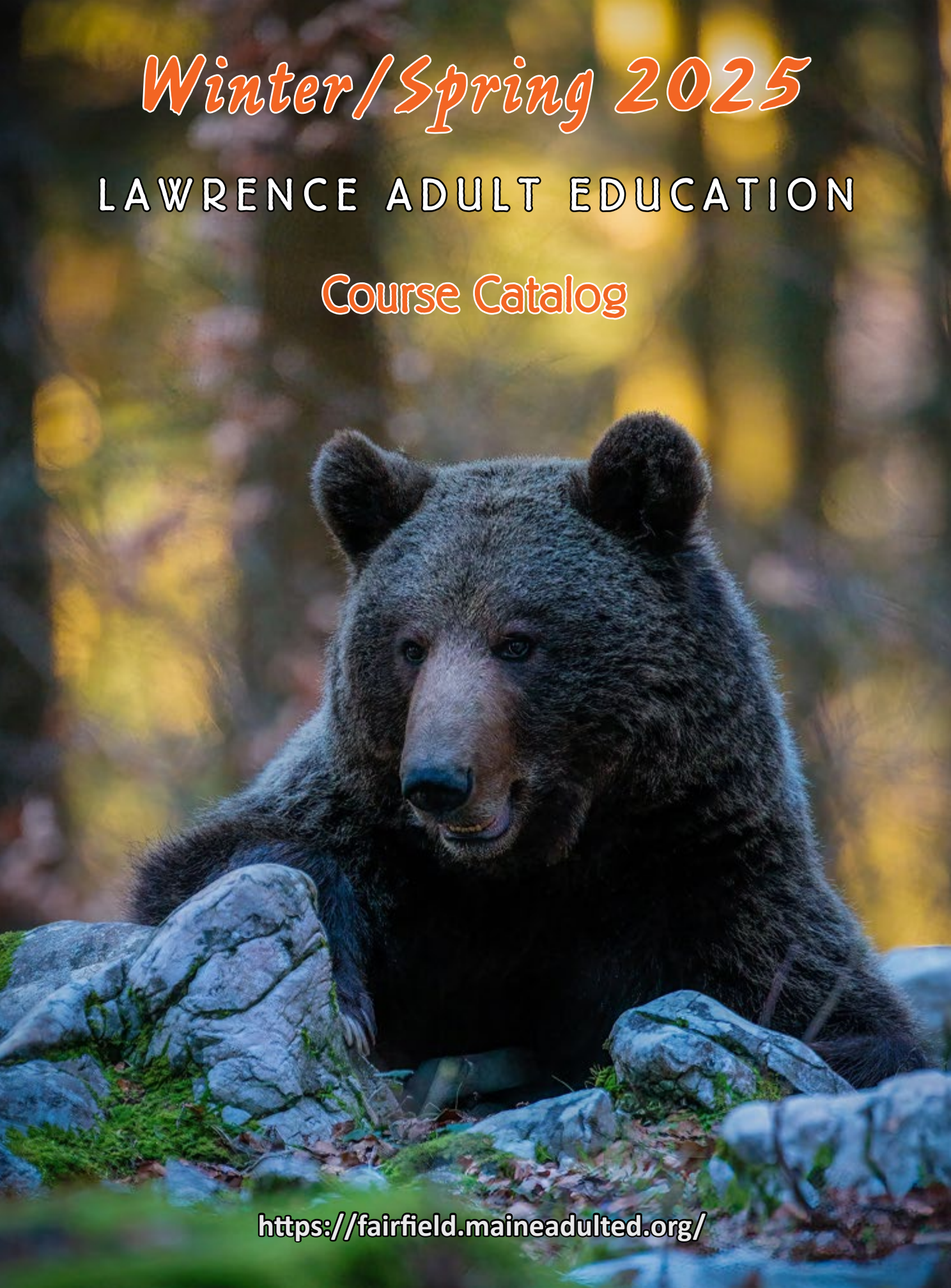
Winter/Spring 2025

LAWRENCE ADULT EDUCATION

Course Catalog



https://fairfield.maineadulted.org/

Maine Adult Education
EDUCATE • EMPOWER • ENRICH

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4 School Street
Fairfield ME 04937

OFFICE HOURS

Monday through Thursday
9:00 a.m. - 8:00 p.m.*

Friday
9:00 a.m. - 1:30 p.m.

*Evening hours may vary.
Saturday & Sunday Closed

Like us on Facebook
www.facebook.com/lawrence.adulteducation

Welcome

DIRECTOR'S MESSAGE

Welcome to the Winter/Spring semester at Lawrence Adult Education! Whether you're returning to continue your educational journey or just beginning, I am excited to welcome you. Our commitment to empowering individuals through education is stronger than ever, and we are eager to support you on this path of growth and learning.

This semester, we've designed a range of courses and programs to meet our adult learners' diverse needs and goals. Whether you're looking to develop new skills, advance your career, or explore personal interests, our dedicated team offers guidance and support every step of the way.

At Lawrence Adult Education, we believe in the transformative power of learning at any age. Our classrooms are dynamic spaces where ideas thrive, new perspectives emerge, and meaningful connections are made. As you explore this catalog, think about the opportunities that await you on your educational journey.

I encourage you to take full advantage of this opportunity to challenge yourself, discover new passions, and connect with others who share your enthusiasm. As director, I am confident that this semester will be one of academic success and personal growth.

Thank you for choosing Lawrence Adult Education as your partner in this exciting endeavor. Together, we will make this semester a meaningful step toward achieving your goals and dreams.

Here's to a semester filled with inspiration, growth, and accomplishment!

DIRECTIONS

From I-95: Take exit 132 and turn east on Route 139 (Western Avenue). Proceed a half mile and turn right on to School Street.

From Waterville: Take College Avenue from Waterville to Main Street in Fairfield. Go straight at the traffic light and turn left onto Western Avenue (by Circle K). Proceed .4 miles and turn left on to School Street.

From Skowhegan: Take Route 201 into Fairfield and turn right onto Route 139 (Western Avenue). Proceed .4 miles and turn left on to School Street.
We are the small gray building on the left as you drive on to School Street.
Entrance and parking are on the opposite side of the building that you face as you drive in.

