

Windham Raymond Adult Education

**Spring 2025
Course Offerings**



406 Gray Road
(behind Windham High School)
Windham, Maine 04062

Call: 207-892-1819 • Email: wrae@rsu14.org • Web: windham.maineadulted.org

Welcome Spring!!



Windham Raymond Adult Education
 406 Gray Rd. (Rte. 202) Windham, ME 04062
 (Located behind Windham High School)
 207-892-1819 • wrae@rsu14.org
 www.windham.maineadulted.org

Where to find your WRAE class!

WHS - Windham High School
 406 Gray Road, Windham
WMS - Windham Middle School
 406 Gray Road, Windham
WRAE - Windham Raymond Adult Education
 white building behind WHS
 (LC -Learning Center, CL-Computer Lab)
NWUC - North Windham Union Church
 723 Roosevelt Trail, Windham
Katahdin 1
 Windham High School
Sebago Trails Paddling
 1311 Roosevelt Trail, Raymond
Baker Mountain Massage
 Three Paradise Way, Windham



Our Mission...

Windham Raymond Adult Education provides affordable, high quality adult learning opportunities that meet the academic, career, and personal pursuits of our diverse adult population – families, workers, citizens and the business community.

Our Vision...

Windham Raymond Adult Education will be recognized as a community and statewide leader in delivering high quality, diverse, accessible, needs-oriented programming for adults that encourages life-long learning. Those efforts will lead to individual fulfillment, community prosperity, and positive social change — all contributing to a high quality of life.

RSU 14 School Administration

Christopher Howell, Superintendent
 Christine Frost-Bertinet, Assistant Superintendent

RSU 14 School Board Members

Raymond	Windham
Jodi Carroll, Raymond	Jessica Bridges, Windham
Char Jewell, Raymond	Caitlynn Downs, Windham
Grace Leavitt, Raymond	Marge Govoni, Windham
	Joseph Kellner, Windham
	Christina Small, Windham
	Ginny Woodman, Windham

WRAE Office Hours

Monday – Thursday: 8:00 AM – 8:30 PM
 Friday: 8:00 AM – 3:00 PM

Office Closed the Following Holidays

Spring Break - April 21-25
 Memorial Day - May 26
 WRAE Graduation - June 12
 Juneteenth - June 19

Catalog Directory

Welcome!.....	2
Exploring Outdoors	3
Adventures in Travel.....	4
Adventures in the Kitchen	5
Is Uke for You??	5
Exploring Creativity	6-7
Planning Ahead.....	8
Getting and Keeping Fit	9
Things to Know & Registration	9
Something for Everyone!	10
Technology for Boomers	11
Medical Certification Training	12
College & Career Connections	13
Professional Online Certificates	14-15
Registration.....	16

Exploring Outdoors!



Trail-Wise (Hiking 101 & 102)

Brad Rounds

Start from ground zero or learn more about hiking as well as a bit about off-track XC skiing and snowshoeing. Gain more comfort in the Maine woods. Maine has literally thousands of miles of publically-accessible trails. Info on all four seasons. Topics include methods of hiking, reducing risk, tools of the trade, clothing, trail marking, trail guides, weather, getting lost, stream crossings and more.
Wednesday, 4/9; 5:15-8:30pm; WRAE; \$24

Maine Boating Safety

Brad Rounds

Participation in a boating education course will teach you how to properly operate and maintain a boat. The Maine Inland Fisheries and Wildlife course is approved by NASBLA. Passage of a final exam is required. The course covers proper operation and safety (boat handling, equipment, trailering), laws, emergencies and cold-water survival, self-help first aid, and environment/ethics. You must attend the entire course to receive your certificate.
Tues. & Thurs., 5/20-5/22; 5:15-8:30 pm; WRAE; \$19



Sebago Lake Kayak Lesson and Historical Tour

Bill Allen & Katelyn Perry, Sebago Trails Paddling

Join the Registered Maine Guides at Sebago Trails Paddling for an on the water adventure. This two hour course will begin with a safety briefing and lesson covering the fundamentals of recreational kayaking. Using the EZ launching system at Sebago Trails Paddling, the tour will explore the water-carved bends and twists of a meandering stream unveiling local wildlife in a rustic backdrop. Then continue onto Jordan Bay of Sebago Lake as the guides share stories dating back to the settlements of the Sebago Lake region. Come for the beautiful lake views and leave with your new favorite hobby! This is a great experience for anyone looking to get outdoors. Perfect for first time kayakers and experienced kayaking enthusiasts. Sebago Trails Paddling will provide: Kayak, Paddle, Lifejacket
Saturday, 5/17; 10 am-12 pm; Sebago Trails Paddling; \$49
Saturday, 5/24; 10 am-12 pm; Sebago Trails Paddling; \$49

Map & Compass Basics

Brad Rounds

Map and Compass Basics is a Next Step program from Maine Inland Fisheries and Wildlife. This workshop teaches use of maps to obtain distance, direction, and detailed information how to use an orienteering compass. Also learn how to use a map and compass together. If you have a preferred compass bring it, but loaners are available. It's a combination indoor/outdoor session.
Wednesday, 4/30; 5:15-7:45 pm; WRAE; \$24



Drone Training

Daniel Leclair

Does the idea of owning and flying a drone appeal to you but you're not sure of all the ins & outs - or all the applications drones have? Discover the operation of various models, hands-on flight practice, uses across industries, FAA regulations, risks, insurance, career opportunities & more! Working (or thinking about a career) in real estate, construction, transportation, insurance, public safety, photography? Discover how Mainers are using drones in their business settings, and how you could start your own business! We'll also talk about opportunities for further training! There's a good bit of technical reading involved, and you should be comfortable browsing the internet.
Saturday, 3/22-4/5; 9:00 am-1:00 pm; WRAE; \$179



Adventures In Travel

Adventure to Cape Cod & Nantucket Daffodil Festival Nancy Dorrans, Adventure Marketplace

Welcome spring on this escorted luxury motor-coach tour from Portland to Cape Cod. Experience the 49th annual Daffodil Festival on the quaint island of Nantucket. Wear your daffy hats and cheer during the Antique Car Parade, which features over 100 daffodil-bedecked vintage cars. Explore Hyannis & Nantucket and tour local museums in Sandwich and Cambridge, MA. Registration open now!. For details on inclusions and rates:

<https://adventure-marketplace.com/adventures>
Friday-Sunday, 4/25-4/27; See link above for rates



Montreal and Eastern Townships of Quebec Garden Tour

Join us for a 3-night deluxe motorcoach tour on this rich spring-time experience to Quebec's beautiful Eastern Townships and Montreal, the cultural capital of Canada. We depart from Portland, head northwest to Magog, Quebec and Parc Marie-Victorin before heading to Montreal. Learn traditional Champagne making (and tasting)! Experience Old Montreal's rich history, explore one of the world's greatest botanical gardens, and partake in a magical lanterns festival of light.

