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General Information

Why Workforce Training and Continuing Education?

Workforce Training and Continuing Education (WTCE) at Northern Lights College is the bridge to personal growth, professional advancement, and community success.

We offer flexible, non-credit programming that will help you explore passions, upskill, and stay competitive in a changing world. By empowering people to invest, learn and grow we strengthen the workforce, boost the local economy, and create a more connected, thriving community. Whether its skill development, career training, personal enrichment or lifelong learning, continuing education makes it possible to turn your aspirations into achievements.

Registration

3 ways to register

- Online nlc.bc.ca/continuing-education (not available for all courses or sponsored enrolments)
- By email studenthelp@nlc.bc.ca
- By phone **1-866-463-6652**
- Visit us in-person on any campus

Course availability may vary depending on the season. Visit our website for current offerings. If your course is not open for registration, please contact ce@nlc.bc.ca to be added to the interest list to be notified when the course becomes available.

Ed2Go

Ed2Go is a platform that offers a wide range of interactive, online courses for personal enrichment and professional development. To browse NLC's Ed2Go course catalogue, visit ed2go.com/northern. Online registration can be completed through the Ed2Go website.



Sponsorship

Students can have their employer or another organization sponsor, or pay, their tuition. Sponsorship is an agreement to pay based on the terms and condition of the sponsorship agreement. To sponsor a student, contact ce@nlc.bc.ca to receive a sponsorship package. Sponsorship forms require information from both the student and sponsor.

Fees

Course fees are payable at the time of registration, and GST will be added where applicable. Fees are subject to change.

Cancellations

Courses or classes may be cancelled seven days prior to start date, if minimum enrolment is not met. Every effort will be made to notify students in advance. Please ensure your contact information is up to date. You will be contacted by the Workforce Training and Continuing Education Team to confirm your refund.

Withdrawals

Our general withdrawal policy is to provide a full refund, including for unopened textbooks and supplies, if written notification from the student, requesting a withdrawal, is received seven (or more) business days prior to the start of the class. Notification must be sent to ce@nlc.bc.ca. You will be contacted by the CE Team to confirm your refund. There are no refunds for withdrawal requests made six business days or less prior to the start date of the class, or for non-attendance.

Course Requirements

Students are responsible for ensuring they have the right equipment and software for the courses they are enrolled in. If a course has prerequisites, you will be required to confirm your eligibility.

Training for Indigenous Communities

Workforce Training and Continuing Education is proud to work with our Indigenous communities to create accessible and relevant training and courses for their members. Where necessary, NLC's Indigenous Education team is involved in the planning process. Previous programming for Indigenous communities has included Computer Fundamentals, Indigenous Resource Management and Job Search Skills. Training is customizable and can be completed at an NLC Campus or wherever the training is required. To get started, email corporatetraining@nlc.bc.ca.

Want to Get Involved?

If you are interested in becoming a Workforce Training and Continuing Education instructor, or if you have an idea for a course, please contact ce@nlc.bc.ca.

Corporate Training

Work with our Corporate Program Coordinator to design custom courses or programs that address your unique business challenges and objectives. We tailor our programs to meet your organization's specific needs.

Exclusive Group Training for Your Team (Groups of 5 people or more)

Looking for exclusive training for your team? Select from our ready-to-go courses or programs featured in this catalog, and we'll customize it to fit your team's needs. With flexible hours, dates, and locations, you choose when and where — we'll handle the rest!



Scan the QR code to access the Group Training Interest Form or follow the link <https://forms.office.com/r/cWwETkgXGW>

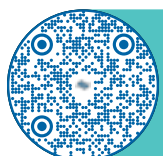
Customized Training (Groups of 5 people or more)

We recognize that each organization has its own distinct goals and challenges, which is why we offer customized corporate training programs tailored to meet the specific needs of your team and industry.

Whether your focus is on enhancing leadership, improving productivity, advancing technical skills, or fostering collaboration, we design every program to align with your unique objectives. With flexible delivery options — at your site, online, or at one of our campuses — you have full control over when and where the training occurs. Let's partner together to create a solution that's perfectly suited to your needs, and sets your organization up for lasting success!



Scan the QR code to access the Customized Training Interest Form or follow the link <https://forms.office.com/r/ec9QWM9J7a>



Scan the QR code to view our Corporate Training Brochure.

Customized Training Solutions in:



Computer Skills and Software Training

Elevate your workforce's proficiency and efficiency with tailored computer skills and software training. Courses such as IT training or Microsoft training in Excel, PowerPoint, Project, Teams, and Word.



Leadership Development

Empower your managers and executives with the essential skills to inspire teams, drive organizational change, and achieve strategic objectives.



Professional Development

Enhance your team's soft skills, including communication, conflict resolution, problem-solving, time management, and customer service, to foster a high-performance culture.



Technical Training

Stay ahead of the curve with specialized technical training in areas such as: engineering, oil and gas, environment, healthcare, and trades.



Equipment Operator Certifications

Prepare your employees for success with industry-recognized certifications and credentials that validate their expertise and competency. Courses such as forklift, skid steer, loader training, and more!



Team Building

Invest in your team's success by enrolling them in our team-building courses, where they'll emerge with renewed motivation, stronger relationships, and a shared sense of purpose.



Holiday Team Parties

NLC CE offers holiday parties such as pottery, painting, winemaking, Christmas wreath making, cooking classes, and more.

...And so much more!

Contact NLC's Corporate Program Coordinator at corporatetraining@nlc.bc.ca or call 250-787-6205 to learn more about our corporate training programs and how we can customize a solution to meet your organization's needs.

Funding and Grants



WorkBC

WTCE can support employers and organizations in accessing funding and developing training for employees, clients, or community members.

NLC's Corporate Program Coordinator will work with you each step of the way to:

1. Assist with the grant application
2. Coordinate the training with your preferred dates
3. Support the registration process
4. Customize the curriculum to fit your organization's needs.

Contact NLC's Corporate Program Coordinator at: corporatetraining@nlc.bc.ca to learn more about these opportunities.

BC Employer Training Grant

- The BC Employer Training Grant provides funding to small, medium, and large companies to support skills training for their workforces, including prospective new hires.
- The Employer Training Grant helps employers pay for training, which in turn helps employees experience increased job security or move into better jobs.
- Employers can apply as often as they need and receive 80% of the cost of training up to \$10,000 per employee, with a maximum annual amount per employer of \$300,000.

Community Workforce Response Grant

- Flexible and timely response to urgent labour market needs in BC. Communities can access the program to address workforce challenges.
- Communities and sector associations can apply for funding to facilitate a short-term (under 52 weeks) skills training project.
- Program pays for 100% of all tuition costs and provides financial support to participants.

Project-Based Labour Market Training (PBLMT)

- Provides funding to organizations in support of projects that provide a combination of training, on-the-job work experience, and follow-up support to eligible individuals that will improve their employment skills and prepare them for in-demand jobs.



- Training takes place in a supportive group setting and is supplemented by a range of activities like counselling, vocational and/or learning assessments, work experience, job search skills, mentorship, referral to community resources and post project follow-up.
- Priorities for PBLMT projects include jobs in high-demand sectors, Indigenous-led projects, projects with a duration of 12 months or less, projects in communities or for people affected by tariffs, such as: forestry, steel, agriculture, manufacturing, and others.

