



**CEUI/TECHNICAL COURSES
FOR NP-2 BARGAINING UNIT MEMBERS
FALL 2025
Agency Registration Deadline: 9/12/2025**

**Staff Development Courses offered by
The Connecticut State Colleges and Universities System
In partnership with
Connecticut Employees Union Independent**

WELCOME!

The Connecticut Employees Union Independent (CEUI) and Connecticut State Colleges and Universities System are partners in providing a variety of training opportunities to CEUI NP-2 union members. This catalog includes courses that will help staff enhance their skills. NP-2 employees at all levels are encouraged to participate and take advantage of these course opportunities.

How do I register?

All registrations are coordinated and submitted by your agency Training Approval Officers (TAOs) **See your agency's TAO for details about deadlines and the approval process within your agency.** If you are unsure who the TAO is at your agency, please ask your supervisor.

Important! *Agencies/TAOs may require you to use the FALL 2025 Individual Application Form for CEUI / Technical Courses. Please check with your agency's TAO for specific registration requirements.* **Before registering, please check class dates & confirm your availability & commitment to attend the entire class, on each date!**

Seat requests **must be submitted by agency-designated "Training Approval Officers" (TAOs)** or they will not be accepted.

At the close of the registration period, *seats in each course will be assigned by seniority, not by the order in which registration requests were submitted.* Once your Training Approval Officer learns which seats have been assigned, he or she will be able to confirm the status of your request. **Only those listed on the Confirmed Class List will be admitted into the class.** If you do not receive confirmation of your status on the class list from your Training Approval Officer within a week of your course start date, contact them or your supervisor to ask if your seat has been confirmed.

When an individual is unable to be assigned a seat in a requested course, they will be placed on a wait list for that course. If seats become available, the wait list will be utilized and TAOs will be notified regarding any employees who may now be assigned an available seat. TAOs will be asked to notify and confirm the new status of any such employee and their supervisor.

We look forward to serving you!

CT STATE CT Community Colleges

Agency Registration Deadline	9/12/2025
Training Approval Officers notify staff of seat reservations confirmations and/or waitlist status	9/15/2024

Seat reservations may be available on a space available basis after the close of registration. TAOs should direct any requests for late registrations to: CTState-EmployeeTraining@ctstate.edu

General Registration & Program Information

Eligibility

In-Service courses are open to all NP-2 employees regardless of classification or job title. Individual agencies may elect to limit registrations in a way that best suits their organization.

Prerequisites

- Be sure prerequisites (if any) are met. They are included in course descriptions. Prerequisites for both the MS Word and MS Excel courses include basic computer skills including familiarity with a computer keyboard and mouse.

Certificate Requirements

- To earn a certificate of completion, 100% participation is required for classes that meet for one day. 80% participation is required for more lengthy courses, if extenuating circumstances exist (illness, emergencies, etc.). Each instructor may set more stringent (100%) attendance requirements for specific programs when necessary.
- Certificates will be issued at the end of each course. **Employees who leave at any point before the instructor ends the program will not be given a certificate.**
- CEUs are granted for most In-Service courses and are included on the certificate of completion.

Course Cancellations and Postponements

- The union reserves the right to cancel any course with insufficient enrollment, during the initial registration period. Course status will be communicated to Training Approval Officers at the conclusion of the registration period.
- **Inclement weather postponements:** Students should check the campus website and listen to radio and TV stations for individual campus closings. When in doubt, students should call the campus in question.
- When courses must be postponed due to inclement weather or unexpected instructor illness, **Training Approval Officers will be notified** by the campus offering the course as soon as the Campus Coordinator is aware of the situation. **NOTE: Campus Coordinators cannot contact students individually.**

FALL 2025 Individual Application Form for CEUI / Technical Courses-To Be Submitted to Your Agency TAO

NP-2 Bargaining Unit Members Only

Seat requests must be submitted by agency-designated Training Approval Officers (TAOs) or they will not be accepted. Once your TAO learns which seats have been assigned & confirmed, they will confirm the status of your request. **If you do not receive confirmation from your TAO within a week of your course start date, please contact them. Only those on the confirmed class list will be admitted on the day of the class.**

Applicant Name (First & Last): _____

AGENCY: _____ **LOCATION:** _____

Work Telephone Number: _____ **State Hire Date:** _____

Before registering, please check class dates & confirm your availability & commitment to attend the entire class, on each date!

NOTE: Detailed directions to all campuses can be found on pages 18-22.