Visit <https://adventure-marketplace.com/adventures/> to get on the Early Bird List for when Registration Opens (Passports or Passport Card ID's Required)

Sunday-Wednesday, 7/13-7/16; See link above for rates



Merrymeeting Bay Retreats

Carving & Cooking Retreat with Ken & Chris Ken Wise, Chris Toy

Join master wood carver Ken Wise and cooking instructor Chris Toy for a fantastic weekend of hands-on Carving and Cooking instruction. Learn how to carve cooking utensils (chopsticks, spatulas, and spoons). Then use them to prepare, cook, and eat some tasty Asian fusion recipes from Chris Toy's cookbooks! The retreat happens on the shores of Merrymeeting Bay in the Butler Head Nature Preserve. A limited number of Air BNB style overnight accommodations with shared bathrooms are available for \$100/weekend. Contact Chris Toy at christoy.net@gmail.com for accommodation info.

Saturday-Sunday; 5/17-5/18; \$250



Photos & Food Retreat With Jonathan & Chris Jonathan Lavan, Chris Toy

Join wildlife photographer Jonathan Lavan and cooking instructor Chris Toy for a fantastic weekend of photography and food. The retreat happens on the shores of Merrymeeting Bay in the Butler Head Nature Preserve. Come prepared for some nature walks with your cameras and hands on cooking lessons. A limited number of Air BNB style overnight accommodations with shared bathrooms are available for \$100/weekend. Contact Chris Toy at christoy.net@gmail.com for accommodation info.

Friday-Sunday; 4/4-4/6; \$250



2025 Acadian Arts Retreats

Watercolor Painting with Mary Laury - Mary Laury is an accomplished watercolorist and highly esteemed teacher. She encourages all her students to believe in success. Painting is an exciting medium; it flows and moves and does beautiful things. If you have never painted in watercolors, we will start at the beginning. If you have painted before, pick up some new tips and tricks as well. We all learn together!

Asian Fusion Cooking with Chris Toy - Chris Toy is the author of 6 popular cookbooks, a private chef, and has taught Asian-fusion cooking for several Maine community education programs. Learn how to prepare a variety of recipes from Asia, Europe, and the Americas incorporating traditional and local ingredients. Each meal will actively engage cooks with the tools, techniques, and stories behind the dishes being created.

Campobello International Park, New Brunswick, Canada; 6/20-6/23; 8/15-8/18 or 10/10-10/13; \$595

Step back to a time when President Franklin Roosevelt, Eleanor, and their family escaped to their "beautiful little island" in the Canadian Maritimes, Campobello Island. We will be exclusive guests of the international park, staying in historic Victorian cottages. Workshop participants will explore and paint the same coastal scenery enjoyed by the summer residents at the turn of the 20th century. All meals are included in the workshop fee as well as specially planned optional evening activities designed to extend your learning from the day's workshops. Register for the retreat then call Sherry Mitchell at 506-752-2922 to make room reservations. Acadian Arts Retreats participants will have exclusive overnight accommodations in the park.

Harbor View House, Prospect Harbor, Maine; 9/12-9/15; \$595

Escape to a Victorian Inn, the Harbor View House in Prospect Harbor on the coast of Maine, with an intimate group of artist, cooks and creatives! All meals are included in the workshop fee plus special activities to extend your learning from the day's workshops, including a private house concert by Grammy-balloted sing-songwriter, storyteller, and author Gordan Ward. For more information about the workshop, call Mary at 207-632-2251. To book your stay at the inn call 207-963-9122 or visit <https://harborviewhousellc.com/>.



Adventures In The Kitchen

Wok & Cleaver Bootcamp Chris Toy

Hands-on instruction from a pro! Chris Toy will be in the house providing expert instruction and lots of fun! Learn how to season, care for, and use a Chinese wok and cleaver. You'll take home a specially selected kit with a seasoned wok, wok spatula, sharpened cleaver, honing steel, and a cutting board (Kit valued at over \$100). Of course, to learn all these steps, there must be food involved! Bring a container for left-overs!

Wednesday, 3/26; 5:00-8:30 pm; WHS Room 302; \$195



Show-Stopping Grazing Boards Lee Ann Black

Looking for a night out filled with great food and community? Join us for an interactive session, designing an eye-catching, casually elegant grazing board suitable for any friends and family gathering! Our favorite cheeses, cured meats, jams, crisps, nuts, fruits and more! We will discuss selection, preparation, displays and cutting techniques. This will not be a meal, but you will sample our favorite selections! Materials fee of \$20 (cash please) to be paid to instructor at class.

Wednesday, 4/2; 6:30-8:30 pm; WHS 302; \$29



Hand-Rolled New York Bagels: Master The Art of Authentic Bagel Making Jeff Mao

Join our immersive cooking class where you'll learn the time-honored secrets behind New York's iconic bagels. In this hands-on experience, you'll craft your own bagel dough from scratch, knead it to perfection, and master the art of hand-rolling. As the dough transforms into those chewy, golden rings, we'll guide you through the traditional boiling and baking process - the very same steps that make Brooklyn bagels legendary. Whether you're a seasoned baker or a curious food enthusiast, the class promises a delightful journey into bagel bliss. All ingredients, materials, equipment and recipes will be provided. Bagels contain gluten.

Wednesday, 4/30; 5:00-8:00 pm; WHS Room 302; \$89



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 several 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. In addition, discover an easy way to make your own pita pockets, flat breads, and tortillas. Plus, you will see a way to combine the benefits of cooking on cast iron with your love of grilling. We haven't forgotten dessert! Who can resist a delectable chocolate brownie torte or apple pie? Open Online Enrollment - take it when you want! Online; \$42



Is Uke for You??

