



North Hennepin
Community College

Adult Education & Training

Corporate Training Membership Program

Frequently Asked Questions (FAQs)

Corporate Training Membership Program

The Corporate Membership Program is a way to take full advantage of substantial discounts for NHCC's non-credit classes. These classes are located in the Continuing Education and Training section of the catalog or website. In the catalog, you will find complete listings of dates and times of these scheduled classes.

How do I join?

Complete the application and mail it to the address provided along with your payment. You will receive a Welcome Packet with instructions on how to sign-up your employees for classes and a unique Company 4-digit ID Number.

When enrollments are made, reports will be sent to you letting you know who enrolled in what class, when the person took the class, etc. Monthly statements letting you know the balance in your account are also sent out.

Is there an annual membership?

Yes, when you purchase a Membership, it is good for one year from the date of enrollment. If you do not use all of the units within the year of enrollment, you will lose them (If there are specific questions or concerns, please contact your Program Director). You can renew your membership at any time during the year should you run out of units.

Can an individual purchase a membership or is it only for Corporations?

No, this membership program can only be purchased by corporations or organizations.

Are memberships available for On-line courses?

Memberships cannot be applied towards Online Ed2go classes or the Regulatory Affairs Certificate (*please call your Program Director for special pricing*)

What if I need customized training for my organization – can I use the Membership to cover these costs?

The Corporate Training Membership Program covers only classes offered in the normal non-credit class schedule offered by NHCC's Adult Education & Training. If you have purchased a Training Membership, discounts are available for customized training. Please contact your Program Director for more details.

Questions?

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