Check to Apply	Course TITLE	CRN	DATE AND LOCATION
	WELDING 1		Dec. 16, 17 and 18 Enfield
	WELDING 2		Jan. 6, 7 and 8 Enfield
	BASIC BLUEPRINT		Oct. 14, 15 & 16 Winsted
	INTERMEDIATE BLUEPRINT - (pre-req basic blueprint)		Oct. 21, 22 & 23 Winsted
	OSHA/SAFETY		Oct. 28, Nov. 4 & 11 Enfield
	BASIC COMPUTER SKILLS		Oct 13 & Oct 14 Enfield
	MS WORD - BASIC		Oct. 6 Enfield
	MS WORD - INTERMEDIATE (pre-req basic Word)		Oct. 20 Enfield
	MS WORD - ADVANCED (pre-req intermediate Word)		Nov. 3 Enfield
	MS EXCEL - BASIC		Oct. 7 Winsted
	MS EXCEL - INTERMEDIATE (pre-req basic Excel)		Oct. 21 Winsted
	MS EXCEL - ADVANCED pre-req intermediate Excel)		Nov. 4 Winsted
	LEADERSHIP TRAINING		Jan. 8, 15 & 22 Enfield
	TRANSITIONING FROM PEER TO SUPERVISOR		Jan. 14, 21 & 28 Enfield
	RESOLVING CONFLICT/CHALLENGING SITUATIONS		Jan. 6, 13 & 20 Winsted
	SUPERVISORY SKILLS/MANAGEMENT		Jan. 5 & 12 Enfield CT
	COMMUNICATING WITH CO-WORKERS OF DIFFERENT		Jan. 9, 23 and 30 (no class 1/16) Enfield
	HVAC AIR CONDITIONING SEASONAL STARTUP		Dec. 19 Offsite: 10 Alcap Ridge, Cromwell
	HVAC ELECTRICAL HEAT PUMP MINI SPLITS SERVICE		Oct. 17 New Haven, CT
	NEW REFRIGERANTS AND AIR CONDITIONING		Oct. 31 Offsite: 10 Alcap Ridge, Cromwell
	RENEWABLE LIQUID FUELS & BURNER BASICS WITH		Nov. 14 Offsite: 10 Alcap Ridge, Cromwell
	COMBUSTION AIR ANALYSIS & INDOOR AIR QUALITY		Dec. 5 Offsite, 10 Alcap Ridge, Cromwell
	SMALL ENGINE REPAIR Cohort One		Jan. 9 88 Basset Road North Haven
	SMALL ENGINE REPAIR Cohort Two		Jan. 16 88 Basset Road North Haven
	SUPERVISION IN A UNION ENVIRONMENT		Nov. 5 501 Crescent St, New Haven

SUPERVISOR'S APPROVAL:

This is to confirm the Applicant's Availability and Approval to attend class(es) on each of the dates listed for each course.

Supervisor Name: _____ Signature: _____

Supervisor's Email Address: _____ Date _____

Agency Training Approval Officer: _____

Manufacturing Courses

BASIC BLUEPRINT READING An initial course in Blueprint Reading (Mechanical Engineering Drawings). The study of orthographic projection. Topics include, lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters, radii, and geometric tolerancing 3 days/18 hours. Max 12 students.

CRN: TBD
Dates: Oct. 14, 15 and 16
Days: Tues, Weds, Thursday
Time: 9AM- 3:30 p.m. (1/2 hour lunch)
Modality/Location: On Site: CT STATE Northwestern, Winsted CT
Offered by: CT State Northwestern
Instructor: Bob Emerson
Contact Hours/CEUs: 1.8 CEUs

INTERMEDIATE BLUEPRINT READING - (pre-req basic blueprint) Second course in Blueprint Reading (Mechanical Engineering Drawings). A further study of simple and complex drawings for machining or assembly purposes. Topics include the application and meaning of geometric characteristics and controls the metric system, weldment, forging and casting drawings and procedures, communication with freehand sketches, blueprint terms and abbreviations. 3 days/18 hours. Max 12 students.

CRN: TBD
Dates: Oct. 21, 22 and 23
Days: Tues, Weds, Thursday
Time: 9AM- 3:30 p.m. (1/2 hour lunch)
Modality/Location: On Site: CT STATE Northwestern, 2 Park Place, Winsted CT
Offered by: CT State Northwestern
Instructor: Bob Emerson
Contact Hours/CEUs: 1.8 CEUs

OSHA/SAFETY

This course identifies common workplace hazards to help prevent accidents and injuries. Topics include company vehicle safety; Confined spaces; Electrical safety; Emergency response; Eye, Hand, Head, Respiratory & Foot protection; Fall protection; Fire prevention; First aid & bloodborne pathogens; Forklift safety; HazCom; Hearing conservation; Lifting & ergonomics; Lockout/tagout; Machine guarding; Materials handling; Slips, trips & falls; Tool safety; Violence in the workplace; Welding, cutting & brazing; and Workplace security. 3 days/18 hours. Max 12 students.