Ukulele for Beginners: Is Uke for You? Duncan Perry

Learn to play the ukulele! It has never been more popular and you don't even have to know how to read music! On the uke you can knock out folk music, rock, blues, jazz, pop, country, tunes old and new -- even classical music. Duncan Perry, who has taught more than 700 students of all ages, will introduce you to essential chords and playing techniques using commonly known songs. Oh, and there are lots of laughs along the way. And, learning to play an instrument is good for your brain! You will need a playable ukulele and an electronic tuner or a tuner app. And when folks hear you play this happy instrument, well, they just have to smile! If you don't own a ukulele, please contact us for information. What are you waiting for? Grab a uke and get ready for a musical adventure, then spread the joy!

This is a Zoom class. Please feel free to reach out to Duncan if you have questions. His email is uketime24@gmail.com or cell phone is 207-219-8055. Specify session.

Wednesday, 4/16-5/7; 6:00-7:30 pm; Zoom; \$84
Tuesday, 5/13-6/3; 6:00-7:30 pm; Zoom; \$84



Exploring Creativity

Tropical Terrariums - the Beginnings

Diane Ferron

Love plants but don't have a "green thumb"? Come learn all the basics and needs to create your own "Nature in a Glass". Discover how ecosystems and "clean up crews" work. Learn a bit of the science involved as we prepare the soil and the plants, arranging them in a visually appealing style. This is a great way to connect with nature and create a living work of art! Materials fee of \$35 (cash please) payable to instructor at class.
Thursday, 3/27; 6:00-8:00 pm;
WRAE LC; \$32



Tropical Terrariums - Next Level

Diane Ferron

Take terrarium design to the next level! Create a natural masterpiece by incorporating vertical backgrounds, sand art layers and more. Learn to create soil substrate and discover how to forage for your own plants to include! Materials fee of \$35 (cash please) payable to instructor at class.
Thursday, 4/10; 6:00-8:00 pm; WRAE LC; \$32

Mini Maine Original Flag Necklace

Melissa Evans, Gem Lounge Jewelry

Come join us for an evening of DIY fun creating this popular Mini Maine Original Flag inspired pendant necklace in sterling silver. This is a beginner's class where you will learn basic wire wrapping skills to bring this beautiful piece to life. Materials included.
Tuesday, 4/15; 5:45-7:45 pm; WRAE; \$58



Painted Maine Barn Quilt Sign Workshop

Melissa Evans, Gem Lounge Jewelry



Bring your besties and join us for an evening of DIY fun! Each participant will paint a beautiful piece of Maine art. Take home a finished sign of our original Maine Quilt design. Everyone will leave with the finished sign! All materials included.
Tuesday, 3/25; 5:45-7:45 pm;
WRAE; \$50

Dough Bowl Candles

Jenn Paulin

We will combine elements from nature to craft stunning, decorative pieces that add a touch of the outdoors to your home and make the perfect gift. Your choice of seasonal fragrances to create heavenly scents. You will also learn the art of decoupage, transforming a simple glass jar into a stunningly adorned lantern. Students will take home beautiful and functional pieces. All supplies included.
Thursday, 5/1; 6:00-8:00 pm; WRAE; \$65
Thursday, 5/27; 6:00-8:00 pm; WRAE; \$65



Glass Jar Candles - Plus!

Jenn Paulin

Join Jenn from Candlewood for a fun and creative evening making two crafts! Come create a fragrant glass jar candle, sure to bring peace and ambience to your home. Jenn will bring a bonus craft of beaded miniature flower bouquets. These two pieces look great together-or can be used as two completely separate gifts! All supplies included.
Thursday, 4/3; 6:00-8:00 pm; WRAE; \$55
Thursday, 5/8; 6:00-8:00 pm; WRAE; \$55



Mobiles & Stables

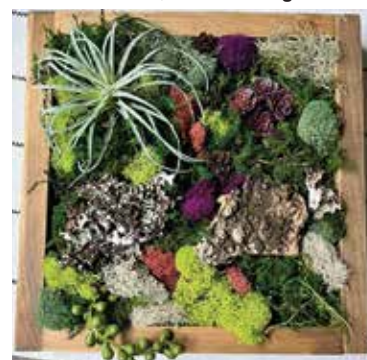
Chris Toy

There's something very "zen" about natural elements suspended and balancing with precision! Chris has "upped" his game for this year and is adding shells and feathers to the mix. So the rules of balancing will be a little more fun! All materials are provided!
Wednesday, 4/2; 5:00-7:00 pm;
WRAE LC; \$58



Moss Wall Art Workshop

Melissa Evans, Gem Lounge Jewelry



Take home a beautiful piece of living art. We'll be making moss wall art. All materials are included. Come enjoy an evening of creative DIY fun.
Tuesday, 5/13; 5:45-7:45 pm;
WRAE; \$58

Exploring Creativity

Basic Watercolor from Life

Patrick Corey

Watercolor is a great medium for creating artwork from life. In this course we will create watercolor drawings of still life objects. Topics discussed will include colors and how to mix them, brushes, basic techniques including wash and dry brush, process, and art supplies. A suggested supply list will be provided.
Tuesday, 4/1-4/29; 6:00-8:00 pm; WRAE; \$59



Fresh Flower Workshops

Courtney King

We love to receive a delivery of those artfully crafted bouquets, don't we? Inspired by their beauty, we think "I could do that... I could make a beautiful arrangement like that..." And then, the reality... an awkward cluster of drooping blooms that just doesn't quite "get there." If that sounds familiar, put one or more of these nights on your calendar and register early to get your spot!



Using fresh flowers, Courtney will wow us with basic floral arranging techniques as well as some interesting points about the flowers we're using. The end result will be a beautiful bouquet to take home! Materials fee of \$20 (cash please) is payable to the instructor at class.

Easter Blooms: Thursday, 4/17; 6:00-7:30 pm; WRAE LC; \$24
Spring is in the Air: Thursday, 5/15; 6:00-7:30 pm; WRAE LC; \$24

Landscape Drawing

Patrick Corey

There's no better way to draw a landscape than to experience and observe it in person. Learn about the tools, materials, and techniques plein air artists use to capture their natural surroundings using pencil and wash on paper. The initial class will take place inside where observational drawing, composition, approach, and supplies will be discussed.



The following three classes will take place at selected locations within five miles of the WRAE classroom. A suggested supply list will be provided.

Monday, 4/28-5/19; 6:00-8:00 pm; WRAE; \$59

You Too Can Paint!

