotopic Screening - Call for cost
- POSSE (Peace Officer Screening & Selection Exam) No Charge if employed or $25 otherwise.
- Health Certifications (LTC, CMA, etc.) Cost varies.
- Engage - $6
- Many more available.

Contact Testing and Assessment Coordinator at 255-2903, ext. 276.

Practical Nursing Assessment Test
As part of the application process for the Practical Nursing program at RRTC, potential students must complete an assessment test.

For information and/or a packet, contact the nursing department at 580-255-2903, ext. 243 or 230.

2015-16 Practical Nursing Testing Schedule

Please note that testing start times differ based on testing date.

8:00 am Test

- September 3, 2015
- November 5, 2015
- January 7, 2016
- March 10, 2016*
- April 7, 2016

5:30 pm Test

- October 8, 2015
- December 10, 2015
- February 11, 2016
- March 24, 2016
- April 21, 2016

*Applicants testing prior to March 10 may retest if necessary.

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Important Information
Enrollees must be 18 years of age or older and must be able to pass an OSBI background check. Students will be required to provide shot records and pass immunization requirements. Students should be able to lift 50 pounds or more, bend, stoop, and crawl. A medical uniform may be required.

Medical Terminology is a prerequisite to Practical Nursing, Medical Insurance I and II, and Medical Transcription. It is recommended for all medical courses.

ONLINE - Anatomy and Physiology I and II
Students entering any health care field will benefit from learning this systematic approach to studying the human body.

ONLINE - Math for Health Occupations
Students study math concepts needed in the health care profession. Study will include a review of fractions, decimals, percentages, ratios and conversion to the metric system.

ONLINE - Medical Insurance I - Insurance Coding: Learn CPT, ICD-10-CM, and HCPCS coding, medical coding guidelines and coding principles in order to verify the diagnosis and procedure codes used to report patients’ conditions on insurance claims and encounter forms. Prerequisite - Medical Terminology

ONLINE - Medical Insurance II - Claims Processing
Claim filing rules for Medicare, Medicaid, TRICARD, Blue Cross/Blue Shield, Worker’s Compensation and private payers are covered in this course. Attention to insurance providers and their reimbursement methods. Prerequisite - Medical Insurance I and Medical Terminology (48 hours)

ONLINE - Medical Transcription
Transcribe medical dictation using computers. Learn proper formatting for medical documents. Prerequisites: Medical Terminology, Keyboarding 50 wpm.

Medical Terminology*
Build a medical vocabulary, terms and abbreviations on a word building system.

*CPR/First Aid/AED*
American Heart Association with Basic First Aid certification. Designed for most industries from manufacturing to child care. (6 hours)

Physical Therapy Technician
Gain an understanding of anatomy, direction of movement, range of motion, strengthening and patient handling. Individuals will be able to assist physical therapists provide quality care to patients. (48 hours)

Phlebotomy
Techniques to properly draw blood specimens and the proper handling of the specimen for clinical laboratory testing. Patient contact, medical ethics and legal problems will be discussed. (48 hours classroom; 16 hours clinical; total 64 hours)

Pharmacy Technician - Phase I
Learn skills required to order, stock, package, and prepare medications. Entry-level pharmacy technician positions. Prepares students for the National Certification Exam offered by the Pharmacy Technician Certification Board. Phase II provided by pharmacy. (60 hours)

CPR/Health Care Provider*
Lifesaving skills for a person in cardiac arrest. Includes adult, child and infant CPR and obstructed airway. American Heart Association. (4-8 hours)

* Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.
State of Oklahoma Health Care Authority Approved Courses

**Long-Term Care Aide (CNA)**
Basic care skills used in a long-term health care facility. Approved through Oklahoma State Dept. of Health. Certification required. Prerequisite of CPR/HCP. (96 hours)

**Home Health Aide Deeming**
Certified long-term care nurse aides can add home health certification with this course. (16 hours)

**Certified Medication Aide (CMA)**
Course includes: legal responsibilities, ethical conduct, charting and reporting skills, and the skills necessary to identify and provide proper services to patients. Medication Long-term care state certification test. Prerequisite: Must currently be a state Certified Nurse Aide (CNA) to enroll. Must read, write and speak English, have six months experience in patient care, be 18 years of age, and have a high school diploma or GED. (72 hours - 56 hours theory and 16 hours lab required)

**Advanced Certified Medication Aide Diabetes Care/Glucose Monitoring and Insulin Administering** (16 hours). Certification exam required with 100% skill proficiency. Must have current CMA certification.