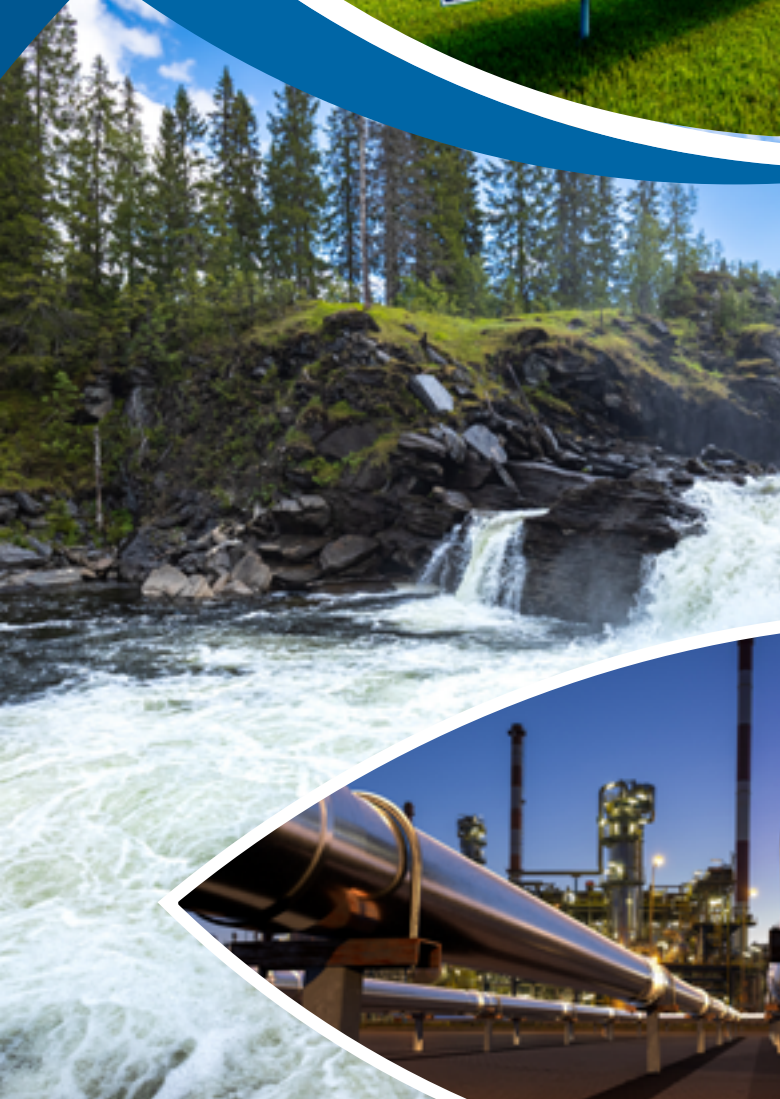
For more information on funding and grants through WorkBC, visit workbc.ca/find-loans-and-grants



CAEES

Centre for Applied Energy and Environmental Sustainability

9820 120th Ave, Fort St. John British Columbia, Canada, V1J 8C3



A new beginning for alternative energy education with CAEES

What is CAEES?

The Centre for Applied Energy and Environmental Sustainability (CAEES) leads the development and delivery of energy and environment programming at Northern Lights College. In partnership with industry and community, NLC is helping to meet the current and future energy needs of our region. Innovation meets need, with balanced responsibility and deep respect for land and peoples.

Upcoming CAEES courses for Energy workers

CAEES prepares you for the current energy market through targeted career skills development and foundational courses offering a broad scope of understanding about current energy demands and emerging energy alternatives that will shape our future.

We offer Stepping Stone courses to aid new or augment current career paths for today's energy workers. These short courses empower employers and employees by expanding skillsets in focused areas with minimal disruption to work schedules.

Water Management in Energy

This short course is crucial for understanding one of the most significant challenges in oil and gas production — Water. This course includes instruction on the impact of water on the lifecycle of oil and gas production as it pertains to the formation, associated mineralogy, emulsions, and oilfield microbiology. Theoretical and lab time includes demonstration of water compatibilities, concepts of analysis, and application applicability for re-use.

COMING SOON Alternative Energy Foundations

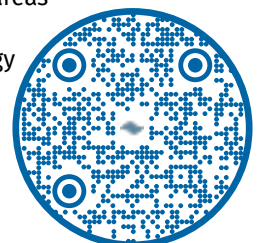
Today's demand for energy will push our communities to obtain energy from multiple sources. We explore current and future options for assessing and implementing energy development. Short courses in:

- Geothermal/Hydrothermal
- Solar
- Wind
- Biomass
- Colours of Hydrogen

COMING SOON Geothermal and Hydrothermal Essentials

This course provides the foundational knowledge to understand how our communities can benefit from the earth itself. Taking advantage of the earth's inner heat can unlock power, lower costs, and provide energy in remote areas and urban locations. Learn geothermal and hydrothermal essentials, and how the energy industry is poised to integrate these new technologies.

To register for CAEES courses, visit <https://www.nlc.bc.ca/caees>



Youth Summer Camps

Grades 8–12

Our Summer Camps are for youth in grades 8–12 to explore potential careers and post-secondary training in trades and healthcare.

Chetwynd

- Build It Carpentry (Sponsored by Shell)
- Trade Exploration (Sponsored by Shell)

Dawson Creek

- Build It Carpentry
- Culinary Creators
- Beyond Beauty Esthetics & Hair
- Youth Explore Nursing (Sponsored by Shell)
- Trade Exploration (Sponsored by Shell)

Fort Nelson

- Build It Carpentry
- Culinary Creators

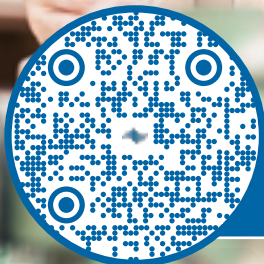
Fort St. John

- Build It Carpentry
- Beyond Beauty Esthetics & Hair
- Youth Explore Nursing (Sponsored by Shell)
- Trade Exploration Camp (Sponsored by Shell)

Mobile Makers – A mobile trades training camp in your community! Powered by the Bannister GM Truck and the Conoco Philips Mobile Training Unit. We deliver hands-on training and skills to youth in your community. To request Mobile Makers in your community contact ce@nlc.bc.ca

If you are interested in sponsoring a camp or seats for students to attend, please contact the NLC Foundation at foundation@nlc.bc.ca

Camps and locations are subject to change. For current camp information or to register, please visit www.nlc.bc.ca/continuing-education/career-type/youth-camps or scan the QR code.



Northern Lights College Foundation

At Northern Lights College Foundation we dedicate ourselves to helping our students embark on their lifelong journey of learning. We create and build relationships with our donors – which in turn, creates unique opportunities for our students, college, and community.

In 2021, the NLC Foundation established the four pillars of our strategic plan. The pillars encompass the Foundation's intent to:



Expand financial support and access for students.



Broaden the scope of support for teaching and learning.



Ensure sustainable internal capacity and resources.



Cultivate and engage donors.



Interested in supporting a student on their lifelong journey of learning, or a program at Northern Lights College? Please reach out to the NLC Foundation for more information.



1-866-463-6652



foundation@nlc.bc.ca



nlc.bc.ca/nlc-foundation

General Interest

Advanced RPAS Pilot Training

CE-CT211

This Remotely Piloted Aircraft System (RPAS) course will prepare you to become a certified drone pilot by covering Transport Canada regulations, flight theory, air law, weather, navigation, and operational procedures. The course aims to provide the necessary knowledge to pass the official Transport Canada drone pilot exams for either Basic or Advanced Operations, enabling safe and legal drone operation in Canadian airspace. No prerequisites.

In-Person, Various Locations and Online (3 days/24 hours)

Basic Remotely Piloted Aircraft

CE-CT206

This theory course prepares you to pass the Basic RPAS exam, and consists of eight learning modules and a practice exam. If you desire to become an advanced RPAS pilot this course will provide a strong foundation.

Recommended Textbook: *Unmanned: Textbook for RPAS Studies 3rd Edition*

In-Person, Various Locations and Online (2 days/14 hours)

Drone Flight Review

CE-CT213

Passing the flight review is the final step toward your certification as an Advanced Drone Pilot. The flight review is a variable length test designed to validate pilots' competencies as Advanced operators. You will be tested on site surveys, emergency procedures, contacting Transport Canada, pre-flight procedures, launching safely, navigating obstacles, manually recognizing distances, and landing safely.

Prerequisites: Successful completion of the advanced drone exam and proficiency in operating an RPAS.

In-Person, Various Locations (1 day/1 hour)

Building Your Positive Attitude

CE-HW140

Make no mistake about it, attitude is infectious and very contagious. Positive attitudes can result in greater personal energy, better health, increased performance. Negative attitudes can be the cause of a host of assorted health problems. This course is designed to give you the tools to change your attitude and improve the performance of your life.