Tom Nash

New or "seasoned" artists will complete an original painting of the Northern Lights during this session. All supplies will be provided. Just bring a smile, a desire to have fun, be creative and a positive belief that "You too can paint"! No experience is necessary. Materials fee of \$5 (cash please) payable to the instructor at class.
Wednesday, 3/12; 6:00-7:30 pm; WRAE; \$29



Summer Pottery!

Summer Pottery

Hillary McHugh

WRAE is excited to offer a series of summer pottery classes! Our classes cover the basics of handbuilding and/or throwing on the potter's wheel. Create fun and inspiring pieces. Enjoy your time and let your creativity flow while you experience something brand new!

Classes will be held in the air-conditioned pottery studio at Field Allen in the early evenings. Each class will run Monday through Friday for one week. Each class can accommodate 12 students.

Our first week (July 21-25) will be geared toward beginning students; the second (July 28-August 1) will focus on students with some experience; the third week (August 4-8) is

designed for more intermediate students or those wanting open studio time. Students are expected to purchase and bring a pottery tool kit - see Amazon for many options.

Specify session when registering. Course Fee includes 25# of clay, limited glazes and firing. Students are expected to purchase and bring a pottery tool kit - see Amazon for many options in the \$15-\$25 range.

M-F, 7/21-7/25; 5:00-8:00 pm; WMS Field Allen Clay Studio; \$169

M-F, 7/28-8/1; 5:00-8:00 pm; WMS Field Allen Clay Studio; \$169

M-F, 8/4-8/8; 5:00-8:00 pm; WMS Field Allen Clay Studio; \$169



Planning Ahead

Assisted Living: Finding the Right Fit for your Family Kaitlyn Cunningham Morse

Here's a practical in-depth look at what assisted living truly entails and what to consider when exploring this option for yourself or a loved one. Gain valuable insights to help you recognize quality care, ask the right questions and make choices that align with your family's unique needs and values.



Wednesday, 3/26; 6:00-7:30 pm; WRAE LC; \$25

Caring for Aging Loved Ones: What to Consider? Mark Morrison

As loved ones age, families often find themselves providing more support. This class offers guidance to help individuals navigate three critical areas of caregiving – finances, health and legacy planning. Acknowledging that every caregiving journey is different, the presentation discusses various levels of support to help attendees find the approach that is right for their circumstances.



Wednesday, 3/12; 6:00-7:30 pm; WHS 130; \$24

AARP Smart Driver Andrew Grant

The nation's first refresher course specifically designed for drivers aged 50 and older. In this simple format, brush up on your driving abilities and knowledge of traffic regulations. Driver distractions, using safety features on cars properly, left turns, right-of-way and roundabouts are some of the topics covered. There are also state-specific rules and regulations in 19 important areas such as construction zones, child safety seats, school buses, cell phone use and more. Help lower accidents and traffic penalties while learning something new.



Wednesday, 4/9-4/16; 6:00-8:00 pm; WRAE; \$19

CPR - AHA Certification Charissa Kerr

Learn about adult, child and infant CPR and AED use, adult, child and infant choking, and how and when to call emergency services. Includes use of manikins, video, certified instruction, practical components, and completion certificate. Optional workbook is available for \$10 (cash please) from instructor at class.



Thursday, 3/20; 6-9 pm; Katahdin 1; \$69
Monday, 5/12; 6-9 pm; Katahdin 1; \$69

Plan for the Future: Maximize Social Security and Create Retirement Income Mark Morrison

We discuss whether Social Security can provide the income people need in retirement and how to make the most of Social Security benefits. Also, make determinations on how much income will be needed in retirement and how to identify potential income sources and how to make savings last.



Wednesday, 4/9; 6:00-7:30 pm; WHS 130; \$24

Social Security Maximization Craig Dickson

Maximize your social security benefit by learning the ins and outs of when and how to file. Learn about your IRA and when may be the best time to file in order to maximize your income for retirement. Learn about your full retirement age (FRA) and how your date of birth affects your payout and potentially reduces your benefit. Divorcees, widows, and widowers will learn if and how they are entitled to claim benefits based on the record of their former spouses.



Thursday, 5/8; 6:00-7:30 pm; WRAE; \$19

Plan for the Future: How an Estate Plan Helps put you in Control Mark Morrison

Topics focus on strategies individuals can use to care for the people and things they love most and how to leave leaving a lasting and meaningful legacy.



Wednesday, 3/26; 6:00-7:30 pm; WHS 130; \$24

First Aid AHA Certification Charissa Kerr

Class includes: medical emergencies, bleeding that you can see, bleeding you cannot see, treating for shock, and how and when to call emergency services. The course cost includes a blend of powerpoint and video, instructor and practical components, and a certificate of completion. Optional workbook is available for \$10 (cash please) from instructor at class.

Monday, 5/19; 5:00-6:00 pm; Katahdin 1; \$49

Getting and Keeping Fit

Evening Indoor Walking Tom Nash

Are you looking for a dry, safe, and well-lit place to walk? Join us for a healthy way to keep fit. A walking clinic will kick off the program providing information on techniques, proper stretching, goal setting, and record keeping. Info night for new participants is Monday, January 6th from 5:30-6:30 pm in the high school cafeteria. No need to attend if you have previously participated in the walking program. Families are welcome to walk from 3:00-8:00 pm after the intro night. The nominal fee covers the entire semester! Kids are free.



No walking available: Monday-Friday, 4/21-4/25
Mon.-Thurs., 1/6-5/23; 3:00-8:00 pm; WHS Hallways; \$14

Gentle-Moderate Mindful Yoga Nancy Kristiansen

Please join us for this Gentle-Moderate Yoga class that is suitable for every body. Through a mindful approach that focuses on the connection between movement, breath and intention, each unique individual has the opportunity to improve the quality of their overall life experience. As we move mindfully through a series of postures designed to increase flexibility, balance and strength, students can expect to feel greater confidence and alignment of mind, body and heart. Please dress comfortably and bring a yoga mat. Props, such as Yoga blocks, blankets and bolsters are encouraged.



Tuesday, 3/11-4/15; 5:30-6:45 pm; NWUC; \$59

Pumped Up Strength Jenna Chase

Pumped Up Strength is a new approach to resistance training. Utilizing combination movement patterns in a targeted, rhythmic progression, its superpower is the dynamic integration of upper and lower body movements set to fun music. The result? A sweat-drenched, functionally efficient workout that will challenge your body in new ways, improve lean muscle mass, and rev your metabolism. In these classes you will want a set of hand weights anywhere from 5-15lbs. *All virtual classes are recorded and sent to students for practice.



