

Keefe at Night

Continuing Education at Keefe Regional Technical School

Fall 2023 Catalog



Semester Starts on September 6, 2023

Keefe at Night

Certification and Licensing Preparation Programs

Reiki Certification

Usui/Holy Fire Reiki, Level 1
Usui Holy Fire Reiki, Level 2

Medical & Allied Health Training/ Exam Preparation

Adult & Pediatric First Aid/CPR/AED Certification
Basic Life Support Certification
Emergency Medical Technician (EMT) Certification
Clinical Medical Assistant Certification
Phlebotomy Technician Certification

Real Estate Training/Exam Preparation

Massachusetts Real Estate Salesperson Training

Trades License Training/Exam Preparation

Construction Supervisor - Unrestricted License
Hoisting 2A & 1C Exam Preparation/Continuing Education
Electrical Code - Journeyman Modules
Plumbing Code and Theory - Journeyman Tiers

Water Safety Certification

America's Boating (ABC3) Certification

Frequently Asked Questions

Fall Semester Starts on September 6, 2023

This semester the vast majority of classes will take place at Keefe Tech, but we will continue to offer virtual and hybrid courses. In addition a few courses will take place at offsite locations.



Office Hours - Fall 2023

Starting in September our staff can be reached at the following times:

- Monday-Thursday:
9:00am-9:00pm
- Friday:
9:00am-5:00pm

Scheduled Cancellation Dates:

9/25, 9/28, 10/9, 11/11, 11/16, 11/22,
11/23 & 11/24.

Please check your registration receipt for possible additional cancellation dates for your specific class/es.



Contact Information

Phone: 508-416-2170

Email: continuinged@jpkeefe.org

Website: Keefeatnight.org

Mailing Address: 750 Winter Street
Framingham, MA 01702



What technology do I need to join a virtual class?

A computer with audio and video, and an internet connection. A Zoom link will be sent to students in advance of class. You will use the same link for multiple-session classes.



Tuition Payment

Payment is due in full at time of registration. Please call us for information on payment plans for select courses.

Forms of Payment

We accept Cash, Visa, MasterCard, Checks, and Organization Purchase Orders.

Age Requirement

Unless otherwise noted, participants must be 18 years of age or older to participate in our programs.



Certificate of Class Completion

Upon successful completion of Licensing and Certification programs, students will receive a certificate of completion. If you need a certificate for your employer, we will be happy to provide it. Replacement certificates are available for a \$5.00 fee.

Missed Classes in Certification & Licensing Programs

There is a fee for make-up classes beyond the scheduled class hours.



Textbooks and Supplies

Keefe at Night does not operate a book/supply store. Please see the online course descriptions for information on books and supplies.



Registration/Confirmation Receipt

In addition to payment information, your receipt contains:

- Dates and times of your class & location
- Scheduled cancellation dates
- Books/Supplies information
- Withdrawal/Refund policy.

Withdrawal/Cancellation Refund Policy

Please see page 29 of this catalog for full details on refunds, and our policies and procedures.



Safety Protocols

Keefe at Night adheres to current (and future) safety protocols in place at Keefe Tech Regional High School.

Join Us!

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Full course descriptions including instructor bios, books/supplies information and scheduled class cancellations can be found online at keefeatnight.org.

New York Broadway Trip Saturday, November 18



Age Requirement:

Children 13+ are welcome on this trip.

TRIPS02-FALL2023

11/18/23-11/18/23

7:30 AM - 11:00 PM

\$99

Days: Sa

Sessions: 1

Please see full description on page 28.

ESSENTIAL ADULT EDUCATION COURSES

English Language Courses - Levels 1, 2, 3, & 4

Welcome/Bienvenidos/Bemvindos/Benvenuti/ Bienvenue!