Online, Live Instructor (2 hours)

Discover Sign Language

CE-AC32

Learn to master American Sign Language through immersive, silent instructional videos that emphasize proper sign techniques and facial expressions for effective communication. You will become skillful at fingerspelling and an array of signs to engage in conversations confidently. Explore the history and usage of American Sign Language (ASL) and how to navigate the culture and social customs of the Deaf community. By the end of this sign language course, you will be ready to participate in a conversation using the power of sign language.

Available online as instructor moderated or online self-guided.

Online, Instructor Moderated (6 weeks/24 hours) 

Online, Self-Guided (12 weeks/24 hours) 





Emotional Intelligence – The Secret to Success

CE-HW141

Many people are surprised to learn that Emotional Intelligence (E.Q.) is more important to achieving personal, family and work success than intellectual ability (I.Q.). The good news is that we can develop and enhance our E.Q. Learn what E.Q. is, what it means to you, and how it can help you build successful relationships. This course will improve your emotional health, communication, success, leadership, and more!

Online, Live Instructor (2 hours)

Hors d'Oeuvres for the Holidays

CE-CA21

Be prepared this year to dazzle your family and friends by learning the skills to make hors d'oeuvres just in time for holiday entertainment. In this three-hour class, you'll learn how to prepare three different types of hors d'oeuvres. Our certified nutritionist will help boost your confidence in the kitchen while adding to your arsenal of easy and tasty appetizers. This is a hands-on, demonstration-style class where students will both make the food, and enjoy their creations.

In-Person, Dawson Creek (3 hours)

Introduction to Sourdough Bread Making

CE-CA20

Discover the art and science of traditional sourdough bread making in this hands-on course designed for beginners. Participants will learn how to create and care for a healthy sourdough starter, understand the fermentation process, and prepare a basic sourdough from scratch. This course covers foundational techniques that build confidence in the kitchen — emphasizing natural fermentation, timing, and simple ingredients to produce delicious, nutritious homemade sourdough bread.

In-Person, Dawson Creek (3 hours)

Level 1 Complex Pilot Training

CE CE-214

Complex operations are opening a new chapter in drone flight capabilities. Pilots who want to conduct lower risk Beyond Visual Line of Sight (BVLOS) missions require a Level 1 Complex Operations Pilot Certificate.

This course is designed to help you meet the latest Transport Canada requirements and master the knowledge needed for certification. You'll explore the regulatory framework behind "Complex Operations" under the Canadian Aviation Regulations (CARs), and dive into key topics like mission planning, risk assessment, safety procedures, and system redundancy. Packed with practical insights and exam-focused material, this course will prepare you to confidently pass the Transport Canada Level 1 Complex exam and take your drone operations to the next level.



In-Person, Various Locations (3 days/24 hours)

Principles of Nutrition: Understanding Nutritional Status for Optimal Health

CE-HW106

Optimize your health through the understanding of nutritional status with the guidance of a culinary expert. Discover how to transform everyday ingredients into tasty, nutrient-packed dishes. Nutritious doesn't have to mean bland or boring. You'll learn about nutritional status and how to improve your overall well-being through food and lifestyle choices. Explore the principles of nutrition through a mini lecture and hands-on learning with live demonstrations to create a variety of healthy dishes where you will learn how healthy, nourishing food can be delicious too.

In-Person, Various Locations (1 day/2 hours)

Principles of Nutrition: Mindful Eating

CE-HW132

Join us for a unique culinary journey that merges the joy of cooking with the principles of nutrition. Through a mini lecture and hands-on learning with live demonstrations from a culinary nutrition expert, you'll learn how to reconnect with your food, cultivate awareness, and enhance your overall well-being. Embrace a healthier relationship with food and transform the way you cook and eat to discover how to prepare meals that are both nourishing and delicious.

In-Person, Various Locations (1 day/2 hours)

Principles of Nutrition: Guidelines for Planning & Shopping for Better Health

CE-HW134

Are you ready to take control of your health through the power of planning and shopping? This course will equip you with the essential skills for healthier eating. Discover how to create balanced, nutritious meals through planning. You'll learn smart shopping strategies, how to maximize your grocery budget (while minimizing waste), and seasonal cooking strategies for freshness and flavor. This course includes a mini lecture and hands-on learning, with live demonstrations from a culinary nutrition expert.

In-Person, Various Locations (1 day/2 hours)

Principles of Nutrition: Meal Planning & Prepping for Healthy Eating

CE-HW135

Are you ready to revolutionize your approach to cooking? Gain practical skills for meal planning and preparation designed to nourish your body and simplify your life. Explore the difference between plant forward and meat forward eating and learn effective storage techniques to reduce food waste and enhance convenience. Through a mini lecture and hands-on learning, with live demonstrations from a culinary nutrition expert, transform your cooking habits and take charge of nutrition.

In-Person, Various Locations (1 day/2 hours)

Speed Spanish

CE-AC35

In this course, you will immediately start creating sentences and conversations in Spanish. Each lesson will introduce new techniques to increase your fluency and allow you to start speaking Spanish. By completing this course, you will gain confidence in your ability to converse with others in Spanish, be prepared to travel to a Spanish-speaking country and communicate effectively and build in-demand skills that can increase your career opportunities.

Available Online as Instructor Moderated or online self-guided.

Online, Instructor Moderated (6 weeks/24 hours) 

Online, Self-Guided (12 weeks/24 hours) 

Stress Busters for Great Health

CE-HW139

Avoiding stress and burnout seems to be a tough job for many of us today. All of us experience stress, and with today's demanding schedules and multiple priorities, how do we manage to cope? This is a practical and personal one day course, for those of us who want to get ahead of stress and burnout. We will look at the things that cause you stress, how well you are doing at coping with it, and key strategies that you can use to rise above it. Come prepared to have some fun and consider new ways of managing your stress.

Online, Live Instructor (2 hours)





The Emotional Effects of Retirement

CE-HW142

Retirement is often viewed as a time of freedom and leisure, yet the emotional transitions it brings can be complex and deeply personal. This course explores the psychological and emotional impacts of retirement, including shifts in identity, purpose, relationships, and daily structure. We will examine adult development and coping strategies, to better understand the wide range of experiences retirees face. Whether preparing for your own retirement or supporting others through it, participants will gain tools to recognize emotional challenges and foster resilience and fulfillment in post-career life.

Online, Live Instructor (2 hours)

Professional Development

Computer & Innovative Technologies

Artificial Intelligence & Machine Learning Suite

CE-CT176

Learn foundational artificial intelligence (AI) and machine learning knowledge in this introductory course. You will obtain a firm understanding of the science behind creating computer systems, the definition and history of machine learning, including the problem it is trying to solve, program languages, popular algorithms used, and the different types of machine learning. This suite includes courses *Introduction to Artificial Intelligence* and *Introduction to Machine Learning*.

Online, Instructor Moderated (12 weeks/48 hours) 

AutoCAD Basics

CE-TI125

AutoCAD basics will introduce you to the fundamentals of using AutoCAD. You will start at the beginning by creating drafting symbols, floor plans, and kitchen and bath fixtures and then bring everything together on a deliverable, printed sheet. You will also create an abbreviated set of construction documents, like floor plan, roof plan, structural foundation plan, electrical plan, building elevations and paper/model space. If you need to get an introduction to AutoCAD, this course for beginners will get you up and running. This class is hands on, real-world applicable and includes optional projects.

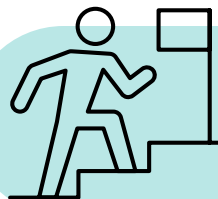
Online, Self-Guided (12 weeks/60 hours) 

Computer Fundamentals for the Workplace

WFTR-CT01

This in-person course is perfect if you are a beginner looking to build a solid foundation in computer skills. This course will cover a wide range of topics from understanding basic hardware components, navigating software applications, to utilizing the basic functions of Microsoft Word, Excel and PowerPoint. Whether for personal use or professional growth, this course will help you gain the confidence and knowledge needed to navigate today's digital world.