Friday, 3/14-4/18; 6:15-7:00 am; Zoom; \$44

Things you need to know about WRAE...

Age Requirements – Students must be at least 17 years old, not enrolled in school, or meet other specific requirements for High School Diploma, HiSET®, Academic, and Enrichment classes. Participation in some classes is based on the discretion of the instructor.

Seniors can receive a 10% discount on selected courses. This is a change to our previous policy and is a change that reflects fiscal responsibility to our taxpayers, and fairness to our instructors who give 100% to all of their students, regardless of age.

Class Cancellations/Rescheduling – WRAE reserves the right to cancel/reschedule/combine a class due to low registrations. Every effort will be made to run our classes, so get your registrations in early and bring a friend!

WRAE Fees are listed with each class. If required, login access and material lists will be supplied by email receipt after class registration. A \$1.99 processing fee is charged for each course registration made by credit card.

Material fees: If your class lists a materials fee, these fees are paid (cash please) directly to the instructor on the first day of class. Material fees are not refundable.

This catalog is available in alternate formats upon request. Accommodations on the HiSET® Tests are available for qualified individuals with a documented disability. For more information on any accommodation, please contact director Tom Nash at 207-892-1819. It is the policy of Windham Raymond Adult Education to ensure equal employment/education opportunities/affirmative action regardless of race, gender, color, national origin, marital status, religion, age, sexual orientation or disability in accordance with all federal and state legislation. Individuals with a disability who may need accommodations are asked to place their request at least two weeks in advance of the event in order that appropriate accommodations/arrangements may be made.

Something for Everyone!

Gardening is Good!

Hydrangea Love



Michael Crossan, Roosevelt Trail Garden Ctr.

Let's talk Hydrangeas and all their varying types including pruning, care and identifying the plants in your garden for the best blooms possible.

Thursday, 3/20; 6:00-7:30 pm; WRAE; \$29

Spring Garden Clean Ups

Michael Crossan, Roosevelt Trail Garden Center

Learn how to wake up those plants in your garden! We'll talk about feeding and care to get the best boost for your plants in the upcoming growing season.

Wednesday, 4/9; 6:00-7:30 pm; WRAE; \$29



Summer Veggies Anyone?

Michael Crossan, Roosevelt Trail Garden Center

Plan out your summer vegetable garden! Pros & cons of raised beds vs. small bordered gardens - find out what grows

best with what to achieve the best yields.

Wednesday, 5/14; 6:00-7:30 pm; WRAE; \$29

Discovering ASL: Adventures in American Sign Language

Tristan Petersen

Step into deaf culture with this opportunity to learn ASL. Start with the basics of ASL communication – numbers and fingerspelling. Move on to common words and phrases, and advance on to higher-level concepts. Enjoy an easy, relaxed atmosphere while you practice ASL and experience the nuances of deaf culture.

Tuesday, 3/25-5/6; 6:00-7:00 pm; WHS Lib.; \$68



Next Level ASL:

Immersion into Sign Language

Tristan Petersen

If you've taken a beginner's course and have some sign language under your belt, here's your opportunity to continue learning more words, phrases, nuances of ASL.

Tuesday, 3/25-5/6; 7:00-8:00 pm; WHS Lib.; \$68

How to Dress for Your Body Shape

Candace Sanborn

Learn simple techniques to create the illusion of a slimmer body or more curves! Dressing for illusion is about learning how to wear color, clothing styles and embellishments to trick the eye in to seeing something different on the body than is really there, such as slimmer hips, a flatter stomach, more curves, or a taller, leaner figure.

Learn simple techniques to look your best!

Tuesday, 4/1; 5:30-7:30 pm; WRAE; \$29



Best Hairstyles, Glasses & Necklines for Your Face Shape

Candace Sanborn

Learn what looks good for your face shape! In this fun class, you'll learn all about your face shape and receive tips for hairstyle dos and don'ts, as well as best glasses, clothing patterns and necklines for your features. Come on your own or grab a friend and learn some great tips that will help you look your best!

Thursday, 5/1; 5:30-8:30 pm; WRAE; \$29



Cloud-Based Backup Solutions

NDEC, Jessica Trimmer

Join us in class as we explore the most popular, free, cloud-based platforms to safely back up the information that is important to you.

Friday, 3/28; 10:00-11:00 am; WRAE LC; Free



Reiki I

Kate Green, Baker Mountain Massage

Reiki is a Japanese method of energy work that reduces stress, increases relaxation, and promotes healing. It is believed that the free and balanced flow of Ki (energy) through our chakras and meridians is the cause of health. When these channels are blocked, disease and illness occurs. Reiki helps bring the flow of energy back into balance. In a Reiki I Attunement you will learn the history of Reiki, how to perform a service, and self-care. Course fee includes manual. Specify session when registering.

Monday, 3/24; 5:30-8:30 pm; Baker Mountain Massage; \$125

Sunday, 4/6; 9:00-Noon; Baker Mountain Massage; \$125

Monday, 5/5; 5:30-8:30 pm; Baker Mountain Massage; \$125



Technology for Boomers

In 2014, BoomerTECH Adventures was born when three Maine educators—Ed Brazee, Jill Spencer, and Chris Toy—decided to repurpose instead of retiring.

Ed suggested to Jill and Chris that there were 70 million Baby Boomers out there and many of them needed help with their digital lives. Wouldn't it be interesting and fun to find ways to help them!

Jill was a teacher, international consultant, and author of several books on middle-level education. Chris was a middle school principal, international consultant, and author of six fabulous cookbooks. Ed was a professor at the University of Maine, book editor, and consultant.



BoomerTECH Adventures courses contain videos which are self-paced. Students complete courses on their own time, at their own speed. Each course includes a PDF booklet with information about the class, instructions for taking the class, and the content of the class (videos and articles accessible from direct links). The three instructors provide personalized support for the class via email, phone, and Zoom.

Fantastic Photo Finishes



Organize & Edit Images with your iPhone Photos App

Most of us take hundreds of photos that languish on our iPhone/iPad or in the cloud. Knowing how to edit images and organize your photos on your iPhone and iPad is essential. 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.

Open Enrollment - take it when you want! Online; \$42

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 significantly upgrade their photography skills. Students will learn to take photos, portraits, slo-motion, panos, and more. Also students will learn about camera settings for proper focus and exposure, High Dynamic Range, and picture composition.