TABLE OF CONTENTS

HIGH SCHOOL COMPLETION, ADULT BASIC LITERACY, ELL

American Studies....4
Edgenuity Open Lab....4
English Language Learning (Beginner, Intermediate, Advanced....5
High School Diploma....4
HiSET Facts....4
HiSET Preparation....4
Reading Essentials....4
Student Support Center....4

MAINE COLLEGE & CAREER ACCESS

Basic Accounting & QuickBooks Online....7
Behavioral Health Professional Certificate....8
Career & College Success Coordinator....5
Career Training Programs (online/ed2go)....7
Certified Med. Admin. Asst. (CMMA) (online/ed2go)....7
Certified Medical Administrative Assistant with Medical Billing and Coding (online/ed2go)....7
Chartered Tax Professional (online/ed2go)....7
College & Career Advising & Planning....5
CompTIA™ Certification Training (online/ed2go)....7
CompTIA™ Certification Training: A+, Network+, Security+ (online/ed2go)....7
Dental Assisting Program....8
e2go Online Courses....6
Excel Power Tools....8
HVAC/R Certified Technician (online/ed2go)....7
MCCA Open Lab....5
Medical Office Specialist-Administrative Medical Assistant....8
Microsoft Excel Advanced....8
Microsoft Excel Basics....7
Microsoft Excel Intermediate....7
Pharmacy Technician (online/ed2go)....7
QuickBooks: Basic Accounting Principles & QuickBooks Online....7
Substitute Teaching 101....7
What is a Behavioral Health Professional....8

PERSONAL ENRICHMENT

15 iPhone/iPad Vision Accessibility Features....11
Avoiding Falls As You Age....10
Beginner & Novice Crochet....9
Chair Yoga....10
Conquer Your Photos App Chaos: Tame Your Mac Images....11
Cooking with BoomerTech Adventures....11
Create & Deliver Online Zoom Courses....11
Creating a Vision Board....10
Digital Tools for the Beginning Memoir Writer....11
ed2go Online Courses (self-paced or instructor-led)....6
Elder Law, Estate and Long-term Care Planning for Any Age....10
Fantastic Photo Finishes-Organize & Edit Images with Your iPhone/iPad Photos App....11
Grow Your Own Organic Garden....10
Home Buyer & Seller Seminar....10
Introduction to iPhone Basics....11
Instant Guitar for Hopelessly Busy People....9
Instant Piano for Hopelessly Busy People....9
Intermediate Crochet....9
Medicare 101....10
More Hidden Gems (iPhone/iPad)....11
New England Aquarium & Duck Tour....12
Seeing Auras....10
Take Fabulous Photos of the Flora and Fauna in Your World....11
Taking Awesome Pictures with Your iPhone/iPad Camera....11

HUB 4 INFORMATION....13
MAIL-IN REGISTRATION FORM....15
REGISTRATION INFORMATION....14

WINTER/SPRING 2025 CALENDAR

LAWRENCE ADULT EDUCATION – W/S 2025

JANUARY 2025

S	M	T	W	T	F	S
19	**20**	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	**17**	**18**	**19**	**20**	**21**	22
23	24	25	26	27	28	

MARCH 2025

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	**21**	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	**26**	27	28	29	30	31

JANUARY 20: Martin Luther King, Jr. Day – Closed

JANUARY 21: Winter/Spring 2025 Semester Begins

FEBRUARY 14: Happy Valentine's Day

FEBRUARY 17: President's Day - Closed

FEBRUARY 17-21: Winter Break – No School

MARCH 17: Happy St. Patrick's Day

APRIL 15-16: Parent/Teacher Conferences PreK-12
No classes at LHS/LJHS/Annex
Classes at Adult Ed building WILL RUN

APRIL 20: Happy Easter

APRIL 21: Patriot's Day – Closed

APRIL 21-25: Spring Break – No School

MAY 23: Winter/Spring 2025 Semester Ends

MAY 26: Memorial Day – No School

JUNE 4: Lawrence Adult Education Graduation

207-453-4200, ext. 3114 | 4 School Street, Fairfield, Maine 04937 | adulted@msad49.org

HIGH SCHOOL COMPLETION & ADULT BASIC LITERACY

HIGH SCHOOL DIPLOMA

You can earn your high school diploma with Lawrence Adult Education! If you are at least 16 years old and no longer enrolled in high school, you can earn the missing credits you need to graduate. Previously earned credits and life experience credits can count toward your credit total. Credits can be earned in live classes and with distance learning options. All diploma classes are at no cost to you! Call us to schedule an appointment and find out how you can become a high school graduate!

HISET® (HIGH SCHOOL EQUIVALENCY TEST)

If you are at least 17 years old and left school without a diploma, the HiSET might be the way for you to earn a high school credential. Accepted by colleges and employers, the HiSET tests allow you to demonstrate your knowledge in five subject areas: Reading, Writing, Social Studies, Science, and Math. Call us today to learn about HiSET preparation and testing requirements and get ready to achieve your goal of obtaining a high school credential.

AMERICAN STUDIES with Tonya Joler

Students will read a variety of American literature beginning with the arrival of the colonists through the Roaring 1920's. They will also write about and discuss important events and literature, as well as view related movies.

Tonya has taught for the last 30 years, 25 of them at Lawrence High School. She has taught various English classes and sciences. Her hobbies and interests include reading, music, and traveling.

Tuesday from 5:00 PM to 8:15 PM, 1/28/2025 to 5/20/2025, 14 sessions at LHS, Room 11, No Cost for Diploma Students

EDGENUITY OPEN LAB with Jazzy Mills

Work on your online diploma, college transitions, or HiSET courses with discussion and direction from our instructor.

Tuesday from 5:00 PM to 7:00 PM, 1/21/2025 to 5/20/2025 at Adult Ed, Room 2, No Cost for diploma students

STUDENT SUPPORT CENTER with Allison Burns

If daytime classes don't fit your schedule, this evening lab is available to study with the instructor on your HiSET, diploma, or college transitions program. You may work on your Edgenuity/Courseware, or the HiSET Academy program, get one-on-one academic support, or use the computer lab.

Monday & Wednesday 5:00 PM to 7:00 PM, 1/22/2025 to 5/21/2025, 14 sessions at LHS, Room 11, No Cost for Diploma Students

HISET PREPARATION with Allison Burns

Build on your knowledge in reading, writing, science, social studies, and math to be successful on the HiSET High School Equivalency Test. This class has open enrollment and students can enter at any time during the semester. Remote learning options are available in conjunction with classroom time. Morning and afternoon sessions are available. If you need evening hours, check out the Student Support Center!

AM:
Tuesday & Thursday from 9:00 AM to 11:00 AM, 1/21/2025 to 5/22/2025 at Adult Ed Room 1, No Cost

PM:
Monday & Wednesday from 2:00 PM to 4:00 PM, 1/22/2025 to 5/21/2025 at Adult Ed, Room 1, No Cost

Tuesday & Thursday from 12:30 PM to 2:00 PM, 1/21/2025 to 5/22/2025 at Adult Ed, Room 1, No Cost

HiSET® FACTS:

- HiSET testing and preparation classes are FREE
- Testing is Computer-Based (paper-based testing is only available with accommodations
- Score at least 8 out of 20 on each of the five subtests and at least a 2 out of 6 on the essay
- Achieve a total scaled score on all five subtests of at least 45 out of 100
- The HiSET pass score is based on a national study of high school juniors and seniors and indicates that 60 percent of graduating high school seniors could not pass the HiSET exam

ADULT BASIC LITERACY

READING ESSENTIALS with Jazzy Mills

Welcome to Reading Essentials. In this course, you'll learn letter sounds, word parts, and how to decode sentences. This class is dedicated to individuals with low literacy levels who are eager to enhance their reading skills and gain confidence. Whether you're starting your reading journey or seeking to improve basic literacy, our program offers a supportive and encouraging environment tailored specifically to adult learners.