In-Person, Various Locations (2 weeks/25 hours)



Whether it's for personal enrichment or professional development, our Workforce Training and Continuing Education courses can help you reach your goal.

Improving Digital Literacy & Computer Skills

WFTR-CT22

This digital literacy and computer skills course equips you with essential knowledge to navigate today's technology-driven environments with confidence and competence. From managing files and communication tools to conducting reliable online research, you will build practical knowledge for everyday and workplace tasks. Emphasis is placed on digital organization, collaboration, security, and troubleshooting, empowering you to work smarter and safer online. You will even develop a growth mindset and create a personalized strategy for lifelong digital learning success.

Online, Self-Guided (6 weeks/24 hours) 

Introduction to Artificial Intelligence

CE-CT178

This course will introduce you to various forms of artificial intelligence (AI) and how we interact with AI as consumers in applications like chatbots and recommendation engines. Learn how AI provides analytics in business and consider industries that may be transformed or even disrupted by AI implementations. Discover how computers can “learn” using artificial neural networks and various forms of machine learning. Review AI applications such as natural language processing, forecasting, and robotics. Explore the AI development process and how AI will affect the workforce. As well, in this course, considerations of some of the ethical factors in AI deployment will be explored.

Online, Instructor Moderated (6 weeks/24 hours) 

Leadership

Boundaries, Communication & Professionalism in the Classroom

WFTR-PD34

Enhance your professional conduct in this short teacher professionalism course, designed to guide you in upholding ethical professional standards, maintaining clear boundaries, and communicating effectively with families, students, and colleagues. You will reflect on your school's or district's educator code of conduct, identifying strengths and areas for improvement in teacher boundaries, teacher professionalism, and teacher communication.

This course includes a downloadable PDF of the content and a self-reflection checklist to help you plan for personal growth.

Online, Self-Guided (12 weeks/1 hour) 

Emerging Leader Foundation Program

CE-PD157

Earn recognition in leadership with our Emerging Leader Foundation course. This course is designed to equip aspiring leaders with essential skills in communication, decision-making, and team management. Applicable to a variety of industries, this course empowers you to grow as a confident and capable leader. Whether you're an aspiring leader or looking to enhance your leadership journey, this course is the perfect foundation to kickstart your career.

This program includes *Leadership Essentials*, *Financial Essentials & Project Management Essentials*, and *Workplace Culture Essentials*.

Online, Instructor Moderated (26 weeks/150 hours)

Emerging Leader – Leadership Essentials

CE-PD158

Ready to become an impactful leader? This course focuses on developing your leadership skills to be an effective frontline leader and to help you gain the tools to support your development of leadership skills. The Leadership Essentials course is designed to equip emerging leaders with the core skills needed to inspire, motivate, and lead teams effectively. Learn key strategies in communication, decision-making, and conflict resolution to boost your confidence and drive success.

Online, Instructor Moderated (12 weeks/60 hours)





Emerging Leader — Financial Essentials & Project Management Essentials CE-PD159

Are you new to the concepts of project management? In this course, you will gain a foundation in project management by learning the essentials of how to implement, control, and close any type of project. You will develop skills to manage client requirements, multiple scope change requests, limited resources, lack of authority, and working with difficult clients. This course is also designed to review financial essentials such as understanding budgets: tracking income and expenses, identifying, forecasting, and staying within budget guidelines and how these concepts relate to managing projects. This course includes the following modules: Project Management 1, Project Management 2, Managing Budgets.

Online, Instructor Moderated (9 weeks/45 hours)

Emerging Leader — Workplace Culture Essentials CE PD160

Could your workplace be more harmonious? Workplace Culture Essentials develops tools for leaders to create open and respectful workplaces that value the perspectives of individuals from different backgrounds. Hone your competence leading diverse teams, including understanding and respecting the rights of Indigenous people of the region and the principles of reconciliation. This course includes the following modules: Diversity and Inclusion in the Workplace, Indigenous and World Views, and Performance Management.

Online, Instructor Moderated (9 weeks/45 hours)

NEW Leadership & Management Foundations Workshop CE BE129

Lead with confidence. This hands-on workshop is built for leaders and managers who want to grow their skills, tackle real challenges and lead through complexity with clarity. You'll explore how to make smart decisions, communicate with impact and build trust across your team.

This leadership and development intensive is a four-part workshop series designed to help new and emerging leaders build confidence, clarity and capability in complex environments. Each session is grounded in real-world application, blending systems thinking, stakeholder engagement and reflective leadership practice. You'll bring in a personal Problem of Practice to work through, ensuring your learning is immediately transferable to your day-to-day work. Workshops include:

- Designing Your Leadership Practice
- Influence & Communication
- Teaming, Trust & Collective Performance
- Conflict, Resilience & Leading Through Tension

Online, or In-Person - Various Locations (24 hours)

Microsoft

Accounting with MS Excel 2019 Suite CE-CT45

As the most widely used spreadsheet software, Microsoft Excel is used by accountants to analyze data, create reports and prepare forecasts. The Accounting with MS Excel 2019 Suite will help you gain basic accounting skills while training you to effectively use Microsoft Excel 2019. Discover how to create and use worksheets, charts, graphs, and more advanced features of Excel as you learn the double-entry bookkeeping, financial reporting, and other accounting fundamentals used in small to mid-sized companies.

Suite includes courses: Introduction to MS Excel 2019, Intermediate MS Excel 2019, Accounting Fundamentals, and Accounting Fundamentals II.

Online, Instructor Moderated (24 weeks/96 hours) 

Advanced Microsoft Excel 365

In this course, you will transform Excel into a functional database and master advanced data management techniques. Key learning components include how to sort and filter data using AutoFilter, slicers, and advanced criteria, as well as how to utilize Power Pivot for comprehensive analyses.

Online, Self-Guided or Instructor Moderated (24 hour) 

NEW Intermediate Microsoft Excel 365

WFTR-MS09

Take your spreadsheet skills to the next level when you learn Excel online! This hands-on course is designed for those ready to go beyond the basics. Master advanced tools like Sort & Filter, create polished visuals, clean and combine data, and collaborate securely — all to build smarter, more effective spreadsheets.

This intermediate Excel course is designed for professionals with foundational skills who want to elevate their data management and presentation capabilities. The practical exercises throughout the course will ensure you build efficient, professional spreadsheets that get the job done.

Online, Self-Guided or Instructor Moderated (24 hours) 

NEW Introduction to Microsoft Excel 365

CE-CT210

Excel is a powerful, indispensable tool for business, personal, and academic use. In this course, you will gain a strong foundation in Microsoft Excel 365, equipping you with the skills to confidently navigate Excel's features. Whether organizing data, creating professional spreadsheets, or generating insightful visuals, this introduction to Excel course will provide the tools and techniques to maximize your efficiency with this industry-leading spreadsheet program.

Online, Self-Guided or Instructor Moderated (6 weeks/24 hour) 

NEW Introduction to Microsoft PowerPoint 365

WFTR-MS10

This Introductory Microsoft PowerPoint training course is designed for anyone ready to transform their ideas into clear, engaging presentations. Whether you are a student preparing for class projects, a professional sharing reports at work, or a community leader organizing events, this course will equip you with the skills to confidently use Microsoft PowerPoint. No prior experience is needed — just a willingness to learn and create.

This course is a valuable first step for anyone pursuing a career in business, education, communications, or any field where clear, compelling visual communication is essential

Online, Self-Guided or Instructor Moderated 

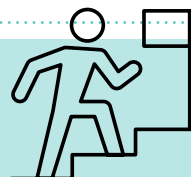
NEW Introduction to Microsoft Word 365

WFTR-MS11

Become proficient in Microsoft Word 365 with this comprehensive introductory course. From the basics to advanced features like formatting, collaboration, and automation, you will gain practical tips and step-by-step guidance to create professional documents efficiently. Whether you are a beginner or an experienced user, this course will boost your confidence and success in Word.

Online, Self-Guided or Instructor Moderated (6 weeks/24 hours) 

Whether it's for personal enrichment or professional development, our Workforce Training and Continuing Education courses can help you reach your goal.