Open Enrollment - take it when you want! Online; \$42

See www.windham.maineadulted.org for more BoomerTECH classes!

- iOS 18 Essentials for iPhones
- iPadOS 18 Essentials for iPads
- Intro to Mac Basics
- Taking Awesome Pictures with your iPhone/iPad Camera
- Take Fabulous Photos of the Flora & Fauna in your World
- Conquer your Mac Photos App: Edit your Images
- Conquer your Photos App Chaos: Tame your Mac images
- Maximize your iPad's Potential
- Unlock Safari's Secrets on your Mac in just 5 Lessons
- Unlock Safari's Secrets on your iPhone in just 5 Lessons
- Unlock Safari's Secrets on your iPad in just 5 Lessons
- Hidden Gems Lurking on your iPhone/iPad
- More Hidden Gems in your iPhone/iPad
- Intro to Zoom Basics
- Create and Deliver Online Zoom Courses

Intro to iPhone Basics

Most iPhone users rarely access all of the available iPhone features. Learn to use your iPhone to the best possible advantage. Critical features covered include Apple ID and password; 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. Includes iOS updates and the unique features of the newest iPhones.

Open Enrollment - take it when you want! Online; \$42



15 iPhone/iPad Vision Accessibility Features

Many people have vision issues. A variety of iPhone/iPad settings allow you to use your device more easily when vision challenges arise. Learn where to find vision accessibility options and how to use them. These features are identical on the iPhone and iPad except in a couple of noted instances.

Open Enrollment - take it when you want! Online; \$42

Digital Tools for the Beginning Memoir Writer

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, available through any digital device, that make the process of memoir writing more fun and a little less daunting. Explore several unique 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



Medical Certification Training



WRAE continues our partnership with Academy of Medical Professions, a Maine-based training school. Register on our website for FREE information. Our Career and College Access Coordinator, Jessica Trimmer, will connect with you and will make a referral for you with AMP.

Clinical Medical Assisting

This program includes live via Zoom classes on Tuesdays and in-person skills labs* on Thursdays that prepare you to pass the National Certification. Upon completion of the program, you will sit for your CCMA (Certified Clinical Medical Assistant) exam through NHA. \$3500 includes national certification, 6 practice exams, online study materials, books, resume assistance, and fees. Externships may be available in your area. *Labs may not be available at all locations.

Tue. & Thu., 6/17-9/30; 5:30-8:30 pm; \$3500
Application referral and information is free.

Pharmacy Technician

Take this program online. Pharmacy Technician is one of the fastest growing jobs in health care today. Learn everything from the role of the technician in the pharmacy setting, to the basic sciences at the core of pharmacy practice, to preparing for the PTCB exam. This Certificate Program includes all course materials and PTCB National Certification (CPhT) Exam fee.

Online; start anytime; \$2850

Application referral and information is free.



Phlebotomy

Become Nationally Certified in 10 weeks! Prepare with live Zoom classes and in-person skills labs.* Perform basic phlebotomy venipuncture procedures, answer patient questions, perform basic testing, such as blood glucose levels, prepare blood, urine, and other body fluid specimens for testing. \$3200 includes Certified Phlebotomy Technician (CPT) national certification through NHA, books, resume, and job assistance. *Labs may not be available at all locations.

Tue. & Thu., 3/11-5/15; 5:30-8:30 pm; \$3200

Tue. & Thu., 6/17-8/21; 5:30-8:30 pm; \$3200

Application referral and information is free.

Medical Coding

Learn all aspects of medical coding to become nationally certified and get working as a Certified Professional Coder. Includes Medical Terminology, Anatomy & Physiology, Step-by-Step Coding, CPC-A exam, AAPC membership, 3 practice CPC tests and all books. Basic computer skills are required; \$3950. Adding Practicode (6-10-week online program) will remove the apprenticeship designation from the CPC credential; \$5150.

Online (start anytime); \$3950 + Optional \$1200 Practicode

Application referral and information is free.

Medical Transcription

Medical transcription is a great field for working at home. Strong typing, computer, and English grammar skills are essential. Medical terminology, formats, rules and regulations, jobs, calculation of pay, confidentiality, and tricks of the trade, all equipment, reference books, and course books are provided with the course fee. Classes are online for 16-weeks with a completion of 16-weeks to 6-month options. Program includes Medical Terminology, Anatomy & Physiology, and Transcription. \$3200, includes everything for the course. Required: typing skills above 60 WPM, Microsoft Word proficient.

Online Anytime, Self-Paced; \$3200

Application referral and information is free.

Medical Office Specialist (Administrative Medical Asst.)

Learn practical, real-world skills essential for success in the healthcare field. This all-inclusive course includes: Medical Terminology, Medical Front Office Skills, Electronic Medical Records Boot Camp, and Medical Billing. Upon completion of all courses, you will sit for your CMAA (Certified Medical Administrative Assistant) Certification exam through the National Healthcareer Association (NHA). Course fee includes national certification, all books, fees, and resume and job assistance.

Online; start anytime; \$3200

Application referral and information is free.

Dental Assisting

Explore all aspects of dental assisting and gain skills needed to work in this field and pass a national certificate exam. This program is taught by a dentist and includes an opportunity for internships. The price of the course (\$3200) includes all books, exam preparation materials and fees for the DANB RHS® certificate program. Upon passing the DANB RHS®, you will receive a certificate of knowledge, based on competency for that component from DANB.

Monday, 6/2-8/18; 6:00-8:00 pm; \$3200

or Online; start anytime; \$3200

Application referral and information is free.



Payment Plans Available through AMP including WIOA/voucher approved (Goodwill, MyCAA, Maine Department of Labor, EMDC/HOOPE, etc.)

College & Career Connections



Adulting 102: Money Grows

So, you're on a budget, managing a bank account, and wondering about the next steps in your financial journey. In Adulting 102, we will look at the differences between saving and investing, and if you are ready to invest, how to get started. Other topics cover protecting assets (insurance), advanced budgeting, and understanding the role economics plays in our financial life. Join Steve Kautz, Financial Education Programs Specialist from the Finance Authority of Maine for this one-hour virtual workshop as you take the next steps into Adulting.