Monday from 12:00 PM to 2:00 PM, 1/27/2025 to 5/19/2025 at Adult Ed, Room 2, No Cost

ENGLISH LANGUAGE LEARNING

Our ELL classes are designed to help students progress from the basics to advanced English skills. Beginning with the alphabet, students will develop foundational literacy before advancing to more complex topics like informal and formal conversation, understanding emphasis, and tone. Our curriculum is tailored to meet the needs of each learner, helping them build confidence in speaking, reading, and writing. Whether you're starting from scratch or refining your skills, our classes provide the support needed to succeed in everyday communication.

ELL BEGINNER LEVEL 1 with Jazzy Mills

In this course, you will learn to recognize, pronounce, and write the English alphabet. You'll also learn commonly used words and practice speaking simple sentences.

ELL PRINCIPIANTE NIVEL 1 con Jazzy Mills

En este curso, aprenderás a reconocer, pronunciar y escribir el alfabeto inglés. También aprenderá palabras de uso común y practicará hablar oraciones simples.

Friday from 8:30 AM to 10:00 AM, 1/24/2025 to 5/23/2025 or Monday from 9:30 AM to 11:00 AM or 2:00 PM to 3:30 PM, 1/27/2025 to 5/19/2025 at Adult Ed, Room 2, No Cost

ELL BEGINNER LEVEL 2 with Jazzy Mills

In this course, we'll focus on conversations. You'll learn how to describe your daily life, and how to ask simple questions to keep a conversation going.

ELL PRINCIPIANTE NIVEL 2 con Jazzy Mills

En este curso, nos centraremos en las conversaciones. Aprenderás a describir tu vida diaria y a hacer preguntas sencillas para mantener una conversación.

Friday from 10:30 AM to 12:00 PM, 1/24/2025 to 5/23/2025 or Tuesday from 11:00 AM to 12:30 PM, 1/21/2025 to 5/20/2025 at Adult Ed, Room 2, No Cost

ELL INTERMEDIATE with Jazzy Mills

In this course, we'll focus on parts of speech, contractions, and sentence structure. You'll learn how to read, write, and speak using simple and compound sentences.

ELL INTERMEDIO con Jazzy Mills

En este curso, nos centraremos en las partes de la oración, las contracciones y la estructura de las oraciones. Aprenderás a leer, escribir y hablar usando oraciones simples y compuestas.

Wednesday from 9:00 AM to 11:00 AM, 1/22/2025 to 5/21/2025 at Adult Ed, Room 2, No Cost

ELL ADVANCED with Jazzy Mills

In this course, we'll continue learning parts of speech, but will delve into the differences between formal and informal conversation. You'll learn common idioms, as well as how to use emphasis and tone to communicate more effectively.

ELL AVANZADO con Jazzy Mills

En este curso, continuaremos aprendiendo partes del discurso, pero profundizaremos en las diferencias entre la conversación formal y la informal. Aprenderás modismos comunes, así como cómo usar el énfasis y el tono para comunicarte de manera más efectiva.

Thursday from 11:00 AM to 1:00 PM, 1/23/2025 to 5/22/2025 at Adult Ed, Room 2, No Cost

MAINE COLLEGE & CAREER ACCESS

MCCA is a comprehensive academic and advising program leading to enrollment in post-high school education or training that results in a credential of value and high-quality employment. Participants in MCCA will acquire the skills and knowledge to pursue their learning and employment goals. This program provides high-quality, cost-effective, and accessible pathways to success. Support services, counseling, and mentoring are provided to help adults transition to college and earn degrees.

MCCA OPEN LAB with Allison Burns

Are you a current college student looking for extra help in your courses? Or perhaps a community member wanting to brush up on your academic skills before applying to college? Our Maine College and Career Open Lab is here to help! Whether you're struggling with a specific subject or simply want to strengthen your academic foundation, we offer personalized tutoring in a variety of subjects to help you succeed.
What We Offer: Math (Up to Algebra); Biology (for Non-Majors); Anatomy; English (Essay Writing & Grammar):

Monday/Wednesday from 11:00 AM to 1:00 PM, 1/22/2025 to 5/21/2025 at Adult Ed, Room 1, No Cost

COLLEGE AND CAREER PATHWAYS ADVISOR

Confused about your college and career options? Should you go to college or find a job? What courses would help you move ahead in the workplace? We can help!
We offer one-on-one career advising, online career assessments, Maine College and Career Access courses, and college tours. Give our advisor a call!
Jazzy Mills, Career Pathways Advisor
453-4200, ext. 3119

CAREER AND COLLEGE SUCCESS COORDINATOR

Our College and Career Success Coordinator, Carolyn Haskell, can help current KVCC students as well as anyone who is thinking about attending KVCC with the following:

- College Tours
- Completing the KVCC Application
- Applying for Scholarships
- Program and Course Selection
- Academic and Career Planning
- Academic Success Coaching and Tutoring Referrals
- Time-Management, Note taking, and Study Skills
- Learning how to Navigate BrightSpace
- Plus, many other additional services to help students SUCCEED

Carolyn is located on the KVCC campus and is available to assist both in-person and online students.
Call 453-3502 today for more information.

More than 300 online courses

Online Courses

anytime, anywhere...
just a click away!

Lawrence Adult Education

Online Courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, six-week format, supplementary links, and more.

You can complete any course entirely from your home or office, any time of the day or night.

Courses include:

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Hundreds of courses to choose from
- Monthly start sessions

Beginning Writer's Workshop
Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Grammar Refresher
Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Discover Sign Language
Discover the fun of learning sign language and using your hands to communicate with Deaf people.