CRN: TBD
Dates: Oct. 28, Nov. 4 and 11
Days: Tuesdays
Time: 9AM- 3:30 p.m. (1/2 hour lunch)
Modality/Location: On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT
Offered by: CT State Asnuntuck
Instructor: Jim Bunting
Contact Hours/CEUs: 1.8 CEUs

Welding I for DAS-CEUI

This course introduces welding safety, equipment safety, ARC welding, and general welding theory knowledge. Upon completion, students will be able to: recognize safety hazards in the shop environment and be able to perform basic welding and cutting processes on mild steel. Materials are included. 10 students max.

CRN: TBD
Dates: Dec. 16, 17 and 18
Days: Tuesday, Wednesday, Thursday
Time: 8:30-11:30, 11:30-noon lunch, 12-3 p.m.
Modality/Location: On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT
Offered by: CT State Asnuntuck
Instructor: John Liford
Contact Hours/CEUs: 1.8 CEUs

Additional notes – expectations of students for both Welding I & II etc.:

- Required to wear appropriate clothing i.e. cotton shirts, denim pants, safety glasses, and work boots.
- Students will be standing for long periods of time.
- Students are required to be punctual and attend all 3 days of training.
- Arrive on time; promptly return from lunch; and stay until class ends.
- Need to attend all 6 days of the program (i.e. Welding I & II) to obtain a certificate.
- No makeups are available or schedule
- No textbooks required

Welding II for DAS-CEUI

(Pre-reg Welding I). This course will cover SMAW, GMAW, GTAW welding, and fabrication techniques. Upon completion students will be able to define and perform basic welds using SMAW (STICK), GMAW (MIG), GTAW (TIG), as well as fabricate a project to bring home. Materials are included. 10 students max.

CRN: TBD – COHORT
Dates: January 6,7,8
Days: Tuesday, Wednesday, Thursday
Time: 8:30-11:30, 11:30-noon lunch, 12-3 p.m.
Modality/Location: On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT
Offered by: CT State Asnuntuck
Instructor: John Liford
Contact Hours/CEUs: 1.8 CEUs

Additional notes – expectations of students for both Welding I & II etc.:

- Required to wear appropriate clothing i.e. cotton shirts, denim pants, safety glasses, and work boots.
- Students will be standing for long periods of time.
- Students are required to be punctual and attend all 3 days of training.
- Arrive on time; promptly return from lunch; and stay until class ends.
- Need to attend all 6 days of the program (i.e. Welding I & II) to obtain a certificate.
- No makeups are available or schedule
- No textbooks required

MICROSOFT/IT CLASSES

BASIC COMPUTER SKILLS - Intended for students who are new to computers and want support in learning to navigate and complete basic computer actions. Students will learn basic computer components, practice keyboarding skills, learn how to use the internet, email, and social media, plus job readiness skills.

Max 12 student.

CRN:
Dates: Oct. 13 & Oct. 14
Days: Monday and Tuesday
Time: 9 a.m. – 4 p.m. with breaks/lunch
Modality/Location: On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT
LAB ROOM 133A
Offered by: CT State Asnuntuck
Instructor: Shyrel Bauby
Contact Hours/CEUs: 1.2 CEUs

MS WORD - *three options. Proficiency “check lists” for each course can be provided as guidance on the learning objectives of each level. Students do have the option to self-select higher levels based upon this checklist and forgo pre-requisites, but all registrations would be final.*

• **BASIC** - This course has something for everyone, covering beginner, intermediate, and advanced lessons in Word. By the end of this course, you will be able to: Create, save, and share documents. Apply pre-designed Styles and format text with fonts and colors. Work with bullets, indents, and line spacing.

Max 12 students.

CRN: 80920
Dates: Oct. 6, 2025
Days: Monday
Time: 9 a.m. – 4 p.m. with breaks/lunch
Modality/Location: On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT
LAB ROOM 133A
Offered by: CT State Asnuntuck
Instructor: Shyrel Bauby
Contact Hours/CEUs: .6 CEUs

• **INTERMEDIATE-** (Pre-req MS Word Basic). Microsoft Word Intermediate training will teach you how to create complex documents by adding components such as customized lists, tables, charts, and graphics. Pre

Max 12 students. Instructor: Shyrel Bauby.