Wednesday, 3/19; 6:30-7:30 pm; Zoom; FREE



Spring Into College Savings: The Alford Grant and Maine's College Savings Program

Join us – with College Savings Superstar Alford Foundation member, Caroline Palmatier! Maine families have access to two valuable programs to assist with saving and paying for education after high school: the \$500 Alford Grant and Maine's College Savings program. These initiatives offer great benefits, but understanding their features can be challenging. Whether you're a parent, guardian, or student, gain information to make the most of these valuable resources. Join us to improve your understanding and take steps towards a successful educational future!

Wednesday, 4/2; 7:00-8:00 pm; Zoom; FREE

Student Loan Repayment Strategies and Pro Tips

There are many different facets to the student loan program that can be powerful in helping you achieve your financial goals but also can be confusing. If you are struggling with your payments, did you know there are several income-based repayment plans as well as deferment or forbearance? Did you know you could get .25% off your interest rate if you sign up for auto-debit on your federal loans? Do you know you can prepare for loan forgiveness now if you work for a non-profit, government or tribal agency? Whether you have recently graduated from college or have been repaying your students loans for a long time, join Nikki Vachon, College Access Counselor from the Finance Authority of Maine as she shares pro-tips and answers questions.

Wednesday, 5/7; 6:00-7:00 pm; Zoom; FREE

Making Career Choices

Ready for a career change but don't know where to start? This workshop will point you in the right direction. Discover what to consider when choosing a career and the resources available to help you succeed.

Tuesday, 5/6; 6:00-7:00 pm; Zoom; FREE

Interview Strategies

Join us and prepare to interview with confidence. We'll guide you in exploring different types of interviews, tips for answering difficult questions, and steps to take after the interview.

Wednesday, 3/19; 6:00-7:00 pm; Zoom; FREE

Building Confidence

Whether navigating recent changes, looking for a job, starting a business, or simply wanting to be more confident, join this class to assess your confidence and learn tools to help you build your self-assurance and keep it strong.

Tuesday, 4/8-4/22; 10:00-11:30 am; Zoom; FREE

My Money Works

This interactive five-session class with our professional staff will help you gain the skills and confidence you need to stretch your money, pay your bills, reduce debt, save, plan for retirement, and set personal financial goals to achieve greater financial stability.

Wednesday, 4/23-5/21; 12:00-1:00 pm; Zoom; FREE

Tuesday, 6/3-7/1; 10:00-11:00 am; Zoom; FREE

Let's Talk About Credit

Learn how to reduce your debt, improve your credit, and maintain a good credit score. Create your own step-by-step plan to pay down your debt.

Tuesday, 4/8; 6:30-7:30 pm; Zoom; FREE

Budgeting Basics

In this interactive workshop, we will explore building a budget that works for you. We will cover money tracking, goal setting, and how having a sense of your overall financial situation can assist you in creating and using a budget.

Tuesday, 4/1; 6:30-7:30 pm; Zoom; FREE

Build Your Savings

Setting money aside helps you plan for the future and reach your goals. While saving can be challenging, taking small steps can make a difference.

Tuesday, 4/15; 6:30-7:30 pm; Zoom; FREE

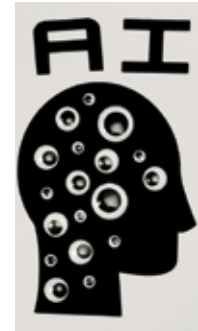
Professional Online Certificates



2025's Hottest and Most Popular Online Certificates with UGotClass!

AI Certificate

Give your organization a competitive advantage with Artificial Intelligence (AI) and position yourself in an emerging knowledge specialty and growth area.



Explore what AI can do to reduce costs, gather more and better business data, automate time-consuming tasks, improve efficiency, lower human error, reallocate staff time for higher priority functions, and more.

Then master the concepts and fundamental techniques of implementing AI. Finally, develop an AI plan and strategy to deliver results for your workplace.

Walk away with the knowledge and confidence to lead your organization into this exciting new area of business expertise.

Introduction to ChatGPT: 4/7-5/2; 6/2-6/27; \$195

Intermediate AI: 5/5-5/30; 7/7-8/1; \$195

AI Planning and Strategies: 4/7-5/2; 6/2-6/27; 8/4-8/29; \$195

Certificate (take all 3): 4/7-6/27; 6/2-8/29; \$495

Hot!

Hot!

HR for Non-HR Managers Certificate

You as a manager are on the front lines of human resources (HR) for your organization.

Upskill your knowledge about HR. Conquer one of the essential competencies for a successful manager, moving up, and contributing to the productivity of your organization.

Crush it with your people. Whether you work with a small organization or a large one with HR specialists, you play a critical role in creating a positive HR environment. Know what every manager needs to know about HR.

Your Role in HR: 4/7-5/2; 6/2-6/27; \$195

HR Aspects of Good Leadership: 5/5-5/30; 7/7-8/1; \$195

Opt. Performance & Employee Success: 4/7-5/2; 6/2-6/27; 8/4-8/29; \$195

Certificate (take all 3): 4/7-6/27; 6/2-8/29; \$495



Cybersecurity Certificate

Equip yourself with the foundational knowledge and advanced skills needed to safeguard networks, data, and systems from cyber attacks. Conquer the core principles of cybersecurity, develop strategies to protect networks, and gain hands-on experience in identifying and mitigating cyber threats.

Come away with the essential tools and knowledge to succeed in the ever-evolving field of cybersecurity.

Introduction to Cybersecurity: 4/7-5/2; 6/2-6/27; \$195

Network Security & Defense Strategies: 5/5-5/30; 7/7-8/1; \$195

Adv. Cyber Threat Analysis/Mitigation: 6/2-6/27; 8/4-8/29; \$195

Certificate (take all 3): 4/7-6/27; 6/2-8/29; \$495



Hot!

Mastering Excel Certificate

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world.

Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affect the look of your Excel worksheets and workbooks.

Increase efficiency by organizing, displaying and calculating data. Identify different types of data and how to best visually represent or format, by using different techniques.

Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. Discover how to attractively visualize your data into meaningful information. Students must have Microsoft Excel to complete certificate.

Mastering Microsoft Excel: 4/7-5/2; 6/2-6/27; \$195

Intermediate Excel: 5/5-5/30; 7/7-8/1; \$195

Advanced Excel: 4/7-5/2; 6/2-6/27; 8/4-8/29; \$195

Certificate (take all 3): 4/7-6/27; 6/2-8/29; \$495



Hot!