**Nasogastric/Gastrostomy, Oral Metered Inhaler/Nebulizer** (8 hours). No exam required. 100% skill proficiency.

**Certified Medication Aide Continuing Ed**
Class will be offered monthly. Call for dates. Meets the requirements for CMA recertification. (8 hours)

Developmentally Disabled Medication Administration Technician (DD MAT)
Certification required for all employees in group homes and residential care facilities who administer or monitor medications. For a certificate of completion, successfully finish training and testing. The certificate meets Okla. Dept. of Human Services training requirements and is valid for one year. (16 hours).

**DD MAT Recertification**
Renew certification with 8 hours of additional training annually. Must show proof of DD MAT Certification. (8 hours)

**Medication Administration Technician (MAT)**
Units: Ethical/Legal Issues and Documentation; Administering Medications; and Vital Signs.

**MAT Recertification**
Units: Administering Medications; Ethical/Legal Issues and Documentation; Vital Signs; Control Infection; and Medical Emergencies.

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
State of Oklahoma
Emergency Medical Services
Approved Courses

Emergency Medical Responder (EMR)
First on the scene, the EMR must be proficient in basic life support and taking other actions necessary to minimize the patient’s discomfort and prevent further complications until EMS arrives. National Registry certification testing required. (72 hours)

EMR - Refresher
A continuing education course for EMR. (16 hours)

Emergency Medical Technician (EMT)
216 hours of classroom training and 48 hours in a clinical setting of the hospital emergency department and licensed ambulance service. State Licensure and National Registry examinations offered. Licensure is required for emergency medical service, fire-rescue agencies, law enforcement, and emergency department technicians. Requirements: High school graduate or GED and 18 years of age by end of course. Must pass skills and written exam. Medical Terminology course is recommended. (264 hours)

Advanced Emergency Medical Technician (AEMT) Students must have completed EMT to enroll. Students receive 180 hours classroom instruction and 140 hours of clinical assignments. Before completing the advanced program, students are required to pass EMT certification. Limited enrollment. (320 hours)

For more information, visit the state or national emergency medical services websites.
Medical and Health Career Pathways

RRTC recommends the following course combinations for the career pathways listed below.

**Medical Office Assistant**
- Keyboarding
- Computer Intro/Windows
- Microsoft Word
- Medical Terminology
- Accounting
- Medical Office Procedures
- Medical Insurance Coding

**Medical Office Coding/Claims Processing**
- Keyboarding
- Computer Intro/Windows
- Microsoft Word
- Medical Terminology
- Medical Insurance Coding
- Medical Claims Processing

**Medical Assistant**
- Long Term Care Nurse Aide
- Certified Medication Aide
- CPR/Health Care Provider
- Medical Terminology
- Medical Insurance Coding
- Medical Claims Processing
- Math for Health Occupations
- Phlebotomy
- Anatomy & Physiology I and II

**Phlebotomist**
- Medical Terminology
- Phlebotomy
- Keyboarding
- CPR/Health Care Provider

**Physical Therapy Technician**
- Medical Terminology
- Physical Therapy Technician
- CPR/Health Care Provider

**Emergency Medical Technician**
- EMT
- Advanced EMT
- Optional: Medical Terminology
- CPR/HCP
- Hazmat
- Emergency Medical Responder
- Transition courses offered.

**Practical Nursing Preparation**
- Medical Terminology
- Anatomy and Physiology
- Phlebotomy
- Long Term Care Nurse Aide
- Optional: Certified Medication Aide
- Advanced CMA
- Home Health Aide
- Computer Intro/Windows
- Math for Health Occupations
- CPR/Health Care Provider

**Long-Term Care Aid**
- CPR/HCP
- Long-Term Care

**Home Health Aide**
- LTC Certified
- CPR/HCP

**Pharmacy Technician**
- Phase I - at RRTC
- Phase II - at pharmacy
- Medical Terminology
- Optional: CMA

**DD - Medication Administration Technician**
- CPR/HCP
- DD MAT
- DD MAT Recertification

**Certified Medication Aid**
- Must be current LTC (minimum of 6 months)
- CPR/HCP
- Additional Advanced CMA available

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Trade and Industry Courses

Electronics Technology Courses

DC Circuits for Electronics Technicians
Foundational concepts of DC (Direct Current) electricity and electronic circuits. An Independent Industry Certification Exam is available at the completion of this course; Electronics Systems Association – ESA DC Circuits Level 1 Certification ($35.00)** (48 hours)