Professional Office and Business Skills

Administrative Skills — Level 1

CE-BE126

This entry-level course will provide you with the essential skills required for success in today's administrative and office environments. You will gain practical training in job search preparation, communication strategies, and foundational computer applications. By the end of this course, you will have developed the administrative skills needed to pursue entry-level office positions. This course is only available by request through our Corporate Coordinator.

Online, Live Instructor/In-Person Various Locations (28 hours)

Administrative Skills — Level 2

CE-BE127

This intermediate-level course builds on foundational administrative training to strengthen professional writing, introduce accounting principles, and expand computer application skills. You will advance your ability to communicate effectively, manage information, and support organizational operations with confidence. Upon completing this course, you will understand the fundamentals of writing, the basics of accounting, and the practical use of Microsoft Word, Excel, and Powerpoint. This course is only available by request through our Corporate Coordinator.

Online, Live Instructor/In-Person Various Locations (28 hours)

Administrative Skills — Level 3

CE-BE128

This advanced-level course is designed to strengthen participants' expertise in accounting, professional writing, and Microsoft Office applications, preparing them to take on higher-level administrative responsibilities with confidence. Learners will refine their ability to analyze information, produce professional documents, and manage complex tasks in a collaborative workplace setting. This course is only available by request through our Corporate Coordinator.

Online, Live Instructor/In-Person Various Locations (28 hours)

Computer Skills for the Workplace

CE-BE25

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will also focus on practical applications for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

Online, Self-Guided or Instructor Moderated (12 weeks/24 hours) 

Digital Marketing Suite

CE-BE41

Digital marketing uses varied media such as cellphones, social media platforms and websites. Learn how to market your business on the internet and discover proven methods that will help you establish an internet presence and build your online brand identity. Social media platforms such as Facebook, X (Twitter), and LinkedIn are popular and can be a game changer for business marketing when used correctly.

This suite includes the following courses: Marketing Your Business on the internet, Achieving Top Search Engine Positions, Using Social Media in Business.

Online, Instructor Moderated (24 weeks/72 hours) 

Job Readiness & Communication Skills

CE-PD161

This course will guide you through crafting a strong cover letter and resume to prepare for interviews. Through interactive activities and practical exercises, you will build essential networking and communication skills. Designed for those new to the workforce or going through a career transition, this course provides the tools needed to succeed in today's workplace.

[Online or In-Person, Live Instructor – Various Locations \(22 hours\)](#)

Life Skills 101

WFTR-PD33

Life Skills 101 is to equip adults with the practical knowledge, confidence, and essential skills needed for independent living in British Columbia. Through interactive lessons in communication, digital safety, financial literacy, employment readiness, housing, wellness, civic engagement, and more, you will gain tools to navigate daily life successfully. This course is only available by request through our Corporate Coordinator.

[Online or In-Person, Live Instructor – Various Locations \(18 hours\)](#)

NEW Medical Secretary Suite

WFTR-BE08

Ready to take the next step in your medical career as a medical secretary? Our comprehensive Medical Secretary training bundle features the training and knowledge needed to succeed in this role. This medical receptionist training will leave you feeling confident and excited for this new phase of your career.

[Online, Instructor Moderated \(24 weeks/96 hours\)](#) 

Medical Terminology Series

CE-BE07

If you have ever had trouble memorizing medical terms, this course (and word association approach) is for you. You will learn medical terminology from an anatomical approach by looking at each root term, its origin, a combined form, and an example of non-medical everyday usage. Learn medical terminology related to all 11 of the body's organ systems and review different diagnostic and treatment procedures for each system. This course includes lessons and activities designed to help you understand and remember the medical terminology you learn. Series includes courses: *Medical Terminology: A Word Association Approach* and *Medical Terminology II: A Focus on Human Disease*.

[Online, Instructor Moderated \(12 weeks/48 hours\)](#) 

Project Management Essentials Part 1

WFTR-PD27

Designed for new project managers or those without previous formal project management. You will gain a comprehensive overview of project management techniques so that you can effectively plan, manage and control projects based on the standards of the Project Management Institute (PMI). Theory and practical examples of these methodologies are provided in an interactive format, and skills gained can be immediately applied at work. Earn Professional Development Unit (PDU) credits from PMI.

[Online, Live Instructor \(3 days/25 hours\)](#)

Project Management Essentials Part 2

WFTR-PD27

A continuation of Project Management Essential: Part 1, this course provides more advanced skill development based on the Project Management institute (PMI) framework. Executing project management in the real world requires practical skills to tackle issues such as changing client requirements, multiple scope change requests, limited resources, lack of authority and difficult clients. This course provides you with a comprehensive overview of these issues and provides practical tools based on PMI best practices for managing them. Instruction and industry examples of these skills are provided in an interactive format. Earn Professional Development Unit (PDU) credits from the PMI.

[Online, Live Instructor \(2 days/15 hours\)](#)



Project Management (PMP) Bootcamp Prep CE-PD58

The Project Management Professional (PMP) Certification from the Project Management Institute (PMI) is the industry standard for demonstrating competence and a solid foundation of project management skills. This workshop prepares new and experienced construction sector project managers, developers, general contractors, sub-contractors, owners and consultants without formal training to write the PMI Project Management Professional certification exam and provides the 35 hours of educational credits required for new PMP certification applications.

Prerequisites: Bachelor's Degree or equivalent: 4,500 hours of project management work experience in project initiation, planning, execution, monitoring, control and closing processes. More than 3 years of non-overlapping project management experience and 35 hours of project management courses.

OR

No Bachelor's Degree: 7,500 hours of project management work experience in project initiation, planning execution, monitoring, control and closing processes. More than 5 years of non-overlapping project management experience and 35 hours of project management courses. PMP Bootcamp Prep prepares you to write the Project Management Professional Exam through the PMI. Upon successful completion of the course, you will need to apply to write the exam through PMI. Exam fees are not included in the course cost.

Online, Live Instructor (5 days/37.5 hours)

NEW Project Team Communications WFTR-PD32

The ability to communicate efficiently is perhaps the most critical skill in today's workplace. Success in motivating teams, delegating, organizing, problem solving, selling ideas, obtaining/providing information, reporting on performance, managing organizational transition, and implementing ideas, depends heavily on your ability to communicate and influence. Managing the project stakeholders is also an important task which impacts stakeholder expectations and ultimately stakeholder satisfaction.

This course provides comprehensive skills development training in communications and stakeholder management for all skill levels. Students are provided with practical communications strategies, tools, and best practices along with plenty of real-life examples of their application, all in an interactive format to enhance learning.

Online, Live Instructor (2 days/15 hours)

NEW Project Schedule & Cost Control WFTR-PD31

This course is designed for a broad audience of project management professionals, including project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, and program managers. It offers an in-depth exploration of the fundamental and advanced aspects of project schedule and cost management. The course covers key topics such as scope definition, schedule planning, resource allocation, and budgeting, with a strong focus on practical applications and real-world examples. Participants will engage in interactive workshops to apply concepts such as critical path method (CPM), earned value management (EVM), and risk assessment to ensure precise project execution and financial control.

Online, Live Instructor (2 days/15 hours)



With Workforce Training and Continuing Education, we can help you:

- Earn specialized credentials needed in many fields.
- Upgrade your skills with industry-specific courses.
- Gain the knowledge needed to move up in your career of choice.



Veterinary Assistant Series

CE-HW131

Taught by a practicing veterinarian and college instructor, courses in the Veterinary Assistant Series will give you the information you need to prepare for work as a veterinary assistant, including the specific duties you are likely to face every day. Gain practical skills, learn veterinary terminology, and prepare to apply for jobs as a veterinary assistant with total confidence! *This series bundle includes courses: Become a Veterinary Assistant, Become a Veterinary Assistant II: Canine Reproduction, Become a Veterinary Assistant III: Practical Skills, Veterinary Medical Terminology.*

Online, Instructor Moderated (24 weeks/96 hours) 

Workforce Training

Safety Training

NEW ATV/UTV Safety Training

WFTR-OS28

Motorized recreation can be an exciting and enjoyable means to experience the recreational opportunities on public lands. However, because these vehicles tend to be louder, faster, larger and more powerful than most other means of outdoor travel, they can cause significant lasting damage to the landscape.