Learning to speak English can open up many opportunities to non-English speakers. Keefe at Night provides excellent English language classes to the community. Our instructors are truly committed and seasoned professionals who have a love for teaching English to adult learners. We offer 5 levels of study: Beginner, Advanced Beginner, Intermediate and Advanced, and Advanced Communication Skills. If you have never taken English language classes and consider yourself a beginner, you are placed in Level 1 and do not need to take a placement test. If you attended a class at Keefe at Night recently, you will move on to the next level.

New Students: For Levels 2, 3 & 4 there will be a placement test at Keefe Tech on August 9 between 4:00 p.m. and 7:00 p.m. Plan on a half hour for completion of the process.

Classes begin on Thursday, September 7 & end on November 30. They take place on Tuesdays and Thursdays from 6:00 - 9:00 p.m.

The total cost for the class is: \$285 for Levels 1 & 2, and \$299 for Levels 3 & 4. Two books are included in the cost of tuition for all levels. Additional materials are included for levels 3 & 4. **Please see separate descriptions for Level 5: Advanced Communication Skills, and English Language Pronunciation classes.**

Español

El poder comunicarse en inglés puede abrir muchas puertas para personas que actualmente no hablan el idioma. Keefe at Night brinda excelentes clases de inglés a la comunidad. Nuestros maestros son profesionales con mucha experiencia, quienes aprecian la importancia de la enseñanza del idioma a personas adultas. Ofrecemos 5 niveles de aprendizaje: Principiantes, Principiantes Avanzados, Curso Intermedio, Curso Avanzado, y Comunicación Avanzada. Si nunca ha tomado cursos de inglés y se considera principiante, entrará al primer nivel. No necesita tomar una prueba. Si tomó clases en Keefe at Night recientemente, pasará al siguiente nivel.

Estudiantes Nuevos: Para los niveles 2, 3 y 4 habrá una prueba de colocación de nivel en Keefe Tech el 9 de agosto de las 4:00 p.m. y 7:00 p.m. Planifique media hora para completar el proceso.

El curso de inglés empieza el 7 de septiembre y termina el 30 de noviembre. Las clases se reúnen los martes y jueves de 6:00 a 9:00 PM.

El costo total de la clase es: \$285 para los niveles 1 & 2, y \$299 para los Niveles 3 y 4. Se incluyen dos libros en el costo de la matrícula para todos los niveles. Se incluyen otros materiales para los niveles 3 y 4. **Por favor vaya a la descripción separada para el Nivel 5 y la clase de pronunciación.**

Portugués

Aprender a falar inglês pode abrir muitas oportunidades para pessoas não falantes da língua Inglesa. Keefe at Night oferece excelentes aulas de inglês para a comunidade. Nossos instrutores são profissionais verdadeiramente comprometidos e experientes que estimam a importância de ensinar inglês a estudantes adultos.

Oferecemos 5 níveis de estudo: Iniciante, Iniciante Avançado, Intermediário e Avançado, e Comunicação Avançada. Se você nunca fez aulas de inglês e se considera um iniciante, você será colocado no Nível 1. Você não precisa fazer a prova. Se você assistiu a uma aula no Keefe at Night recentemente, você passará para o próximo nível.

Novos Alunos: Para os níveis 2, 3 e 4 haverá um teste de nivelamento na Keefe Tech em 9 de agosto das 4:00 às 7:00 p.m. Planeje meia hora para a conclusão do processo. As aulas começam em 7 de setembro e terminam em 30 de novembro. Acontecem às terças e quintas-feiras, das 6:00 p.m. às 9:00 p.m.

O custo total da aula é: \$285 para os níveis 1 e 2, e \$299 para os Níveis 3 e 4. Dois livros estão incluídos no custo do curso para todos os níveis. Outros materiais estão incluídos para os níveis 3 e 4. **Por favor, vá para a descrição separada para o Nível 5 e a aula de pronúncia.**

ABESLLEVEL1-4-Fall2023 \$285.00/\$299.00
09/07/2023 - 11/30/2023 Days: Tu,Th
6:00PM - 9:00PM Sessions: 22

Second Floor, Rooms 300 - 308

Instructors: Nevin Aziz, Vicki Kravitz, Kim McCormack, Mary Lee Mullin, Brenda Seymour, Linda Strayhorn and Dianne Weiss

No class, No hay Clases/Aulas: 9/28, 11/16 & 11/23.