AC Circuits for Electronics Technicians
Foundational concepts of AC (Alternating Current) electricity including electrical generation, instruments and measurements. An Independent Industry Certification Exam is available at the completion of this course; Electronics Systems Association – ESA AC Circuits Level 2 Certification ($35.00)** (48 hours)

Solid-State Circuits for Electronics Techs
This course provides training in the foundational concepts of Solid-State Electronics and Semiconductor components found in today's electronic devices. An Independent Industry Certification Exam is available at the completion of this course; Electronics Systems Association – ESA Solid-State Circuits Level 3 Certification ($35.00)** (48 hours)

Digital Systems for Electronics Technicians
This course provides training in the foundational concepts, theory and practical principals of today's Digital Electronic circuits and Microprocessor based devices. An Independent Industry Certification Exam is available at the completion of this course; Electronics Systems Association – ESA Digital Systems Level 4 Certification ($35.00)** (48 hours)

**Upon acquisition of ESA levels 1 through 4 certifications the student is additionally awarded an Associate Level Certification, valid for two years, from the International Society of Certified Electronics Technicians (ISCET).

Residential Wiring
Basic wiring in A/C and D/C circuits, wiring methods, and conductors. Includes basic math calculation and measurements. (42 hours)

Transportation and Logistics Courses

Basic Automotive Maintenance
Receive hands-on training and learn the basics of automotive repair. Course is ASE Certified. (42 hours)

Basic Automotive Heating/Air Conditioning
Hands-on training related to all heating and air conditioning and compressor systems. Course is ASE certified. (42 hours)

GM Special Electrical & Electronics Training
Using actual car components, learn basic electricity through electronics. Training provided is identical to that received by GM factory-trained technicians using FLUKE digital volt ohm meters (DVOM) and the GM SET trainers. Ford and Chrysler manufacturers also accept this training. (48 hours)

Basic Automotive Electronics/Electricity
Pre-requisite: Basic Auto Electricity. Work with different sensors. Hands-on use of diagnostic equipment such as hand-held scanners, and shop manuals will be learned. (42 hours)

Basic Automotive Heating/Air Conditioning
Hands-on training related to all heating and air conditioning and compressor systems. Course is ASE certified. (42 hours)

Residential Wiring
Basic wiring in A/C and D/C circuits, wiring methods, and conductors. Includes basic math calculation and measurements. (42 hours)

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Precision Machining Courses

Machining Technician
Principles of facing, turning, and boring as well as the tools and equipment involved. Safety, setup, blueprint reading, precision measuring instruments, nomenclature, facing, turning, boring, threading, and applied shop math.

Blue Print Reading for Manufacturing
Learn to read basic blueprints used in manufacturing. (24 hours)

CNC Machining Certification
Computer numerical control (CNC) manual programming of vertical mill machining centers and CNC lathes. Training includes manually writing, loading and running programs utilizing Fanuc controls on CNC lathes and mill machining centers. Prerequisite: Machining Technician and Blue Print Reading for Manufacturing. (42 hours)

Manual Lathe Operation
Basic operation of a lathe to produce machine parts to blue print specifications. (42 hours)

Construction Courses

HVACR Technician
Learn shop and equipment safety procedures, terminology, assembly of basic system components, servicing procedures, controls adjustment and system operations. Courses are HVAC Excellence certified. Certification exam available at minimum cost. (5 sessions - 42 hours each)

Residential Trim Design
Use the latest equipment to develop customized residential trim that updates or enhances your home. (42 hours)

Residential Cabinet Making (42 hours)
Use the latest equipment to develop customized residential cabinetry that updates or enhances your home.