Start Your Own Edible Garden
Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

For more information or to enroll visit:

www.ed2go.com/sad49

Top Courses at ed2go:

- Speed Spanish
- Accounting Fundamentals
- Introduction to QuickBooks Online
- A to Z Grant Writing
- Discover Sign Language
- Accounting Fundamentals II
- Computer Skills for the Workplace
- Intermediate Microsoft Excel 2019
- Project Management Fundamentals
- Medical Terminology
- Introduction to Interior Design
- Intermediate QuickBooks Online
- Speed Spanish II
- Grammar Refresher
- Beginning Writer's Workshop
- Stocks, Bonds, and Investing: Oh, My!
- Introduction to SQL
- Explore a Career in Medical Coding
- Administrative Assistant Fundamentals
- Beginning Conversational French
- Real Estate Investing
- Drawing for the Absolute Beginner
- Start Your Own Small Business
- Discover Digital Photography
- Introduction to Python 3 Programming
- Instant Italian
- Human Anatomy and Physiology
- Advanced Grant Proposal Writing
- Keyboarding
- Become a Veterinary Assistant
- Leadership
- CompTIA A+ Certification Prep
- Becoming a Grant Writing Consultant
- Keys to Effective Communication
- Mastering Public Speaking
- Effective Business Writing
- Introduction to Artificial Intelligence
- Personal Finance
- Introduction to Microsoft Word 2019
- Introduction to Stock Options
- Understanding Adolescents
- Conversational Japanese
- Grammar for ESL
- Speed Spanish III
- Marketing Your Business on Internet
- SAT/ACT Prep Course- Part 1
- Getting Started with Google Workspace
- Intermediate SQL
- Using Social Media in Business
- Explore a Career as a Clinical Med Asst
- Explore a Career as an Admin Med Asst
- Lose Weight and Keep It Off
- Achieving Success with Difficult People
- Spanish for Medical Professionals
- Cert in Food, Nutrition, and Health
- Discover Sign Language II
- Secrets of Better Photography
- Writing Effective Grant Proposals
- Solving Classroom Discipline Problems II
- TEAS Prep 2
- Intro to Microsoft PowerPoint 2019
- TEAS Prep 1
- Intro to Natural Health and Healing
- Introduction to Chemistry
- Become a Veterinary Assistant II
- Creating Web Pages
- Creating WordPress Websites
- Explore a Career as a Pharmacy Tech
- Writing for Children
- A to Z Grant Writing II
- Administrative Assistant Applications
- Blogging and Podcasting for Beginners
- Fundamentals of Technical Writing

CAREER TRAINING PROGRAMS

These online career training certification programs may be available at no cost to qualifying students* through Maine CareerCenters. If you are unemployed or under-employed, check with your local CareerCenter to see if you qualify. 207-623-7981

*Qualifying participant = unemployed or under-employed, must have a high school diploma or equivalent, must pass the CASAS reading and math assessment with a minimum score of 220 and must complete the Maine JobLink.

Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included) $3,695 (GES1015) 530 hours, 12 months

Certified Medical Administrative Assistant (CMAA) (Voucher Included) $1,495 (GES147) 160 hours, 6 months

CompTIA™ A+ Certification Training (Voucher Included) $1,995 (GES328) 290 hours, 6 Months (National Certifications: CompTIA A+)

Comp TIA™ Certification Training: A+, Network+, Security+ (Vouchers Included) $3,995 (GES327) 480 hours, 12 Months (National Certifications: Comp TIA A+. CompTIA Network+, CompTIA Security+)

HVAC/R Certified Technician (Voucher Included) $2,895 (GES793) 12 Months (National Certification: HVAC)

Pharmacy Technician (Voucher Included) $2,495 (GES117) 400 hours, 12 Months (National Certifications: PTCB exam)

Professional Bookkeeping with QuickBooks 2019, $2,095 (GES2004) 120 hours, 6 months

Chartered Tax Professional, $1,895 (GES219) 180 hours, 18 months

For more information on these and other career programs, visit:
https://careertraining.ed2go.com/sad49

Lawrence Adult Education
in partership with
CareerCenter
A proud partner of the americanjobcenter network

OFFERING CAREER TRAINING
IN YOUR COMMUNITY

SUBSTITUTE TEACHING 101 with Adam Sikora

Are you interested in exploring the world of substitute teaching? Do you want to make a positive impact on students' lives while fostering a dynamic and engaging learning environment? Look no further than our Substitute Teaching 101 class! Designed for aspiring substitute teachers like you, this course will equip you with the knowledge needed to be a substitute teacher for any school in MSAD 49. In this course you will learn about school policies, the roles you will play as a substitute teacher, classroom management tips, how you get paid, and have the chance to fill out an application at the end of class if you wish.

Wednesday from 6:00 PM to 7:30 PM, 1/15/2025 at Adult Ed, Room 1, No Cost

QUICKBOOKS: BASIC ACCOUNTING PRINCIPLES AND QUICKBOOKS ONLINE with Val Landry

During these three sessions you will learn basic accounting principles and how to apply them to setting up QuickBooks online for a small business or organization. The design of the course is that you'll attend the class and also do 2-3 hours of work between sessions which greatly enhances your learning. For this workshop, you have the option to receive a yearlong subscription to QB online. Upon registration, the survey provided will provide information about this opportunity. This is a live online class using ZOOM.

Tuesday from 8:30 AM to 11:30 AM, 2/4/2025 to 2/25/2025 (3 sessions), Online via Zoom, $89
or
Tuesday from 8:30 AM to 11:30 AM, 4/1/2025 to 4/15/2025 (3 sessions), Online via Zoom, $89

MICROSOFT EXCEL BASICS with Val Landry

Learn how to navigate a simple Excel worksheet, enter data in a worksheet, use basic math functions, do basic formatting, replicate data, use built-in functions and work with columns and rows. Attend the online class and also do 2-3 hours of work between sessions which greatly enhances your learning. This is a live online class using ZOOM. Please take a few minutes to complete the survey included in your automated receipt so the instructor can tailor the course to meet your needs. You will want to have Microsoft Excel on your computer for this workshop. Many find it helpful to have two monitors though it is certainly not necessary.

Thursday from 8:30 AM to 11:30 AM, 2/6/2025 to 2/20/2025 (3 sessions), Online via Zoom, $89

MICROSOFT EXCEL INTERMEDIATE with Val Landry

Learn how to navigate multiple worksheets, save your workbook, create formulas, use functions, change the layout of your worksheet, and create practical worksheets. 1040 Income Tax – Maintain tax information that is very useful when preparing your annual tax return. The design of this course includes 2-3 hours of work with the software between sessions to gain maximum benefit from the sessions. Some examples of using Microsoft Excel as a Practical Tool:

- Grocery Shopping List
- Contractor Estimate Calculator
- Household Budget

This is a live online class using ZOOM. Please take a few minutes to complete the survey included in your automated receipt so the instructor can tailor the course to meet your needs. You will want to have Microsoft Excel on your computer for this workshop and many people find it helpful to have two monitors though it is certainly not necessary to benefit from the sessions. There are two ways to accomplish this: 1) attach an external screen to your computer (contact our program if you need technical assistance with that); 2) use two computers (one for Excel and the other for the ZOOM meeting.

Thursday from 8:30 AM to 11:30 AM, 3/6/2025 to 3/20/2025 (3 sessions), Online via Zoom, $89

the BEHAVIORAL HEALTH PROFESSIONAL

WHAT IS A BEHAVIORAL HEALTH PROFESSIONAL? with Jeffrey Carpenter

new

Our community needs individuals who want to make a difference in a child's life. Maine children with intellectual challenges, autism, and mental health disorders, as well as their families, depend on Children's Behavioral Health Services, and there is a huge need in our area! A Certified Behavioral Health Professional (BHP) is an essential member of a child's treatment team and has the chance to have an instant influence while assisting children in reaching their full potential.
Jeffrey Carpenter will give a presentation regarding the training and the value that the BHP has in our communities. If you are pursuing a career helping children succeed, this is a great way to get your foot in the door for this type of career.
Jeffery Carpenter is a former middle school teacher, behavior and mental health professional and is currently the workforce recruitment specialist for the Office of Child and Family Services in partnership with Woodfords Family Services. He is also a successful artist and designer.