Level 5: Advanced English - Communication Skills - In Person - New!

This advanced English language course will be taught through writing, speaking practice, role playing and skits. Students will develop the skills and confidence necessary to communicate effectively in the context of real-life situations. No class: 2/20. **Instructor: Dianne Weiss.**

ESLLEVEL5-Fall2023 \$99.00
01/02/2024 - 02/27/2024 Days: Tu
6:00 PM - 8:00 PM Sessions: 8
First Floor, Room 215

English Language Pronunciation - In Person

This 3-week course will focus on proper pronunciation in English, using short stories, reading out loud, repetition of certain sounds and words, and worksheets to help you improve your pronunciation. Levels 3 and 4 as well as other intermediate students are welcome. **Instructor: Victoria Kravitz.**

ESLPRONUNCIATIOFall2023 \$69.00
11/27/2023 - 12/13/2023 Days: M,W
6:30PM - 8:00PM Sessions: 6
First Floor, Room 220

GED PREPARATION COURSES (SELF-PACED)

Adult Ed: GED Test Prep. Ed2Go - Self-Paced Online Courses - Instructions on How to Register

This program is offered through our training partner Ed2go. GED Preparation Classes are available for registration.

The registration process is different, however. Please visit this link to view information on classes or to register online:

<https://www.ed2go.com/kan/SearchResults.aspx?SearchTerms=ged>.

Students have access to these online/self-paced classes 24/7 for a determined period of time. Please be aware that there is no live instruction included with this course.

Important: For information on GED® **testing** in Massachusetts, please visit: <http://www.doe.mass.edu/hse/>.

ARTS AND CRAFTS

Visual Arts & Mixed Media

Acrylic Painting - In Person

In this class you will learn about color theory and the acrylic medium. Students will explore the medium on a teacher-assigned project, or can start painting on their own, implementing ideas and subject matters in which they are interested. Terri will be available to guide you throughout the process. Please see information on required materials in the online description. No Class: 11/22. **Instructor: Terri Regotti.**

ART01-Fall2023	\$199.00
10/04/2023 - 12/13/2023	Days: W
6:00PM - 9:00PM	Sessions: 10
Ground Floor, Visual Design	

Drawing for Beginners - In Person

This class is designed to introduce students to the principles and elements of art through all gray, black and white mediums. Mainly pencil, markers, and conte crayons will be used. This class teaches you to learn "how to see" so that you can draw what you see. Please see information on required materials in the online description. No Class: 10/9. **Instructor: Terri Regotti.**

ART02-Fall2023	\$199.00
10/02/2023 - 12/11/2023	Days: M
6:00PM - 9:00PM	Sessions: 10
Ground Floor, Visual Design	

Drawing II - In Person

This class will help students use the drawing techniques they have learned in Drawing for Beginners and take their skills to the next level. More complex subject matter and conceptual ideas will be explored. Color pencils and black, India ink will be introduced. Please see information on required materials in the online description. No Class: 9/28, 10/12, 11/16, and 11/23. **Instructor: Terri Regotti.**

ART05-Fall2023	\$199.00
09/21/2023 - 12/21/2023	Days: Th
6:00PM - 9:00PM	Sessions: 10
Ground Floor, Visual Design	

Sea Glass Window Workshop - In Person

Make your own Sea Glass Window. You will use shells, star fish, urchins, sand dollars, stones, glass, driftwood, coral, sand and other materials to make a wood framed 8" x 10" art piece. Create your own design or use one of the provided templates. Due to curing time you will complete your design in the workshop and will receive a kit and instructions to complete at home. **Instructor: Lisa Young.**

ART03-Fall2023	\$65.00
09/27/2023 - 09/27/2023	Days: W
6:30PM - 8:30PM	Sessions: 1
Ground Floor, Room 310	

Scallop Shell Decoupage: Trinket Dishes or Decoration - In Person - New!