This course will provide you with a fun and orderly way to learn proper ATV/UTV operation. You'll learn about controls, reading terrain, turning, and climbing hills. This course meets all applicable Federal and Provincial training requirements.

In-Person, Various Locations (1 day/5 hours)

NEW Basic Chainsaw Safety

WFTR-TI83

This will introduce you to the safe handling, use, and maintenance of chainsaws.

You'll learn how to identify potential hazards, assess risks, and understand the common causes of chainsaw-related accidents and how to prevent them.

The course covers key safety practices for slashing, bucking, and felling trees, with a focus on safety awareness and proper techniques. Upon successful completion, you'll receive certification in felling trees between 6 and 10 inches in diameter at stump height.

This course has both theory and a practical skills component. There is both a written and practical test for the certification. Upon successful completion of the tests, you'll receive Chainsaw Safety certification.

In-Person, Various Locations (1 day/7 hours)

FOODSAFE Level 1

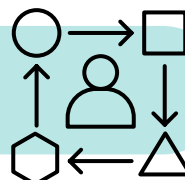
WFTR-OS04

Foodsafe Level 1 is designed for frontline food service workers such as cooks, servers, bussers, dishwashers, and deli workers. In this course, you will learn about food safety and worker safety information, including foodborne illness, receiving, and storing food, preparing food, serving food, cleaning and sanitizing. The exam is completed during class time.

In-Person, Various Locations (1 day/7 hours)



NLC Workforce Training and Continuing Education offers a variety of courses that help you learn new skills or improve on those you already have.





Food Safety For Food Handlers

WFTR-OS29

Food Safety for Food Handlers is an online food safety training course. This course has been developed to be equivalent in content and meeting the requirements set out in the National Guidelines for Food Safety Training Programs in the Food Retail and Food Service Sectors. It covers all the major content sections required for a food handler's certificate. The 'Food Safety for Food Handlers' course has been officially reviewed and the certificate is recognized in BC / YT / SK / MB / ON / NS / NB / PE / NL, as meeting the requirements of the Provincial/Territorial food premises regulations for Level 1 Food Handler training.

Online (6 hours/4 weeks)



Forklift Operator Training

WFTR-TI40

If you have prior experience with Forklift equipment training and require recertification for current employment, this course is for you. If you have less than 20 hours of experience with forklift equipment, registering in the two-day Forklift Operator Training – Introduction course is recommended. This course uses a mix of training theory and practical operation.

Requirement: Participants must be 18 years or older.

Required PPE: Steel toe boots, safety glasses, high visibility vest or clothing.

In-Person, Various Locations (1 day/7 hours)

Forklift Operator Training – Introduction

WFTR-TI87

Forklift Operator Training is a Heavy Equipment Entry Level Skills Training course required for anyone who requires certification to operate a forklift. This course provides comprehensive training for first-time operators or operators with little to no experience.

Requirement: Participants must be 18 years or older.

Required PPE: Steel toe boots, safety glasses, high visibility vest or clothing.

In-Person, Various Locations (2 days/14 hours)

H2S Alive®

WFTR-OS11

H2S Alive® is essential training for anyone working in the petroleum and energy industries who may be exposed to hydrogen sulphide (H2S). This internationally recognized course equips you with the knowledge and hands-on skills needed to identify H2S hazards, protect yourself on the job, and respond quickly in an emergency.

You'll learn about the physical properties and health effects of H2S, safe work practices, and emergency response procedures. You'll gain practical, real-world experience using self-contained breathing apparatus (SCBA), detector tube devices, and performing rescue lift and drag techniques. This course meets industry and Workplace Health & Safety standards and is accepted worldwide – making it a must-have certification for workers and employers alike.

In-Person, Dawson Creek (1 day/8 hours)

Joint Health & Safety Committee Training

WFTR-OS30

This Joint Health and Safety Committee (JHSC) Training course provides the mandatory education required for committee members under WorkSafeBC Regulations. Participants will learn to identify and interpret the functions and duties of JHSC members, understand their legal responsibilities, and contribute meaningfully to promoting and maintaining a safe and healthy workplace. This training supports committee members in carrying out their responsibilities with confidence and in compliance with provincial requirements.

Online (8 hours)



Wheel Loader Operator Training

WFTR-TI22

If you have prior experience with loader operation and require recertification for current employment, this course is for you. If you have less than 20 hours of experience with forklift equipment, registering in the two-day Loader Operator Training – Introduction course is recommended. This course uses a mix of training theory and practical loader operation.

Requirement: Participants must be 18 years or older.

Required PPE: Steel toe boots, safety glasses, high visibility vest or clothing.

In-Person, Various Locations (1 day/8 hours)

Wheel Loader Operator Training – Introduction

WFTR TI86

If you have little to no experience in loader operation or are required to be trained in safe loader operation, this course is for you. Using a mix of training theory and practical loader operation, you'll learn background information, legislation, basic principles of safe operation, load handling, and miscellaneous systems and issues, before practicing with the equipment. Upon successful completion of the course, you will receive certification that meets WorkSafeBC standards.

Requirement: Participants must be 18 years or older.

Required PPE: Steel toe boots, safety glasses, high visibility vest or clothing.

In-Person, Various Locations (2 days/16 hours)

Remote Wilderness First Aid

WFTR-OS25

This course is essential if you are living or working in remote communities or worksites.

You will learn concepts such as wilderness planning, wound care, and environmental emergencies. By the end of the course, you will earn certification for Remote Wilderness First Aid. For an additional fee, you will have the option to take a secondary exam for a Standard First Aid ticket. Manual is included in course fee.

Requirements: Weather appropriate attire and suitable daypack.

In-Person, Dawson Creek (3 days/20 hours)

Skid Steer Operator Training

WFTR-TI48

This one-day course is for people with prior experience with skid steer operation and who require recertification for current employment. For those with less than 20 hours of experience with skid steers, registering in the two-day Skid Steer Operator Training – Introduction course is recommended. This course uses a mix of training theory and practical loader operation.

Requirement: Participants must be 18 years or older.

Required PPE: Steel toe boots, safety glasses, high visibility vest or clothing.

In-Person, Various Locations (1 day/8 hours)

Skid Steer Operator Training – Introduction

WFTR-TI188

This two-day course has been designed for those with little to no experience with skid steers, and require training to safely undertake work activities that involve its operation. This course uses a mix of training theory and practical operation. Participants will learn regulations, site and equipment inspection techniques, preventative maintenance and general safety tips. Upon successful completion of the course, participants will receive a certificate that meets WorkSafeBC standards.

Requirement: Participants must be 18 years or older.

Required PPE: Steel toe boots, safety glasses, high visibility vest or clothing.

In-Person, Various Locations (2 days/16 hours)



WHMIS

WFTR-TI55

WHMIS Orientation is an online educational training course for workers on the Workplace Hazardous Materials Information System. In this self-paced course, you will learn the basic elements of WHMIS and the Global Harmonization System (GHS).

Online, Self-Guided (4 weeks/2.5 hours)



Trades and Industry

The airport courses are a series. You must register for each course separately.

Airport Management Series

Boost your credentials and open the door to exciting career opportunities in the airport and aviation industry. Whether you're aiming to lead airport operations, enhance customer experience, or optimize logistics, this program offers practical, industry-specific training to set you apart. Gain expertise in airport management and operations while learning from an experienced industry professional to develop leadership and problem-solving skills. This recognition is comprised of the following courses Airside Maintainer: Principles & Systems of Airport Standards, Airside and Applications: Build & Audit an airport, and Airport Manager: Manual Development & Maintenance. To earn the Airport Management recognition, you are required to take all three courses.

Online, Live Instructor (30 weeks/240 hours)

Airport Management – Airside Maintainer

CE-TI122

This course provides an in-depth overview of Transport Canada's Aerodromes Standards and Recommended Practices – TP312 (5th Edition). You'll learn how to apply the standards at an airport, assess compliance, and identify and report deviations. TP312 is the regulatory foundation for issuing and maintaining an airport certificate, making this course essential for airport and aviation professionals responsible for compliance and safety.