How the Certificate Works:

It is easy to participate in your online course. After you register, you will be given a web address and password to get into your online classroom. Use your email address and password to gain access. Once inside the online classroom, here's what you can expect.

What You Will Do: For each Unit, you will: •Access the online readings, •Listen to the audio presentation and view the slides, •Take a self-quiz to see how much you have learned, •Engage in written online discussion with your instructor and other participants. For best learning, you should make one or more comments at 2-3 different times each day. The content (readings, audio lectures, slides) and self-quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.

Participate When You Want: You can participate any time of day or evening. The online classroom is open 24 hours a day, 7 days a week. There are no live real-time requirements or meetings. You decide when you participate. For the best learning, participants should log into the course on 2-3 different days of the week.

Discussion: The Discussion for each Unit lasts one week. All comments are made in writing and can be made at any time of the day or night. Your instructor will log into the Discussion area at least once a day and answer questions, make comments, and respond to comments by you and the other participants. We encourage you to make 2-3 comments each day to maximize your learning and enjoyment of the course.

Professional Online Certificates

Customer Service Certificate

Customer service is essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.



Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

Keys to Customer Service: 4/7-5/2; 6/2-6/27; \$145

Extraordinary Customer Service: 5/5-5/30; 7/7-8/1; \$145

Certificate (take both): 4/7-5/30; 6/2-8/1; \$245

Bookkeeping Certificate

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this



Certificate will provide you with the knowledge needed to measure and manage the financial health of your business, focusing on cash basis accounting.

No one will care more about the financial health of your business than you! It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business. The Bookkeeping Certificate courses must be taken in the following order: Understanding Debits and Credits, General Ledger and Month End Procedures, Closing Procedures and Financial Statements.

Understanding Debits & Credits: 4/7-5/2; 6/2-6/27; \$195

General Ledger & Month End Procedures: 5/5-5/30; 7/7-8/1; \$195

Closing Procedures/Financial Statements: 4/7-5/2; 6/2-6/27; 8/4-8/29; \$195

Certificate (take all 3): 4/7-6/27; 6/2-8/29; \$495

Web Design Certificate

Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly



saturated digital competition.

First discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. Get the info you need to plan and design effective web pages.

Then find out how to create effective and dynamic websites/applications. Build a web application hosted on a web server that is both accessible and Search Engine Optimized.

Finally, learn about responsive design process, advanced layout and design features. Plus explore industry standard technologies and frameworks.

This Certificate must be taken in the following order: Introduction, Intermediate, Advanced

Intro to Web Design: 4/7-5/2; 6/2-6/27; \$245

Intermediate Web Design: 5/5-5/30; 7/7-8/1; \$245

Advanced Web Design: 4/7-5/3; 6/2-6/27; 8/4-8/29; \$245

Certificate (take all 3): 4/7-6/27; 6/2-8/29; \$595

Quickbooks Online Certificate

Save time, track money, and get important insights with Quickbooks Online, the leading online accounting platform. It is the preferred choice for small business managers, owners, bookkeepers and accounting professionals. There are patches and regular automatic upgrades to the software.

Get a comprehensive understanding of QuickBooks Online. Then learn how to work with more advanced Quickbooks Online topics. A free trial version of the software is provided to use during the class.

QB Online Level 1: 4/7-5/2; 6/2-6/27; \$195

QB Online Level 2: 5/5-5/30; 7/7-8/1; \$195

Certificate (take both): 4/7-5/30; 6/2-8/1; \$395



Visit www.windham.maineadulted.org for these additional UGotClass certificates

Accounting & Finance for Non-Financial Managers

Basic Game Design

Business Writing

Coding

Customer Service

Data Analysis

Digital Marketing

Diversity, Equity & Inclusion in the Workplace

Entrepreneurship Certificate

Graphic Design Software Essentials

HR for Non-HR Managers

Leadership Development (for Gen Y)

Management

Marketing

Mastering Computer Skills for the Workplace

Mastering Video Marketing

Non-Profit Administration

Online Teaching

Power BI

Project Management

Remote Work Manager

Six Sigma Green Belt

Social Media for Business

Statistics for Decision Making

Strategic Planning

Supervisory & Leadership

Web Design

WordPress

Workplace Communication



WRAE Policies

WRAE Storm Cancellation Policy

With some of our courses still being offered virtually this semester, we do not foresee the need to cancel all classes due to bad weather. We will try to remain aware of any power or internet outages that may affect your classes and communicate that with you via email.

If weather looks to be an issue on the day of your class, PLEASE check your email or our Facebook page where we will post all closures.

WRAE Refund Policy - updated November, 2022

- 100% credit or refund if course is cancelled.
- 100% refund if participant withdraws at least five business days before the class. Refunds for online payments will be processed immediately. Refunds for cash or check payments will be by check and may take up to two weeks to process via RSU 14's business office.
- No refund if participant withdraws within five business days of the class.
- For multi-week (more than two) classes: 50% refund (by check) or 100% credit toward a future class if participant withdraws before the second class. No refund or credit after second class.
- In the event of district-wide extended closure, participants will receive 100% credit for onsite-only classes that have not begun. Participants will receive a prorated refund for incomplete onsite-only classes.
- No refunds or credits for onsite courses designed to transition to a remote format in the event of a closure.

Registration:

Visit us online: www.windham.maineadulted.org or call us at 207-892-1819 for registrations by credit card.

Mail in with check: Complete the form below. Make check payable to: RSU 14; Mail to: WRAE; 406 Gray Rd.; Windham, ME 04062

Email us: WRAE@rsu14.org

Visiting us: Walk-ins are welcome at our office (the white portable building behind Windham High School)



Pre-registration and payment is required for all courses. Space is not guaranteed until payment is received.

WRAE Registration Form

Make checks payable to: RSU 14.

Name _____ Email _____
 Address _____ City _____ State _____ ZIP _____
 Phone _____ DOB ____/____/____

Course Name	Start Date	Course Fee

Windham Raymond Adult Education Scholarships
 Would you like to make a donation to help provide WRAE scholarship opportunities to others in need?

Adult Scholarship Fund Contribution _____
 Less 10% Senior Discount (only select classes) (_____) _____
TOTAL _____

TO PAY BY CREDIT CARD, PLEASE VISIT OUR WEBSITE windham.maineadulted.org OR call 207-892-1819.
 A \$1.99 Processing Fee is Charged for Each Course Registration by Credit Card.