Wednesday from 6:00 PM to 8:00 PM, 1/29/2025 to 1/29/2025, 1 session at Annex, Room C-5, No Cost

BEHAVIORAL HEALTH PROFESSIONAL CERTIFICATION

Our community is looking for individuals who want to make a difference in a child's life. Children's Behavioral Health Services are vital to Maine's children with Intellectual Disabilities, Autism and Mental Health Disorders and their families. The need in our area is great! As an integral part of the child's treatment team, a Certified Behavioral Health Professional (BHP) has the opportunity to make an immediate impact while helping a child grow and develop to their full potential. Woodfords Family Service provides this wonderful ONLINE training program. The program will equip you to successfully help children who are currently on a wait list for services and will prepare you for employment through local social services agencies. The program can be started at any time and finished at your own pace. You will complete 12 online modules then two 4-hour live sessions. Once the modules are completed, you will receive free online blood borne pathogen training and virtual First Aid & CPR training if you do not already possess those certifications. The entire training requirements will take about 45 hours. Any individual who has a high school diploma or equivalent and will be 18 years of age or older upon completion of the course may register. Must complete by November 30th.

Open enrollment until June 30, 2025. Call today for a registration appointment at 453-4200 ext. 3114. No Cost

EXCEL POWER TOOLS with Val Landry

Power Query allows you to import and shape data. It has an easy to use interface, powerful tools to import and clean data. Power Pivot allows data modeling and calculations. It easily handles millions of rows of data and has modeling tools for efficient data storage and analysis. Power BI (Business Intelligence) is a complete business intelligence tool. It features incredible visual options, has simple built-in interactive options, fantastic graphs and allows easy sharing of data. This course includes 2-3 hours of work with the software between sessions. This is an online class using ZOOM. Please take a few minutes to complete the survey included in your automated receipt so the instructor can tailor the course to meet your needs. You will want to have Microsoft Excel on your computer for this workshop. Many find it helpful to have two monitors though it is not necessary.

Thursday from 8:30 AM to 11:30 AM, 5/1/2025 to 5/15/2025 (3 sessions), Online via Zoom, $89

ACADEMY of MEDICAL PROFESSIONS

DENTAL ASSISTING PROGRAM

with the Academy of Medical Professions

This course is designed to train you for an entry-level career in dental assisting and to prepare you to sit for the DANB® RHS (Radiation Health and Safety) Exam. During each week you will build the confidence, skills, and knowledge to assist the dentist and be a valuable member of the dental healthcare team. Each week of the course covers a different area of dental practice, allowing students to grasp the material in manageable chunks. Includes optional 1-day lab.
Your tuition includes textbook, workbook, and color instrument guide; RHS Exam prep materials, include DALE Foundation RHS Practice Exam; DANB® RHS National Exam Fees. All applicants must be 18 years of age or older. A high school diploma or GED equivalent is also required by program completion.

There are two options for this course:
1. Self-Paced, Online learning, starting anytime
2. Live via Zoom: Mondays from 6-8pm, 12 weeks starting February 3, 2025.

For more information or to register, contact the Academy of Medical Professions at 1-866-516-8274 or info@academyofmedicalprofessions.com. $3200 / $3425 with payment plan

MEDICAL OFFICE SPECIALIST-ADMINISTRATIVE MEDICAL ASSISTANTwith the Academy of Medical Professions

16-week certification course: This course provides practical real-world skills essential for success in the healthcare field and meets entirely online. This all-inclusive course consists of Medical Terminology, Medical Front Office Skills, Electronic Medical Records Boot Camp, and Medical Billing. In addition, upon completion of all courses, you will sit for your CMAA (Certified Medical Administrative Assistant) Certification exam through the National Healthcareer Association (NHA). $3200 includes national certification, all books, fees, and resume and job assistance. Payment plans available. Live Classes meet Wednesdays 5:30-7:30 PM OR Online Anytime, Self-Pac
There are two options for this course:
1. Self-Paced, Online learning, starting anytime
2. Live via Zoom starting February 26, 2025.

For more information or to register, contact the Academy of Medical Professions at 1-866-516-8274 or info@academyofmedicalprofessions.com. $3200 / $3425 with payment plan

MICROSOFT EXCEL ADVANCED with Val Landry

Learn how to hide data, split and freeze a window, create ranges, understand the name manager, learn additional functions, copy and paste special, sort data, and learn the power of filters. Some examples of using Microsoft Excel as practical tools including the amortization table, 20 top functions companies want their employees to know, and pivot tables. The design of this course includes 2-3 hours of work with the software between sessions to gain maximum benefit from the sessions. This is a live online class using ZOOM. Please take a few minutes to complete the survey included in your automated receipt so the instructor can tailor the course to meet your needs. You will want to have Microsoft Excel on your computer for this workshop and many people find it helpful to have two monitors though it is certainly not necessary to benefit from the sessions. There are two ways to accomplish this: 1) attach an external screen to your computer (contact our program if you need technical assistance with that); 2) use two computers (one for Excel and the other for the ZOOM meeting.

Thursday from 8:30 AM to 11:30 AM, 4/3/2025 to 4/17/2025 (3 sessions), Online via Zoom, $89

PERSONAL ENRICHMENT

We are pleased to offer a variety of personal enrichment courses to the community. These courses are provided as a service to the community and the school district and are supported by fees. No state or local funds are used toward these courses. Through partnerships with local agencies, some courses or workshops are provided at no cost. If you have an idea for a course and would like to share your talents with the community, give us a call! We're always looking for new programming!

BEGINNER & NOVICE CROCHET with Myriah Davis

Learn the basics of crochet, even if you have never held a crochet hook before! This course will teach you how to read and choose a pattern, select materials, assemble pieces, and finish projects with step-by-step instruction and support along the way. It is taught in the style of the working bees from our history, where the instructor will demonstrate a skill, then students will have workshop time to practice those skills. Over the duration of the course, students will work together to assemble friendship afghans using a granny square pattern to build skills and confidence. Topics covered by the course will include: learning the tools of crochet, learning how to read and understand a pattern, practicing stitches and swatches, blocking, assembly, and finishing borders.

Myriah Davis has over 25 years of crochet experience, creating everything from dishcloths to stuffed animals. She creates both finished pieces and patterns as part of her work in the field. Her goal in teaching these courses to share her enthusiasm for fiber-crafting, and to inspire others to continue to learn and share this time-honored tradition.