Required document: *Aerodromes Standards and Recommended Practices – TP312, 5th Edition* available through [Government of Canada](#) website.

Online, Live Instructor (10 weeks/80 hours)

Airport Management – Airside Application

CE-TI123

This course builds on Airside Maintainer and focuses on applying Transport Canada's Aerodromes Standards and Recommended Practices – TP312 (5th Edition) to design an airport to certification standards. You'll use TP312 requirements to develop a virtual airport layout that meets compliance criteria. TP312 is the regulatory foundation for issuing and maintaining an airport certificate.

Required document: *Aerodromes Standards and Recommended Practices – TP312, 5th Edition* available through [Government of Canada](#) website.

Online, Live Instructor (10 weeks/80 hours)



"I feel like I have taken something good away from this course and am excited for what it will do for my resume."

– Chelsea, Forklift Training student



The airport courses are a series. You must register for each course separately.

Airport Management — Airport Manager CE-TI124

This course focuses on how airport managers design and develop operational manuals in compliance with Transport Canada's *Aerodromes Standards and Recommended Practices – TP312*. You'll learn how to create Airport Operations Manuals, airside operations manuals, and airside operations plans, with an emphasis on safety, quality control, and aircraft operational suitability. Upon successful completion, you'll be ready for airport management roles at certified Canadian airports.

Required document: *Aerodromes Standards and Recommended Practices – TP312*, 5th Edition available through [Government of Canada](#) website.

Online, Live Instructor (10 weeks/80 hours)

Airport Safety Management — Safety Management for Managers WFTR-TI191

This course provides foundational training in Safety Management Systems (SMS) for aviation and other safety-critical industries. You'll learn key safety roles and responsibilities, how to build a strong safety reporting culture, and how to identify, report, and analyze hazards, incidents, and accidents. The course also covers data collection, risk analysis, root cause analysis, corrective action planning, and reporting to the accountable executive.

Online, Live instructor (5 weeks/40 hours)

Airport Safety Management — Safety Management for Workers WFTR-TI192

Safety Management for Workers provides a foundational understanding of Safety Management Systems (SMS) used in the aviation industry and other safety-critical sectors. This course introduces the core principles of SMS, including the roles and responsibilities of personnel involved in safety management and the importance of fostering a strong safety reporting culture. You'll learn how to identify safety hazards, recognize reportable events, and properly report hazards, incidents, accidents, and safety observations. Upon completion, you will be equipped with the knowledge and confidence to effectively report safety concerns and conduct a basic risk analysis to support proactive safety management.

Online Live Instructor (5 weeks/40 hours)

Canadian Construction Contract Essentials WFTR-TI171

For contactors and anyone involved in procurement and contracting within a construction company. In this course you will gain a basic and practical understanding of Canadian construction contract and subcontract essentials. **This is a Gold Seal 1 course.**

Online, Self-Guided (4 weeks/5 hours)



"I enjoyed my time in this program. The classmates and instructor were awesome to work with."

— Chauncey, Introduction to Facilities Maintenance student

"It was very fun to do, and it gave me the chance to get a lot of useful life skills." — Triston, Introduction to Facilities Maintenance student

"I had a great time and learned a ton. It was a cool experience and I look forward to using what I learned in the real world."

— Kaiden M, Introduction to Facilities Maintenance student



Commercial Vehicle Inspector Certification (CVIP)

WFTR-TI07

The Commercial Vehicle Inspection Program (CVIP) course provides the training required to become an authorized commercial vehicle inspector in British Columbia. This course is designed for individuals responsible for inspecting commercial vehicles to ensure compliance with provincial safety standards and regulatory requirements.

Participants receive comprehensive instruction on vehicle systems, inspection procedures, defect identification, documentation, and reporting, in accordance with the *BC Motor Vehicle Act*, regulations, and CVIP standards. The course includes both theoretical and practical components, covering inspections of commercial trucks, trailers, and/or buses, depending on the inspection category. The course concludes with the CVIP exam.

Prerequisite: You must have Red Seal endorsement: Heavy Duty Equipment Technician, Commercial Truck and Transport Mechanic, Commercial Transport Trailer Technician, Automotive Service Technician, Motorcycle Mechanic. **CVSE does not accept 4th year apprentices.**

Requirement: Students will need to set up the BC Services Card App prior to the CVIP exam.

NOTE: For those wanting to take both the *Commercial Vehicle Inspector Certification* course and *Designated Inspection Facility Operator* courses, see *Designated Inspection Facility Operator – EXAM ONLY*.

Online and In-Person (both are mandatory)

Online, Live Instructor (1 week/40 hours)

In-Person exam, Fort St. John (1 day/8 hours)

Designated Inspection Facility Operator (DIF)

WFTR-TI08

This course prepares owner/operators of designated inspection facilities for the DIF operator exam. In this course you will learn how to perform the duties of the day-to-day operations of a facility which includes the understanding of the roles and legal responsibilities of being a Designated Inspection Operator (DIF). Course price includes exam fee.

Requirement: Students will need to set up the BC Services Card App prior to the DIF exam.

Online and In-Person (both are mandatory) (1 week/40 hours)

In-Person Exam, Fort St. John (1 day/8 hours)

Designated Inspection Facility Operator (DIF) – EXAM ONLY

WFTR-TI08A

If you are interested in taking both *Commercial Vehicle Inspector Certification* (CVIP) and *Designated Inspection Facility Operator* (DIF) courses, register in the Commercial Vehicle Inspector Certification course and register in this EXAM ONLY add on.

In-Person, Fort St. John (1 day/8 hours)

Communication, Negotiation, Conflict Resolution

WFTR-OS02

For supervisors, project managers, and anyone who must deal effectively and professionally with employees, subtrades, owners, clients, engineers, and employers. In this course you will improve your written, oral, and negotiating skills as well as enhance your conflict resolution skills.

This is a Gold Seal 2 course.

Online, Self-Guided (4 weeks/5 hours)



Construction Industry Ethics

WFTR-TI10

For owner/clients, contractors, supervisors, project managers, etc., who must deal effectively and professionally with employees, subtrades, owners, clients, engineers, employers, and the public. In this course you will learn to understand ethics as it relates to the construction industry and learn how to navigate the daily ethical grey areas. **This is a Gold Seal 3 course.**

Online, Self-Guided (4 weeks/3 hours)



Construction Law

WFTR-TI14

For owners, managers, supervisors, and project managers who deal primarily in trade-to-trade and/or trade-to-customer situations, you will learn how to understand construction contracts and contract law. **This is a Gold Seal 1 course.**

Online, Self-Guided (4 weeks/4 hours)  

Construction Project Management

WFTR-TI15

For everyone working in construction, in this course you will gain the knowledge and skills to help you successfully plan, manage, and administer projects from start to finish. Understand the construction business and your role in it as a construction project manager. Know your roles and responsibilities at the pre-construction, construction, and close-out stages.

This is a Gold Seal 1 course

Online, Self-Guided (4 weeks/4 hours)  

Ecosystem Monitoring 101 – Full Course

CE-TI135

This seven-module course provides essential knowledge and practical skills in environmental monitoring and conservation. Designed for individuals working in natural resources, construction, trades, and service roles, the program supports the integration of environmental considerations into resource development activities. It is also well suited for environmental technicians or those pursuing careers in environmental monitoring and conservation.

Online, Live Instructor (18 weeks/54 hours)

Ecosystem Monitoring 101 – Part 1

CE-TI120

This course covers modules 1-3 of the full Ecosystem Monitoring 101 course and will explore the fundamentals of ecosystem monitoring and restoration. Topics explored are the fundamentals of biodiversity monitoring, socio-cultural factors and traditional ecological knowledge in biodiversity, cultural sensitivity and co-management, and shared decision-making and conflict resolution.

Online, Live Instructor (7 weeks/21 hours)

Ecosystem Monitoring 101 – Part 2

CE-TI121

This course covers modules 4-7 of the full Ecosystems Monitoring 101 course and will explore how vegetation, terrestrial wildlife and freshwater ecosystems monitoring apply to restoration and the fundamentals of data analysis and management.