CRN: 80919
Dates: Oct. 20, 2025
Days: Monday
Time: 9 a.m. – 4 p.m. with breaks/lunch
Modality/Location: On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT
LAB ROOM 133A
Offered by: CT State Asnuntuck
Instructor: Shyrel Bauby
Contact Hours/CEUs: .6 CEUs

• **ADVANCED-** (Pre-Req MS Word Intermediate). Topics include advanced formatting, such as styles and creating templates. Personalizing communication using mail merge. Using table of contents, footnotes, endnotes, and bibliographies. Customizing page layouts. Collaborating on documents using whiteboards and tracking changes.

Max 12 students. Instructor: Shyrel Bauby.

CRN: 80918
Dates: Nov. 3, 2025
Days: Monday
Time: 9 a.m. – 4 p.m. with breaks/lunch
Modality/Location: On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT
LAB ROOM 133A
Offered by: CT State Asnuntuck
Instructor: Shyrel Bauby
Contact Hours/CEUs: .6 CEUs

MS EXCEL - three options. Proficiency “check lists” for each course can be provided as guidance on the learning objectives of each level. Students do have the option to self-select higher levels based upon this checklist and forgo pre-requisites but all registrations would be final.

• **BASIC** - This course will introduce basic Excel skills such as entering various types of data, working with common formulas and functions, and creating a simple chart. Topics including formatting a worksheet, naming a range of cells, adding columns to a spreadsheet, and creating a data table will also be covered.

Max 12 students.

CRN: TBD
Dates: Oct. 7, 2025
Days: Tuesday
Time: 9 a.m. – 4 p.m. with breaks/lunch
Modality/Location: On Site: CT STATE Northwestern, 2 Park Place, Winsted CT
Offered by: CT State Northwestern
Instructor: Shyrel Bauby
Contact Hours/CEUs: .6 CEUs

- **INTERMEDIATE-** (Pre-req MS Excel Basic). Students will learn how to better organize, analyze, and present your day-to-day data using Excel spreadsheets. Create complex formulas, use a range of functions, and develop dynamic charts and reports. Pivot tables, conditional formatting, defined names, and data validation will also be covered.

Max 12 students.

CRN: TBD
Dates: Oct. 21, 2025
Days: Tuesday
Time: 9 a.m. – 4 p.m. with breaks/lunch
Modality/Location: On Site: CT STATE Northwestern, 2 Park Place, Winsted CT
Offered by: CT State Northwestern
Instructor: Shyrel Bauby
Contact Hours/CEUs: .6 CEUs

- **ADVANCED-** (Pre-req MS Excel Intermediate). Microsoft Excel Advanced class will show you the right way to automate repetitive tasks and improve your productivity. From macros to collaboration, you will explore some of the lesser known but powerful tools in Excel in this advanced training.

Max 12 students.

CRN: TBD
Dates: Nov. 4, 2025
Days: Tuesday
Time: 9 a.m. – 4 p.m. with breaks/lunch
Modality/Location: On Site: CT STATE Northwestern, 2 Park Place, Winsted CT
Offered by: CT State Northwestern
Instructor: Shyrel Bauby
Contact Hours/CEUs: .6 CEUs

CEUI WORKSHOPS

LEADERSHIP TRAINING

John F. Kennedy once said, “Leadership and learning are indispensable to each other.” In this invigorating, uber-interactive certificate program, you will learn how to nurture and enhance your leadership skills, thus increasing the effectiveness of interpersonal workplace relationships and professional productivity. You will gain a better understanding of the strengths and weaknesses of your leadership style, as well as acquire an abundance of “take- aways” that you can immediately put into practice. The program will focus on a variety of instructional formats including assessment tools, small group exercises, and case studies. There will be five points of emphasis: self-growth; workplace ethics; communication with your manager, coworkers, and staff; team building; and change management. This program will empower you to become a leader who can inspire yourself, acquire solid leadership skills, and fire up your staff!

Objectives:

- Develop five key habits of successful leaders
- Challenge the existing process
- Create a collective vision
- Motivate others toward action
- Become a role model
- Encourage energy flow for productivity

Maximum 20 students.

Course hours: 3 days, 18 hours

CRN:	TBD
Dates:	Jan. 8, 15 and 22
Days:	Thursdays
Time:	9 a.m. – 4 p.m. with breaks/lunch
Modality/Location:	On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT ROOM 128
Offered by:	CT State Asnuntuck
Instructor:	Margaret Demarino
Contact Hours/CEUs:	1.8 CEUs

TRANSITIONING FROM PEER TO SUPERVISOR

Dealing with “buddy-to-boss syndrome” is one of the most difficult rites of passage as you enter the supervisory ranks. You might now be the supervisor of the person you used to work next to and even socialize with. Setting boundaries and expectations are key factors in making a smooth transition. In this highly participating workshop, you will gain an IRL (In Real Life) toolkit of best practices, tips, and strategies that you can put to work immediately.

