

# Division of Continuing Education and Workforce Training

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## Continuing Education

Continuing Education encompasses three areas within our division. One area involves offering courses that support the professional growth and development of businesses and educators in their respective fields. We collaborate with various campus departments that offer programs awarding Continuing Education Units (CEUs), and we support them administratively with our central repository of course data. Additionally, we partner with other ISU departments and external organizations to facilitate conferences and courses that award CEUs. For more information on professional development courses please contact us at: cetrain@isu.edu (pdickey@isu.edu).

We also offer non-credit community outreach courses within Continuing Education. These courses engage and enrich our community through cultural, social, and economic development. These courses cover a variety of topics such as culinary arts, dance, arts and crafts, and physical fitness, catering to audiences of all ages.

Lifelong Learning is supported through the Continuing Education office. Idaho State University has supported Elderhostel and Road Scholar programs for Idahoans 50 years of age and older for several years. These programs feature member-directed, peer-led programs throughout the fall and spring semesters on a wide variety of topics. Members join for one semester at a time, which allows them to attend any of the offerings for that group in that given semester. Currently, we support three chapters: New Knowledge Adventures in Pocatello (<https://cetrain.isu.edu/enrollment/course/nka-membership/>), Friends for Learning in Idaho Falls (<https://cetrain.isu.edu/enrollment/friends-learning/>), and New Knowledge Adventures in Treasure Valley (<https://cetrain.isu.edu/enrollment/new-knowledge-adventures-treasure-valley/>).

## Workforce Training

Workforce Training at ISU encompasses four key areas, including a strong focus on entry-level health programs. These include Certified Nursing Assistant (CNA), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), Phlebotomy Technician, and Dental Assisting. We also offer supplemental courses such as IV Basics, Phlebotomy for Healthcare Workers, AHA BLS Provider CPR, Assistance with Medications, and more. Offered multiple times throughout the year, these non-credit programs help individuals launch new careers or maintain essential certifications for current or future roles. For more information about our health programs, please contact RaeLyn Price at [raelynprice@isu.edu](mailto:raelynprice@isu.edu) ([pdickey@isu.edu](mailto:pdickey@isu.edu)).

Workforce Training also offers trade courses and apprenticeship programs designed to help students enter new careers or enhance their existing skills. Our core apprenticeship programs in Electrical, HVAC, and Plumbing provide four years of in-class training combined with hands-on industry experience. Pathways to an associate degree are currently available for the Electrical and Plumbing programs through the Prior Learning Assessment (PLA) process. Trade courses

include welding, motor-operated valve (MOV) design basics, and flagging. Additionally, we collaborate with regional companies to develop customized apprenticeship programs tailored to meet their specific workforce needs. Contact Paul Dickey at [pauldickey@isu.edu](mailto:pauldickey@isu.edu) ([pdickey@isu.edu](mailto:pdickey@isu.edu)) to learn more about setting up a new apprenticeship program to meet your needs.

The third area of Workforce Training focuses on business-related courses designed to enhance skills and strengthen resumes. Each semester, we offer core classes on the Microsoft Office Suite, along with specialized topics such as QuickBooks, marketing, business development, computer coding, cybersecurity, and strategies for managing difficult interactions. These courses are led by seasoned professionals who provide practical, real-world insights, helping participants apply these tools in their current roles or as they pursue new career opportunities.

Finally, our division addresses community needs through customized training solutions. We collaborate with local and regional businesses to develop tailored programs on a wide range of topics. These training sessions can be scheduled during the day, evening, or weekend to fit organizational needs.

## Conferencing Services

Continuing Education and Workforce Training also hosts and supports conferences, offering customizable services to meet both University and community needs. With experience managing events ranging from small groups to large gatherings of over 500 attendees, we handle logistics such as registration, budget management, presenter coordination, venue reservations, catering, and more. Contact Shirley Hockett at [cetrain@isu.edu](mailto:cetrain@isu.edu) ([mcelshir@isu.edu](mailto:mcelshir@isu.edu)) to learn more about our conferencing services.

For all other program information and current course offerings visit <https://cetrain.isu.edu/> or call our office at 208-282-3372.