Online, Live Instructor (11 weeks/33 hours)

Ecological Restoration and Reclamation

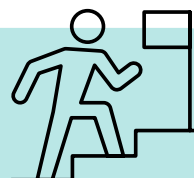
CE-TI138

This course introduces the core principles and practical techniques used in environmental restoration projects. Topics include basic ecology, plant identification, land reclamation, seed harvesting, native plant cultivation, and wildlife habitat creation. The course also explores Indigenous ethnobotany, traditional knowledge, and field-based data collection tools, supporting effective planning and implementation of restoration activities.

Online or In-Person (144 hours)



Whether it's for personal enrichment or professional development, our Workforce Training and Continuing Education courses can help you reach your goal.





Field Operations Specialist – Hydrocarbon Resources

WFTR-TI80

This course provides new and prospective employees training in oil and gas field operations. Training is delivered in the classroom, in a lab environment, and through work experience. Modules include: *Exploration, Drilling and Completions, Hydrocarbon Chemistry, Pipelines, Oilfield and Gas Plant Operations, Land Survey Systems, Oil and Gas Field Production Equipment, Pumps, Compressors, Generators and Driver Components, Facility Piping Controls and Valves, Basic Instrumentation and P&IDs, Production Accounting, Hydrocarbon Safety and Hydrocarbon Resources Glossary.*

Recommended High School Preparation: Math 10 & English 10

Industry Safety Certifications: Intermediate First Aid, H2S Alive and Common Safety Orientation (CSO). *Students must provide proof of certifications before the course begins, and they must be valid for the duration of the program.*

Additional Requirements: Footwear with CSA safety-toe protection, cold weather personal protective equipment (PPE), Fire Resistant Clothing (FRC) and CSA safety glasses with clear lenses.

In-Person, Fort St. John (16 weeks)

First Level Supervisor Training Program

WFTR-TI11

In this course you will develop the critical skills and learn the concepts required to supervise a construction crew, maximize productivity and quality, and ensure a job gets done on time, on budget, and safely. This course is for supervisors, forepersons, or any individual who wants to become a First Level Supervisor. **This is a Gold Seal 4 course.**

Online, Self-Guided (4 weeks/14 hours)



Gel Nail Technology

WFTR-TI193

This course provides a comprehensive introduction to the fundamentals of gel nail extensions. You'll develop essential skills in client consultation, selecting appropriate extension methods, and preparing the natural nail for extensions. Instruction covers the advantages of using nail forms versus WFTR-TI193 us nail tips, proper application techniques for both methods, and the key characteristics of a well-structured gel nail extension.

Through guided, hands-on practice, you'll learn sculpting techniques using gel over both nail forms and tips, as well as professional nail shaping for a polished finish.

Prerequisite: Students must be currently enrolled in or have completed the Nails module, or be graduates of the Esthetics program.

In-Person, Dawson Creek (2 days/15 hours)

Introduction to Construction Estimating

WFTR TI12

In this course you will gain the knowledge and skills required to visualize the scope and magnitude of a construction project, and produce accurate and reliable estimates. This course is for people working in estimating or for any individual who wants to become an estimator. Course work includes reviewing drawings through various phases of a project with the aim of determining the quantity and type of materials required for the project. **This is a Gold Seal 2 course.**

Online, Self-Guided (4 weeks/3 hours)



Level up your skills with courses focused on professional development, workforce training, and creative endeavours.

Introduction to Facilities Maintenance

WFTR-TI84

This program will introduce you to entry-level facility maintenance skills. It offers theoretical and practical training so learners can successfully complete repairs and maintenance on buildings, including aspects of structure, design, building science, safe work practices, trades math, and an introduction to tooling, drywall repair, flooring, paint application, and basic carpentry, plumbing, roofing, and HVAC.

Upon completion of the program, you'll have the knowledge needed to apply for an entry-level or laborer position in facility maintenance or an associated trade. **This course is only available by request through our Corporate Coordinator.**

In-Person, Various Locations (4 weeks/120 hours)

Pesticide Applicator Training: Industrial Vegetation and Noxious Weeds

WFTR-TI06B

Learn methods and best practices in managing weeds on industrial land, roads, powerlines, railways, pipeline right of ways, seismic lines, well sites or other oil and gas facilities. The control of weeds designated as noxious on private or public lands will be included. You will also develop skills in the safe and effective use of pesticides in preparation for the BC Ministry of Environment Pesticide Applicators Examination. This course is for applicators, supervisors, project monitors and consultants wishing to obtain a Pesticide Applicator Certificate issued by the BC Ministry of Environment. Exam fee included in course fees.

In-Person, Various Locations (3 days/21 hours)

NEW Pesticide Applicator Training: Landscape Management

WFTR-TI106C

Learn about weed management on golf courses, lawns, and parks, on private or public land. You'll develop skills in the safe and effective use of pesticides in preparation for the BC Ministry of Environment Pesticide Applicators Examination. The course is for applicators, supervisors, project monitors and consultants wishing to obtain a Landscape Pesticide Applicator Certificate, issued by BC Ministry of Environment.

In-Person, Various Locations (3 days/21 hours)

Pipeline Construction Safety Training (PCST)

WFTR-TI13

This course is designed to familiarize you with the unique safety requirements associated with working in the pipeline construction industry, from construction to inspection. For anyone working in the oil and gas pipeline construction industry.

This is a Gold Seal 2 course.

Online, Self-Guided (4 weeks/6 hours)



"I had so much fun. I looked forward to attending everyday. I am thankful for the experience."
— Brittany, Introduction to Facilities Maintenance student

"I thoroughly enjoyed forklift training. The instructor made sure we understood, welcomed questions, and the best part was the hands-on training."
— Shelley, Forklift Training student

Northern Lights College

Wilderness Guide School

Training the next generation of professional hunting guides in BC



goabc.org



Northern Lights College
Workforce Training &
Continuing Education

nlc.bc.ca/wilderness_guide

There is a minimum age requirement of 18 for these programs.

Guide Foundations WTR HT30

Guide Foundations is the first of three programs in NLC's Wilderness Guide School. This program introduces learners to the professional world of guide outfitting in British Columbia, and is the first program of its kind offered in North America. Designed in collaboration with Guide Outfitters Association of British Columbia (GOABC), Guide Foundations provides the foundational knowledge and applied skills required to work confidently and safely in the backcountry under professional guide outfitters.

Guide Foundations – Principles WFTR-HT31

This online course prepares students for British Columbia's guiding industry by teaching essential skills, regulations, and field practices—from planning hunts to post-harvest.

Graduates gain the knowledge needed to work safely in the backcountry. It is a prerequisite for the Guide Foundations Practical course.

Online (6 weeks/30 hours)

Guide Foundations – Applied Skills WFTR-HT32

This portion of Guide Foundations includes modules in field relationships and cultural communication, safety, vehicle and engine operation, camp equipment and setup, and the use of hunting gear. You'll gain an understanding of each phase of a guided hunt — from preparation and planning to species-specific hunts and post-harvest procedures. You'll live on-site at the NLC Farm that will function as a working guide camp. ATV/UTV Safety and Basic Chainsaw safety, and S100 Fire Safety & Suppression certifications are included in this course. Upon successful completion of the course and exam through GOABC, you'll earn your Assistant Hunting Guide Certification.

Prerequisites

- Possession & Acquisition License (PAL) *Recommended-not required*
- Conservation & Outdoor Recreation Education (CORE)
- Foodsafe Level 1 (or equivalent)
- Remote Wilderness First Aid (20 hours)

Online and In-Person, Dawson Creek (40 hours-online and 160 hours-in-person)

Build your legacy with us

Northern Lights College has partnered with GOABC to responsibly respond to a clear workforce need in the guiding industry. Together, we are supporting BC's guide outfitting industry with well-trained, professional Assistant Hunting Guides prepared for the realities of this work.

Be part of this premier program — the first of its kind in North America — by helping us lay a solid foundation.

Contact the Northern Lights College Foundation to learn how you can support the future of guide outfitting.



**Northern Lights
College Foundation**