Wednesday from 6:00 PM to 8:00 PM, 1/29/2025 to 3/12/2025, 6 sessions at Annex, Room C-6, $54 self-supporting fee

INTERMEDIATE CROCHET with Myriah Davis

If you already understand the basics of crochet, but want to bring your skills to the next level, or just never learned how to decipher a pattern independently, then this is the course for you! Learn to read more complex patterns, get tips and tricks to work smarter, not harder, and finish your project with help and support along the way. This course is taught in the old "working bee" style, with the instructor demonstrating a technique, and plenty of workshop time to practice and hone your new skills. Students will work together to assemble friendship afghans using advanced patterns and stitches. Choose from one of the provided patterns, or bring your own, and learn how to sift through pattern notes and shorthand, choosing or substituting materials, and finishing your project with blocking and borders.

Wednesday from 6:00 PM to 8:00 PM, 3/26/2025 to 5/14/2025, 6 sessions at Annex, Room C-6, $54 self-supporting fee

INSTANT GUITAR FOR HOPELESSLY BUSY PEOPLE with Craig Coffman

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you wonâ€™t have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Since this class is being held online with ZOOM, you will be able to sit at home with your guitar and take this class without any pressure at all. And since the class includes an online book and online follow-up video lessons, you will be able to continue your practice and study on your own. An optional periodic online question and answer session is also included. A recording of the class is included as well. Class limited to 15 students. For ages 13+.
Topics include: How chords work in a song; How to form the three main types of chords; How to tune your guitar; Basic strumming patterns; How to buy a good guitar (things to avoid); How to play along with simple tunes.

Craig Coffman is an experienced piano and guitar instructor, professional pianist and music director. He has over 30 years experience teaching piano privately. His piano and guitar seminars, offered through Community Colleges and Community Education Programs, have been attended by over 30,000 students throughout Arizona, Minnesota and the United States over the last 27 years. He has a degree in Sociology from Illinois Wesleyan University in Illinois (where he also studied piano) and a Master of Divinity degree from Western Seminary in Portland, Oregon.

Tuesday from 6:30 PM to 9:00 PM, 4/8/2025 to 4/8/2025, 1 session at Online, Room Zoom, $64 self-supporting fee

INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE with Craig Coffman

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do-using chords. Since this class is being held online with ZOOM you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. And since this course includes an online book and online follow up video lessons, you will be able to continue your practice and study on your own. An optional periodic online question and answer session is also included. A recording of the class is included as well. The course is partly lecture/demonstration and partly hands on instruction.
Topics include: How chords work in a song; How to get more out of sheet music by reading less of it; How to form the three main types of chords; How to handle different keys and time signatures; How to avoid accounting; How to simplify over 12,000 complex chords

Monday from 6:30 PM to 9:30 PM, 4/7/2025 to 4/7/2025, 1 sessions at Online, Room , $64 self-supporting fee

HOME BUYER & SELLER SEMINAR with Lindsey Brann

Learn about the key factors you need to qualify for a mortgage. Various loan programs are available for home buyers, including options of very little or no money down. Also learn in the ins and outs to simutaneously selling and buying real estate.

Lindsey Brann is a Maine realtor specializing in building lifelong relationships with buyers and sellers, representing their best interests in Maine real estate.

Archie Engstrom is a Maine mortgage broker specializing in helping clients achieve their dreams of home ownership!

Wednesday from 5:30 PM to 8:30 PM, 3/12/2025, 1 session at Annex, Room C-7, No Cost

MEDICARE 101 with Courtney Cowan

Whether you are newly eligible for Medicare or have been enrolled for years, this class has something for everyone. You'll gain information on how to obtain Medicare when you are eligible, and many other important topics. We will also discuss supplemental insurance that can be purchased to compliment original Medicare. There are many different products and carriers available, therefore it is so important to become educated about the options you can choose. Medicare has various enrollment periods which gives you the opportunity to change your policy if appropriate. Anyone with questions about Medicare will find this class helpful.

Courtney Cowan (license #PRR252278) offers insurance products through Maine Medicare Solutions, a licensed insurance agency.

Monday from 6:00 PM to 8:00 PM, 4/14/2025, 1 session at Annex, Room C-6, No Cost

ELDER LAW, ESTATE AND LONG-TERM CARE PLANNING FOR ANY AGE with Mark & Matthew Nale, Esq.

Designed for participants of all ages, this presentation thoroughly explains how to effectively plan for the future, ensuring peace of mind and financial security. Discussion will include the key elements of estate planning, retirement planning, advance directives, various options of paying for long-term care, and how to pass your assets outside the probate process. Attorney Mark Nale and Attorney Matthew Nale will also be available after class to answer questions.

Wednesday from 6:00 PM to 8:00 PM, 2/26/2025, 1 session at the Annex, Room C-8, No Cost

AVOIDING FALLS AS YOU AGE with Kate Kelly

new

As we age, our cognitive abilities get less sharp to where walking with a cup of coffee could lead to loss of balance, injury, and even death. Join Kate Kelly, trained in balance education and exercises, to learn helpful exercises and tips to help prevent falls, and ways to make your path through life more "balanced."

Wednesday from 6:00 PM to 7:30 PM, 4/2/2025, 1 session at Annex, Room C-8, $11 self-supporting fee

CHAIR YOGA: IT'S NOT JUST FOR SENIORS with Kate Kelly

new

Kate offers you a session on chair yoga, an adaptive, gentle yoga practice done while sitting. Develop strength and flexibility for your overall health and invest in your wellbeing with yoga poses adapted for all ages to enjoy.

Wednesday from 6:00 PM to 7:30 PM, 4/9/2025, 1 sessions at Annex, Room C-8, $11 self-supporting fee

SEEING AURAS with Kate Kelly

Kate has seen auras since a young age and now offers ways to develop your own sense of seeing the energy around yourself and others. This subtle, spiritual energy needs to flow easily in order to maintain good health. Learn how to see, feel and heal your aura.

Wednesday from 6:00 PM to 7:30 PM, 4/30/2025 to 4/30/2025, 1 session at Annex, Room C-8, $11 self-supporting fee

CREATING A VISION BOARD with Kate Kelly

new

A vision board is a powerful way to visualize your goals and keep you focused. This imagination board will attract and govern the result of your life. Creating one will open your way to practice the law of attraction as you ask, believe, and receive your visions.

Kate Kelly has been offering alternative therapy classes at Lawrence Adult Education for several years. She is trained in a variety of alternative modalities and is education as a Master trainer in balance and bone builders programs. Her classes are entertaining as well as informative and well attended.

Wednesday from 6:00 PM to 7:30 PM, 5/7/2025, 1 session at Annex, Room C-8, $11 self-supporting fee

GROW YOUR OWN ORGANIC GARDEN with MOFGA Staff

Grow Your Own Organic Garden covers all the basics of organic gardening-- such as supporting soil and plant health, starting seeds indoors and outdoors, interplanting, pest management, watering, and harvesting. Participants will have plenty of time to ask questions and connect with one another about shared experiences in their gardening journeys so far. By the end of this class, you should feel equipped with knowledge and connected to resources and community members that will help them grow an organic garden, and feel satisfied with the process of doing so. We'll even send you home with some seeds to start in your own garden! This class is for beginner and seasoned gardeners alike.