Objectives:

- Navigate the Transition. Identify limiting beliefs and provide solutions to ensure a smooth shift in roles. Learn the keys to replace a popular boss and a difficult one. Adopt 7 key steps to get respect.
- Establish Clear Boundaries. Set professional boundaries.
- Set Expectations. Establish clear expectations for a positive work environment aligned with professional goals.
- Strengthen Communications. Provide clear instruction and feedback, as well as handle challenging communication.
- Foster Team Building. Learn techniques to enhance team cohesion, maintaining a positive team culture during the transition.
- Learn best practices. Incorporate 15 best proven practices of supervisor.

Maximum 20 students. Instructor Margaret Demarino.

Course hours: 3 days, 18 hours

CRN:	TBD
Dates:	Jan. 14, 21 and 28
Days:	Wednesdays
Time:	9 a.m. – 4 p.m. with breaks/lunch
Modality/Location:	On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT ROOM 128

Offered by: CT State Asnuntuck
Instructor: Margaret Demarino
Contact Hours/CEUs: 1.8 CEUs

RESOLVING CONFLICT/CHALLENGING SITUATIONS

Navigating through the spectrum of personalities, from the mildly moody to the truly challenging, this workshop is your guide to mastering conflict resolution and handling difficult circumstances with finesse. You'll learn how to anticipate and address predictable cycles of change, manage conflict by personality type, expose and address hidden agendas, and much more. This workshop will help you gain the skills to positively influence people and outcomes—whether you are in charge or not!

Objectives:

- Develop proven communication strategies to navigate through conflicts effectively.
- Acquire practical techniques for defusing anger in high-tension situations.
- Learn ways to manage and navigate the top 10 challenging and chaotic scenarios.
- Explore effective approaches to managing relationships with higher-ups and supervisors.
- Anticipate and address predictable cycles of change to proactively handle transitions.
- Understand and manage difficulties based on personality types for a more harmonious workplace.

Maximum 20 students.

Course hours: 3 days, 18 hours

CRN: TBD
Dates: Jan. 6, 13 and 20
Days: Tuesdays
Time: 9 a.m. – 4 p.m. with breaks/lunch
Modality/Location: On Site: CT STATE Northwestern, 2 Park Place, Winsted CT
Offered by: CT State Northwestern
Instructor: Margaret Demarino
Contact Hours/CEUs: 1.8 CEUs



SUPERVISORY SKILLS/MANAGEMENT

You want to get the best out of your staff, but it is not always easy. Sometimes there are stumbling blocks. It may be an employee who is a workhorse, but does not work well with others. Or an employee who seems more interested in texting than working. Or an employee whom you know is not working up to his/her potential. Learn best supervisory practices and strategies to help your direct reports achieve their personal best. This course centers on understanding motivation, including the intrinsic rewards employees crave, such as recognition and appreciation.

Objectives:

- Acquire and strengthen key coaching skills to guide your staff to stretch their comfort zones
- Help your staff members define and enhance their risk-taking skills
- Learn how to guide staff in defining objectives and developing new skill sets
- Employ proven techniques for motivating staff
- Acquire an arsenal of “perfect phrases” for key situations
- Inspire employees to become more engaged

Develop individual plans to supervise each employee by personality, multiple intelligence style, and work ethic

Maximum 20 students.

Course Length: 2 days, 12 hours

CRN:	TBD
Dates:	Jan. 5 and 12
Days:	Mondays
Time:	9 a.m. – 4 p.m. with breaks/lunch
Modality/Location:	On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT ROOM 128
Offered by:	CT State Asnuntuck
Instructor:	Margaret Demarino
Contact Hours/CEUs:	1.2 CEUs

COMMUNICATING WITH CO-WORKERS OF DIFFERENT GENERATIONS

“She asked me if I texted. I felt like telling her, ‘Yeah, since before you were born.’”

“My boss is always talking about loyalty. What does he think we are, dogs?”

“Those kids wouldn’t know a work ethic unless it hit them in the face. Or if it was the name of a band? And what is ‘EDM’ music anyway?”

“He’s been here for six months and wants a promotion! Six months! In my day . . .”

“I hate it when she tells me, ‘We tried that before, and it didn’t work.’”

In a multi-generation workplace, potential for conflict and confusion has never been greater. This workshop takes a look at the work ethics, backgrounds, communication practices, and values often held by each of the generations: Boomers, Xers, Millennials, and Gen Z. This workshop is packed with hands-on tips and techniques for closing the generation gaps.