Plumbing Code 2012 Continuing Education
Required every 3 years. Approved by the Oklahoma Construction Board. (6 hours)

Mechanical Code 2012 Continuing Education
Required every 3 years. Approved by the Oklahoma Construction Board. (6 hours)

Welding I
Designed for those with little or no previous welding experience. Oxyacetylene welding and cutting and shielded metal arc welding. Gas metal and gas tungsten arc welding are also introduced. (42 hours)

Welding II
Pipe welding only. This course prepares students for the certifications exam required by the Oklahoma Department of Labor. Additional hours may be necessary to demonstrate skill proficiency. (42 hours)

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Drafting Design Software Application Courses

**AutoCAD**
Basics of computer-aided design and drafting. Study 3-D drawings, and create and edit textual data. Edit and verify drawing data integrity. Prerequisite: Basic Computer Knowledge. (84 hours)

**Solidworks**
Tools for engineering, design documentation, and simulation 3-D software. (84 hours)

Business and Information Technology Courses

**ONLINE - A+ Certification Preparation – Essentials:** Introductory and advanced training in personal computer hardware to achieve success in the Computer Technology Industry and satisfy the majority of the domains associated with the 2010 Comp TIA A+ Certification - Essentials exam (220-701).

**ONLINE - A+ Certification Preparation – Practical Applications:** Introductory and advanced training in personal computer software fundamentals prepares candidates for achieving success in the Computer Technology Industry and to satisfy the domains associated with the 2010 Comp TIA A+ Certification – Practical Applications exam (220-702).

**ONLINE - PC Troubleshooting (Beginning/Advanced):** Determine if computer problems are hardware or software related. Learn how the complete system interacts and what common problems can be solved by the user. Designed for the novice user; Advanced for those with computer experience. (42 hours)

**Keyboarding I**
Build the basic skills necessary to work efficiently on a computer. (Online (24hrs) or instructor-led (42 hrs) available.)

Software Application Courses
Courses are available as instructor-led (42 hrs) or online (24 hrs).

**Computer Introduction/Windows**
Designed for beginning users. Learn Microsoft, Windows fundamentals, Program Manager, and other applications.

**Windows 7**
What’s new in Windows and changes made to the Windows operating system.

**Microsoft Office 2013**
Students will learn the basic components of this software group—Access, Excel, Power Point and Word.

**Access 2013**
Microsoft Access is an interactive database to organize, find, and present information. Graphical querying capabilities and produce professional forms and reports.

**Excel 2013**
Manage budgets, track expenses and even balance a checkbook. Build spreadsheets used in business settings.

**Word 2013**

**Accounting I and II**
Learn the accounting cycle in its easiest form. Students use a practice set to simulate the business cycle.

**QuickBooks 2013**

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
ACT Preparation
Geared for students taking the exam for the first time, and for those who want to raise their scores. Practice ACT and test-taking skills. (9 hours)


2015 Prep Classes
4:00 - 7:00 p.m.
Sept. 7, 8, & 10
Oct. 20, 21 & 22
Dec. 7, 8 & 10

2016 National Test dates: April 19 & June 11

2016 Prep Classes
4:00 - 7:00 p.m.
April 4, 5 & 7
June 6, 7 & 9

Real Estate Basic I
Prepares participants for the Oklahoma Real Estate Commission’s licensing exam. Course entitles the participant to sit for the exam as a Provisional Sales Associate. Courses are delivered via interactive television. (Fall only - 90 hours)

Fork Lift Safety
Learn to operate a fork lift safely for use in any industry setting. Certification is included. (6 hours)

Commercial Drivers License Prep. (CDL/ HazMat)
Prepare for all aspects of the CDL written test. Instruction will include information on general knowledge tests, safety rules and required endorsements. (CDL - 6 hours and HazMat - 3 hours).

American Sign Language I and II
Communications needed by parents, teachers, and health care providers, among others. (2 sessions - 42 hours)

Floral Arranging (offered Fall II session only)
Create artificial, silk and dried flower arrangements and displays. (18 hours)

Special Education Paraprofessional Training
Meets the requirements for Special Ed Teachers Assistants. Exam required by the State Dept. of Education. (24 hours)

AAA Driver Improvement Program
Program is available as a fleet operator class, or for volunteers who wish to improve their knowledge and understanding of driving. Designed to meet the needs of the mature operator also available. Drivers who successfully complete the program may be available to receive insurance premium discounts. (6 hours).

Bus Driver Certification & Inspector Courses

Bus Driver Certification
Certification as an Oklahoma school bus driver. Course fulfills the requirements set forth by the Oklahoma State Department of Education. Prerequisite: CDL (Commercial Drivers License) (6 hours)

Bus Inspector Training
Learn to perform inspections on a school bus for maintenance and repairs. Yearly inspections required by the Oklahoma State Department of Education Transportation Division. For public schools. (6 hours).