Wednesday from 6:00 PM to 7:30 PM, 4/2/2025, 1 session at Annex, Room C-7, $10 self-supporting fee

BoomerTECH Adventures (BTA)

Self-Paced, Virtual, Enrichment Courses

All of our courses contain multiple, self-paced videos. Complete courses on your own time and speed. Each course is a PDF booklet with information about the class, instructions for taking the class, and description of the content (videos and articles accessible from direct links). The three instructors (Jill, Chris, and Ed) provide personalized support for the class via email, phone, and Zoom.
FAQs...
How long does each course take? For most of our courses, we recommend 4 weeks at 1-2 hours each week.
What technology is required? A strong internet connection (or access to one) and a Mac computer, iPad, or iPhone to access videos and articles. (Please note these courses are based on iOS devices (iPhone and iPad) and Mac computers. The Zoom and Digital Tools for the Beginning Memoir Writer courses are not iOS or Mac dependent.
What format are these courses in? We'll send you the courses you want as PDFs. Each course booklet is 6-8 pages with information about the course, suggestions on how to use the course, summaries of the instructional videos, and links to all videos and articles.

15 IPHONE/IPAD VISION ACCESSIBILITY FEATURES

Many people have vision issues that present challenges to navigating the digital world. Your iPad and iPhone have accessibility features that address those challenges with multiple ways to adapt your device for your personal needs. View and review these videos at your own pace. We suggest you stop after an explanation and try out the feature. $35 self-supporting fee

INTRODUCTION TO IPHONE BASICS

The vast majority of iPhone users rarely access all of the available iPhone features. In this course, learn to use your iPhone to the best possible advantage. Some critical features covered include Apple ID and password; structure of the iPhone (buttons and how they work); best apps to have and how to get them; how to text, phone, FaceTime, and email; how to use the Control Center; mastering Settings; updating operating systems; using key apps; and more. An additional session includes iOS updates and the unique features of the newest iPhones. $35 self-supporting fee

TAKING AWESOME PICTURES WITH YOUR IPHONE/IPAD CAMERA

This is a step-by-step guide to taking beautiful photos, appropriate for novice photographers and anyone who wants to upgrade their photography skills. Learn to take photos, portraits, slo-motion, panos, and more. Also learn about camera settings for proper focus and exposure, High Dynamic Range, and picture composition. $35 self-supporting fee

FANTASTIC PHOTO FINISHES—ORGANIZE & EDIT IMAGES WITH YOUR IPHONE/IPAD PHOTOS APP

Most of us take hundreds of photos on our iPhone/iPad or in the cloud. Learn how to edit images and organize your photos on your iPhone and iPad. Other areas of study include using the tabs in the Photos app —"For You" tab (ready-made slide shows), creating, using, and sharing albums, and the very useful search function. $35 self-supporting fee

CONQUER YOUR MAC PHOTOS APP: EDIT YOUR IMAGES

Over exposed image? Adjust the exposure in editing mode. Wish your photo could be black and white instead of color? Choose a filter and change the ambiance of your image. Does the main object of your picture seem lost among extraneous details? Use the cropping feature to focus your viewer's eye on the most important part of the image. These are just a few of the ways you can turn an average image into something special. $35 self-supporting fee

CONQUER YOUR PHOTOS APP CHAOS: TAME YOUR MAC IMAGES

Frustrated trying to locate a picture or a video among your multitude of saved images? Understanding the built-in organization of the Mac Photos app is the first thing you will learn in this course. Next comes organizing your images and video into albums and folders in order to develop your own management system. $35 self-supporting fee

COOKING WITH BOOMERTECH ADVENTURES

BoomerTECH Adventures guides Chris, Jill, and Ed share their love of cooking and enjoyment for lots of different types of foods. Learn how to prepare tasty stir fries using traditional Chinese flavorings, make fresh pasta, turn leftover sweet potato into gnocchi, stir up a great fried rice, and give ramen soup a delicious upgrade. Discover an easy way to make your own pita pockets, flat breads, and tortillas. Plus, see a way to combine the benefits of cooking on cast iron with your love of grilling. Don't forget dessert! Who can resist a delectable chocolate brownie torte or apple pie? $35 self-supporting fee

DIGITAL TOOLS FOR THE BEGINNING MEMOIR WRITER

Everyone has a story to tell. Writing your memoir helps you reflect on the varied experiences that impacted your life and helped shape who you are today. This course looks at a variety of digital tools that make the process of memoir writing more fun and a little less daunting. Explore several approaches to research, learn strategies for gathering and storing materials in one easily accessible place, and delve into ways to illustrate your memoir even if you are not an artist. Polishing your work for publication and presenting it in a public format are other video topics. You will leave the course well equipped to begin your writing adventure. $35 self-supporting fee

CREATE & DELIVER ONLINE ZOOM COURSES

Learn how to develop an online course using Zoom, a video conferencing platform. This guide consists of step-by-step videos that explain and demonstrate how to use Zoom as well as instructional tips to build an engaging online course. Learn everything you need to know about Zoom—tools, settings, security, instructional strategies, building community, Zoom tips for instructors and students, and much more. $35 self-supporting fee

TAKE FABULOUS PHOTOS OF THE FLORA AND FAUNA IN YOUR WORLD

Learn how to take beautiful photos of flowers, plants, and wildlife. Four easy-to-follow videos demonstrate and give examples of each of the topics which include: Using focus, exposure and HDR features to capture the beauty of your surroundings; ways to avoid blurry images; tips for composing your images; and editing options that turn so-so images into stunning images. In addition to the instructional videos, we have several articles with useful information to build your repertoire of photographic strategies. This course is made for you if you want to learn to use your camera or significantly upgrade your skills and abilities. $35 self-supporting fee

MORE HIDDEN GEMS

This course reveals iPhone/iPad features that will help you utilize your devices to their highest potential. The videos demonstrate how to access and use these features including a robust tour of Siri, suggestions for organizing apps, additional details about privacy issues, and an explanation of widgets. Stop and restart the videos at your own pace. Rewatch sections as needed. $35 self-supporting fee

New England Aquarium and Duck Tour with Kathy Widdecomb

new

Join us for a fun day in Boston starting with a visit to the New England Aquarium! There you can experience exhibits such as the Indo-Pacific Coral Reef, the Atlantic Harbor Seals, the Giant Ocean Tank, Olympic Coast, and more! Don't forget to visit the gift shop!