You Will Learn How To:

- Understand the unique circumstances and customs of each generation
- Learn about the most common ways that “generations collide
- Understand the major concerns, work practices, priorities, and practices typical to each generation
- Understand the importance of etiquette when dealing intergenerationally
- Avoid stereotypes
- Incorporate six tips for “mixing” generations
- Avoid the top “turnoffs” for each generation
- Understand the most effective way to communicate to each generation
- Learn how to better manage each generation and capitalize on the uniqueness each brings to the workplace
-

Maximum 20 students.

Course hours: 3 days, 18 hours

CRN: TBD
Dates: Jan. 9, 23 and 30 (no class Jan. 16)
Days: Fridays
Time: 9 a.m. – 4 p.m. with breaks/lunch
Modality/Location: On Site: CT STATE Asnuntuck, 170 Elm St. Enfield, CT
ROOM 128
Offered by: CT State Asnuntuck
Instructor: Margaret Demarino
Contact Hours/CEUs: 1.8 CEUs



HVAC: Electric Heat Pump, Mini Splits, Service Fundamentals

This seminar is designed to provide students with an introductory overview of heat pump / mini split system operations and principles to enhance their knowledge of air conditioning and heating with heat pump systems. Topics will include system components, operating cycles, installation practices and service procedures

CRN:
Dates: 10/17/2025
Days: Friday
Time: 9AM- 4PM
Modality/Location: On Site: Gateway, 20 Church Street, New Haven, CT 06510
Offered by: CT State Gateway
Instructor: Dennis Silvestri
Contact Hours/CEUs: .6 CEUs

New Refrigerants and Air Conditioning (OFFSITE)

This seminar will provide students with information regarding the transition from old high-GWP refrigerants to new, lower-GWP alternatives. The class will provide an introduction to new refrigerants, safety concerns and precautions, then review tools and controls that will be needed to work on equipment with new A2L refrigerants.

CRN:
Dates: 10/31/2025
Days: Friday
Time: 9AM- 4PM
Modality/Location: OFFSITE: 10 Alcap Ridge, Cromwell, CT
Offered by: CT State Gateway
Instructor: Dennis Silvestri
Contact Hours/CEUs: .6 CEUs

Renewable Liquid Fuels & Bruner Basics with Live Fire Demo (OFFSITE)

This seminar is designed to enhance students' knowledge of burner basics and safe efficient performance of oil and gas burners. Training will feature hands-on look at components, set up, installation and operation of the burners. Examining core factors that impact burner performance with live fire demonstrations.

CRN:
Dates: 11/14/2025
Days: Friday
Time: 9AM- 4PM
Modality/Location: OFFSITE: 10 Alcap Ridge, Cromwell, CT
Offered by: CT State Gateway
Instructor: TBD
Contact Hours/CEUs: .6 CEUs

HVAC: Combustion Air & Indoor Air Quality & Psychrometrics:

Combustion air is a continuous supply of air to combustion appliances to be used in the combustion of fuels and the process of venting combustion gases. Did you know that inadequate combustion air can lead to dangerous problems? Learn about the fundamental concepts of indoor air quality. Indoor air is filled with particulates, gases and germs that can cause illness and aggravate asthma and other respiratory problems. Learn how ventilation, filtration, purification and humidity control plays a critical role in indoor air quality.

CRN:
Dates: 12/5/2025
Days: Friday
Time: 9AM- 4PM
Modality/Location: OFFSITE: 10 Alcap Ridge, Cromwell, CT
Offered by: CT State Gateway
Instructor: Dennis Silvestri
Contact Hours/CEUs: .6 CEUs

HVAC: Air Conditioning Seasonal Startup Seminar

Pre-season inspections may uncover leaks, rust, rot, soot, frayed wires and/or corroded electrical contacts on air conditioners or heat pumps that can lead to bigger equipment failures if left untreated. Proper maintenance may also keep systems running at peak performance levels. Reviewing the steps required to successfully perform a seasonal start up, fundamental skills required to troubleshoot residential & light commercial HVAC refrigeration system problems. And a review of the latest in refrigerants.