The above courses are available at no cost for drivers in the Red River Technology Center school district.

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Early Education: The Pathway to Your National Credential

Meets training requirements for CDA and 150 clock hours towards CDP. Meets the new CDA Professional Portfolio requirements.

Unit 1: Providing for Children’s Safety (10 hrs)
Unit 2: Providing for Children’s Health (10 hrs)
Unit 3: Providing an Environment for Learning (15 hrs)
Unit 4: Child Growth & Development Concepts (30 hrs)
Unit 5: Ensuring Development Appropriate Practice (25 hrs)
Unit 6: Guiding Children (15 hrs)
Unit 7: Involving Families and the Community (10 hrs)
Unit 8: Program Plans and Record Keeping (10 hrs)
Unit 9: Developing as an Early Education Professional (10 hrs)
Unit 10: Putting It all Together CDA or CCP (15 hrs)

Scholarships are available through:
Gina McPherson
Scholarship Administrator
OK State Regents for Higher Education
Phone: (405) 225-9396
Qualifications apply.
Call for information.
https://okregistry.org

Security Guard Training

Security Guard Basic - Phase I & II
Learn duties performed by unarmed private security guards, including how to: write accurate field notes, respond to emergency situations, hone your observation skills, interpret legal documents, discuss patrolling techniques, public relations, documentation tips, and investigative procedures. Exam required. (40 hours)

Security Guard Private Investigator-Phase III
Advance your skills in surveillance, investigations, communications and court testimony. A strong emphasis is placed on the importance of developing and maintaining client trust. Study federal and state statues, contracts and disclosures. Exam required. (40 hours)

Private Security - Phase IV (Firearms)
Prerequisite: Successful completion of Phases I, II and III prior to enrollment; minimum age 21; and pass the Minnesota Multiphasic Personality Inventory (MMPI).
Armed Security and/or Armed Private Investigator Licensing. Instruction includes: weapon nomenclature and inspection, shooting fundamentals, and safety per CLEET standards. Successful completers will have pass all CLEET qualifications on-range, and pass the CLEET Phase IV testing to be eligible for making application for licensing. You will be required to supply all personal protective equipment, weapon, belt, holster, 3 magazines, and 400-450 rounds of NEW ammunition. Classes will be held at the Duncan Police Dept. Training Facility. DO NOT BRING YOUR WEAPON ON TO ANY CAMPUS!

Bail Enforcer - Phase V
Unarmed and Armed
Unarmed Bail Enforcer license applicants must successfully complete Phases I, II, III and V. Armed Bail Enforcer license applicants must successfully complete Phases I, II, III, IV and V.

ONLINE - CLEET Continuing Education

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Ready for a new career? Need to update your skills? Don’t have the time to attend classes? Online courses may be what you need to succeed. With a variety of career options, courses vary from 24-700 hours of online instruction.

- Instructor led: instructor availability through on-line communication.
- Technical support 24 hours a day.
- Course Syllabus and quick email response from your instructor.
- Description of the course and technology needed to support training.
- Any necessary books may be purchased online or in the front office at RRTC.

CAREER AREAS:
- Business Computer Applications
- IT/Software
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

EASY ENROLLMENT
- Visit www.rrtc.edu and scroll down to the ‘Links’ section on the home page.
- Six-week courses begin the third Wednesday of each month.
- Career Training begins the first of each month and may allow up to one year to complete.

EASY PAYMENT OPTIONS
1. Pay on-line with a credit card.
2. Funding source allows us to bill an approved agency that has authorized payment.
3. Costs vary according to Career Courses.

Free career guidance is available through RRTC. To schedule a career guidance meeting, please contact:

- Adult & Career Development Dept.
  580-255-2903, ext. 225 or 330
  lgwilliams@rrtc.edu

Six-Week Online Courses
www.ed2go.com/redriver

Career Training Online Courses
www.gatlineducation.com/redriver
Our Vision

Red River Technology Center ensures our communities’ future by developing a career ready workforce.

Our Mission

Red River Technology Center supports economic development for our communities through leadership and training.

Summary of Our Core Values

Provide quality facilities, technology, programs, and staff.
Respond to the needs of students, clients, and employees.
Adapt quickly to meet current and future needs.
Commit to integrity, quality, and excellence.
Value the success of students, customers, clients and each other.
Develop and maintain partnerships which promote advancements in our communities.

“Taking dreams and building realities.”