When planning your visit, check out the website: www.neaq.org to see additional things to do, such as the Simons Theatre. The theater is newly renovated, so you'll enjoy comfortable, high-backed seats while watching films on a giant projection screen that is more than six stories high! Daily films include - Secrets of the Sea 3D, Incredible Predators 3D, Superpower Dogs 3D, and Cephalopods: Aliens of the Deep. The movies are between 45 and 49 minutes long. You must purchase tickets on your own for these films. This can be done ahead of time on their website and is strongly encouraged.

You can also book your own Animal Encounters online, such as Meet and Greet: Atlantic Harbor Seals, Make Art with Atlantic Harbor Seals and you can also have Virtual Animal Encounters. Check out the website for more information.

There are a number of food choices on site and nearby. The Harbor View Cafe' is located on Level 2 at the Aquarium. There may be a few outdoor cafes as well.

If you'd like to explore options for dining and shopping around the Aquarium, there are many only a short walk away: Quincy Market, North End, The Financial District, The Waterfront, The Theatre District & Chinatown.

DUCK TOUR 2pm at NE Aquarium

Right from the Aquarium, we'll hop aboard Boston Duck Tours and enjoy a fully narrated and guided, historic tour of Boston in a "DUCK", a W.W.II style amphibious landing vehicle that travels on land and water. We'll be greeted by one of their legendary ConDUCKtors, who'll be narrating the tour. Cruise by all the places that make Boston the birthplace of freedom and a city of firsts, from the golden domed state House to the Boston Common, the historic North End to fashionable Newbury Street, Quincy Market to the Prudential Tower, and more. Just when you think you've seen it all, it's time for a Big Splash as your ConDUCKtor drives the DUCK right into the Charles River for a breathtaking view of the Boston and Cambridge skylines.

If you trek out on an adventure, you must make your way back to the Aquarium to catch the bus back home! Wear comfortable walking shoes, layered outer wear, and bring totes or backpacks for purchases or the like. You may leave anything on the bus that you will not need while exploring.

The deadline to register for this trip is: FEBRUARY 14, 2025 – so don't miss out and book today! No refunds can be issued after this date.

Saturday, May 3, 2025
Depart at 7:00 a.m. at Lawrence Jr. High School parking lot (7 School Street, Fairfield)
Quick Rest Stop at the Kennebunk Service Plaza
Arrive approximately 10:30-11 a.m. at the New England Aquarium

Fees:	Aquarium Only	Aquarium & Duck Tour
Adult:	$136	$175
Senior 60+	$136	$170
Child 3-11	$120	$156

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Franklin County Adult Education

Farmington 207-778-3460

HiSET, Adult Diploma, College Transitions, WorkReady Certificate, and Enrichment Courses

MSAD 53 Adult Education

Pittsfield 207-487-5145 ext. 320

HiSET

REGISTRATION INFORMATION

Register online: https://fairfield.maineadulted.org/

Register by phone: 207.453.4200 ext. 3114

Register by fax: 207.453.4225

Register by mail: Lawrence Adult Education, 4 School Street, Fairfield, ME 04937

Register in person: Stop by the office during regular business hours.

REGISTRATION FOR ACADEMIC STUDENTS

All registrations for high school completion, HiSET, and College Transitions students must be done in person. Please call to set up an appointment for your Intake. This includes data collection, assessment testing, and class placement.

REGISTRATION FOR ENRICHMENT COURSES

Adult participants may register for personal enrichment courses online, by phone, by mail, or in person. Persons under the age of 17 must be accompanied by a paying adult.

PAYMENT TYPES

We accept all major credit/debit cards, cash, check and money orders.

CONFIRMATION OF REGISTRATION

All online registrations will receive an email confirmation and receipt. To receive a receipt for mail in registrations, please indicate that on the registration form.

FEES

Registration Fees: These are noted in each course description and includes materials required for the class unless otherwise noted. Some personal enrichment courses may require the purchase of other materials or fee to be paid directly to the instructor. This will all be noted in the course description. There are no fees for high school completion or HiSET students and no testing fees.
Facilities Use Fees: The school district charges $5 per student enrolled in personal enrichment courses that are held in district buildings other than the adult education building. This fee is included in your registration fee.
Online/Credit Card Fees: ***When registering for courses on our website, please note that there is a fee of $1.99 plus 2.8% plus 30 cents per registration, plus credit card processing fees. Other credit card payments are 3.5% plus 15 cents.***
Fees associated with online registrations are non-refundable.

DISCOUNTS (Call and ask for Promo Code to use at checkout online!)

Frequent Learner Discount: If you took a course with us during the previous semester (July-December 2024), you may take $5 off your registration fee of $25 or more.
Senior (65+) and Veteran Discount: If you're a senior citizen or veteran you can take 10% off your registration fee of $25 or more.
Please indicate upon registration that you would like to take the discount. .

REFUND POLICY

If a course is full, cancelled, or if you withdraw prior to the start date, you will receive a refund **(less credit card and online fees**).
Credit card payments will be credited back to the card used. All others will be issued by check and may take up to four weeks to process.
Refunds requested after a course has begun will be considered at the discretion of the adult education director. No refunds on trips after the registration deadline date.

CANCELLATIONS

Complete Cancellation: Courses may be cancelled if there are too few enrollments. Students will be notified at least 24 hours prior to the start date and refunds will be issued.
Class Meeting Cancellation: If an instructor has to cancel a class session, students will be notified and a make-up class will be scheduled.
Weather Cancellation: If MSAD #49 schools are closed due to weather then adult education courses are automatically cancelled. If inclement weather develops during the day a decision will be made by 3:00 p.m. and announced in local media and on our webpage. Again, a make-up class will be scheduled.

MAIL-IN REGISTRATION FORM

1ST REGISTRANT FULL NAME: _____

MAILING ADDRESS: _____

TOWN/STATE/ZIP CODE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

4 DIGIT YEAR OF BIRTH: _____

COURSE TITLE: _____ FEE: _____

COURSE TITLE: _____ FEE:

2ND REGISTRANT FULL NAME: _____

MAILING ADDRESS: _____

TOWN/STATE/ZIP CODE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

4 DIGIT YEAR OF BIRTH: _____

COURSE TITLE: _____ FEE: _____

COURSE TITLE: _____ FEE: _____

DISCOUNT: _____

PAYMENT TYPE:

If applicable

TOTAL FEE: _____

___ CASH

___ CHECK OR MO (CH#_____)

___ PLEASE SEND ME A RECEIPT/CONFIRMATION.

___ CREDIT/DEBIT CARD

CARD#: _____

EXP DATE: _____ 3DIG SEC CODE:_____

SIGNATURE: _____

Office Use: Receipt #: _____

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15 iPhone/iPad Vision Accessibility Features, page 11
Avoiding Falls as You Age, page 10
Beginner & Novice Crochet, page 9
Chair Yoga, page 10
Creating a Vision Board, page 10
English Language Learning, page 5
Grow Your Own Organic Garden, page 10
Intermediate Crochet, page 9
New England Aquarium & Duck Tour, page 12
What is a Behavioral Health Professional?, page 8

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