CRN:

Dates: 12/19/2025

Days: Friday

Time: 9AM- 4PM

Modality/Location: OFFSITE: 10 Alcap Ridge, Cromwell, CT

Offered by: CT State Gateway

Instructor: Dennis Silvestri

Contact Hours/CEUs: .6 CEUs

Small Engine Repair (North Haven Campus) COHORT ONE

This is a workshop of the top 3 repairs of small internal combustion two & four stroke engines. We will cover the differences between two and four stroke equipment as well as discuss the use of electric powered equipment. Students are expected to wear the appropriate clothing, no shorts or sandals, have eye and ear protection. Vinyl gloves are optional. Students enrolling in this workshop will learn:

Safety, Tools, Fuel and Chemicals

Starting and charging equipment

Inspection and Disassembly

Reconditioning, Preventative Maintenance, and Troubleshooting

CRN:

Dates: 1/9/2025

Days: Friday

Time: 9AM- 4PM

Modality/Location: Gateway North Haven: 88 Bassett Road, North Haven, CT

Offered by: CT State Gateway

Instructor: Allyn Manning

Contact Hours/CEUs: .6 CEUs

Small Engine Repair (North Haven Campus) COHORT TWO

CRN:

Dates: 1/16/2025

Days: Friday

Time: 9AM- 4PM

Modality/Location: Gateway North Haven: 88 Bassett Road, North Haven, CT

Offered by: CT State Gateway

Instructor: Allyn Manning

Contact Hours/CEUs: .6 CEUs



SUPERVISION IN A UNION ENVIRONMENT (on campus)

To help prepare workforce members for managing in a unionized labor environment. Designed for current and aspiring supervisors, this workshop delves into the unique challenges and opportunities of working in a unionized setting. This workshop will address the unique challenges and opportunities that arise when supervising employees covered by union agreements. Topics include understanding union dynamics, conflict resolution, the grievance process, collective bargaining agreements, understanding unfair labor practices, legal compliance, and more.

- Describe major federal laws governing union and labor relations
- Understand union complaint and grievance processes
- Understand navigating collective bargaining agreements

Required text: none Prerequisite: none

Course Number: NCSB.UE.3.3.6,

Date & Time: 11/05, 9:00 AM to 4:00 PM

College, Campus & Room: SCSU, School of Business, Room TBD

Instructor: Professor Kauther Badr, Esq.

Notes: Participants will be emailed parking directions and details on room assignment prior to the training.

Southern Connecticut State University

501 Crescent St. New Haven, CT 06515

www.southernct.edu/campus-map

Directions

Via I-95

I-95, Exit 44 (Kimberly Avenue, Route 10). Turn right at the end of the exit onto Kimberly Avenue, then left at the stoplight onto Ella Grasso Boulevard, Route 10. Ella Grasso Boulevard ends at Crescent Street, near the south entrance of the campus.

Via Rt. 15, Merritt-Wilbur Cross Parkway

Rt. 15, Merritt-Wilbur Cross Parkway, Exit 59 (Whalley Avenue). Head south on Whalley Avenue, turn left onto Fitch Street, which bisects the campus.

From New London

I-95, Exit 44 (Ella Grasso Boulevard, Route 10). Follow Ella Grasso Boulevard north. Ella Grasso Boulevard ends at Crescent Street, near the south entrance of the campus.

From Hartford

Wilbur Cross Parkway, Exit 60 at Dixwell Avenue. Head south on Dixwell Avenue to Arch Street. Turn right at Arch Street and left at Fitch Street, which bisects the campus.

Directions

CT STATE Asnuntuck
170 Elm Street, Enfield, CT 06082
(860) 253-3000
www.acc.commnet.edu

From the South:

Take 91 Northbound to Exit 48. Turn Right at the end of the ramp onto Route 220 (Elm Street). Travel East through five traffic lights. The college will be on the right. Parking is available directly in front of the building as well as in the back.

From the North:

Take 91 Southbound to Exit 48. Turn Left at the end of the ramp onto Route 220 (Elm Street). Continue with directions as above from the South. Asnuntuck will be on your right.

College Closing Procedures:

In case of inclement weather, especially snow, ACTC may cancel or postpone classes. This information will be broadcast on several radio stations in Connecticut and Massachusetts:

For up to the date information on class cancellations or delays due to inclement weather or an emergency situation, please call 1.800.501.3967

CT STATE Gateway
Long Wharf Campus: **North Haven Campus:**
60 Sargent Street New Haven, CT **88 Bassett Road North Haven, CT**
(203)-285-2000) www.gwcc.commnet.edu

88 Bassett Road North Haven, CT

From New Haven and Points South

I-95 North and I-91 North to Exit 11. At the end of the exit ramp, turn right onto Route 22. Proceed to third traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

----- Or -----

Route 15 (Wilbur Cross/Merritt Parkway) to Exit 63. At the end of the exit ramp, turn right onto Route 22. Proceed to the fourth traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

From New London and Points East of New Haven

I-95 South to I-91 North to Exit 11. At the end of the exit ramp, turn right onto Route 22. Proceed to the third traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

From Hartford and Points North

I-91 South to Exit 12 (Washington Avenue). At the end of the exit ramp, turn left. Proceed to the second traffic light and turn left onto Blakeslee Avenue. At the end of the road, turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

----- Or -----

Route 15 (Wilbur Cross/Merritt Parkway) to Exit 63. At the end of the exit ramp, turn right onto Route 22. Proceed to the fourth traffic light and turn left onto Bassett Road. The college is on the right, approximately 1/4 mile.

College Closing Procedures:

Classes at Gateway are canceled or postponed only as a result of extreme weather conditions or other emergencies. The following radio stations will broadcast information regarding school closing or delayed opening:

WELI, 960AM WKCI, 101FM

WNHC, 1340AM WKSS, 97.5AM

WPLR, 99.1FM WEZN, 99.9FM

WICC, 600AM WEBE, 108FM

WTIC, 1080AM WCCC, 106.9FM

WCCC, 1290AM WHCN, 105.9FM

CT STATE Naugatuck

750 Chase Parkway, Waterbury, CT 06708

www.nvcc.commnet.edu

Directions to the College:

Route 8

Take the Danbury exit onto I-84, then first exit off I-84 (exit 18). Bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.

I-84 West

Take exit 18, bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.

I-84 East

Take exit 18. At light take a right and at next light take a right. Go over bridge and at light take a left onto Chase Parkway. Go to first light for East Entrance and second light for West Entrance.

The first entrance (east entrance) on the right will take you to Founders Hall and Ekstrom Hall. The second entrance on the right (west entrance) will take you to garage parking, and Kinney Hall, Fine Arts Center, Student Center, Library, as well as Ekstrom Hall.

Directions to Mainstage and Playbox Theatre Parking

Take the West entrance into the College - bear left at the split - follow the road continuing past parking Lot C. At the stop sign, take a right. Take next right into the parking garage. Bear right and park at the end of the garage (P-2) closest to the areas labeled "A2". Take last elevator to Plaza Level 3.

Directions to Internal Rooms from Parking Garage

Kinney Hall

Take the elevator or stairs to the 5th floor walkway. Take a left. Follow the walkway to Kinney Hall (you will be on level 5). Take elevator or stairs to levels 4, 6 and 7. Information Booth on level 5.

Ekstrom Hall

Take elevator or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Stairs straight ahead, elevator on the right to rooms on levels 3, 4 and 6. For rooms E518-E535, go straight out the doors and take a quick right into Southside of the building.

Cafeteria, Student Center Conference Rooms (S517 and S518), L501

Take elevators in area labeled S1 or S2. Take elevator or stairs to level 5 to access the 5th floor walkway. Conference rooms are straight ahead. Take a left from elevator/stairs to Cafeteria West. Entrance is on your left. Take a right from elevators to L501 which will be on your right past the Cafeteria East.

Fine Arts Center Rooms, Student Center and Library

Take elevators in areas labeled "A" for Fine Arts Center rooms, "S" for Student Center Rooms and "L" for Library to the appropriate floor number. Main entrance to the Library is on Level 4.

Technology Hall

Take elevators or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Go straight through the double doors and walk over the glass-walled bridge.

CT STATE Northwestern Connecticut

Park Place, Winsted, CT 06098 (860)

738-6300

www.nwcc.commnet.edu

Directions:

From Points South (Torrington, Waterbury, Bridgeport):

1. Take Route 8 North to Winsted.
2. At the end of Route 8 divided highway section, turn right at traffic light onto Rt. 44W into Winsted.
3. The college is located on the right approximately 1/4 of a mile from the exit.

From Points East (Hartford):

1. Take Route 44 West to Winsted.
2. The college is located on the right, across from the green, apx 1/4 of a mile past the Junction of Route 8 (Divided Highway Section) and Route 44.

From Points East (Canaan):

1. Take Route 44 East to Winsted.
2. The college is located on the right, across from the green.

College Closing Procedures:

If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on the following radio stations:

WATR WRCH

WDRC (AM and FM) WSNG

WKZE WWCO

WMMW (AM) WZBG

WTIC (AM and FM) WZMX

Television: Channels 3 and 30.

Students may also call NCCC directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. The recorded message will be available two hours prior to the start of the day, twilight, evening, and weekend classes. Radio and television stations will broadcast the announcement at about the same time period. Each group of classes will have its own cancellation announcement.

Southern Connecticut State University

501 Crescent St. New Haven, CT 06515

www.southernct.edu/campus-map

Directions

Via I-95

I-95, Exit 44 (Kimberly Avenue, Route 10). Turn right at the end of the exit onto Kimberly Avenue, then left at the stoplight onto Ella Grasso Boulevard, Route 10. Ella Grasso Boulevard ends at Crescent Street, near the south entrance of the campus.

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