In this workshop you will create 3 beautiful decoupage scallop shells that can be used as trinket dishes or hang as art / ornaments. Choose from a wide variety of themes and prints to make your design. This is a simple 4 step process that's fun and easy to do. **Instructor: Lisa Young.**

ART04-Fall2023	\$65.00
11/14/2023 - 11/14/2023	Days: Tu
6:30PM - 8:30PM	Sessions: 1
Second Floor, Room 310	

Sea Glass Tree Workshop - In Person - New!

Create two beautiful Sea Glass Trees. Begin with bases that are 4 and 7 inches tall. With embellishments they can be up to 9 inches tall. Keep as a set or split them up. Choose your colors from sea blue, turquoise, green, crystal white, red, orange, yellow, pink and plum (mix and match). **Instructor: Lisa Young.**

ART07-Fall2023	\$65.00
12/13/2023 - 12/13/2023	Days: W
6:30PM - 8:30PM	Sessions: 1
Second Floor, Room 310	

Please sign up early so that we meet our minimum class enrollment.

ARTS AND CRAFTS

Textile Arts

Sewing - Beginner & Intermediate - In Person

Whether you're learning how to sew or want to brush up on your sewing skills, this class is for you! In this class you will learn about fabrics, patterns, style, fit techniques and sewing mechanics. In this 4 session - Saturday workshop, Beginner sewists will complete 2 projects: a tote bag and pajama pants. Intermediate sewists will work on as many projects as they can complete. **It is important to note that you will need to bring your own sewing machine and know how to operate it.** Please have the manual and a bobbin so we can review the basic operation. Necessary supplies lists for both Beginners and Intermediate students appear in the online course description. **Instructor: Sandi Barrett.**

ARTSEW1-Fall2023	\$149.00
09/30/2023 - 10/21/2023	Days: Sa
9:00AM - 12:30PM	Sessions: 4
First Floor, Room 215	

Knitting for Beginners - In Person

This class is designed for new knitters as well as anyone needing a refresher. We will discuss different yarns, needles, tools, how to knit, purl, increase, decrease, make a gauge and more! Students will be able to apply what they learn to individual projects. Practice supplies will be provided by the instructor. Students are also encouraged to bring any needles or yarn they already have. **Instructor: Jessica Pelon.**

ARTTXT03-Fall2023	\$129.00
09/27/2023 - 11/01/2023	Days: W
6:30PM - 9:00PM	Sessions: 6
First Floor, Room 203	

Knitting Workshop - In Person

This is the perfect continuation of the Knitting for Beginners class and is also great for experienced knitters. Learn a new technique, start a project, finish a project you have lying around, or do all the above. In this independent study class, students will work on projects of their own choosing with the confidence of knowing someone is there to guide and support them. Students will need to purchase their own project supplies. **Instructor: Jessica Pelon.**

ARTTXT01-Fall2023	\$119.00
11/07/2023 - 12/12/2023	Days: Tu
6:30PM - 9:00PM	Sessions: 6
First Floor, Room 203	

Gnome Knitting - In Person - New!

Ready to Get your Gnome on? Nothing says "holidays" better than gnomes. In this class you will learn to make a gnome step-by-step. By the final class you will have one or more completed gnomes and be confident whipping up more on your own. Please visit pugstitches.com/keefe/gnome-knitting to see pictures & for more information on supplies. **Instructor: Jessica Pelon.**

ARTTX03-Fall2023	\$119.00
09/19/2023 - 10/24/2023	Days: Tu
6:30PM - 9:00PM	Sessions: 6
First Floor, Room 203	

Arts and Crafts - Floral Design

English Boxwood Trees - In Person

The beauty of a little Holiday tree will make the perfect eye-catching décor. Using fresh English Boxwood, you will learn to assemble your own Christmas tree. Decorations will be provided. These popular tree arrangements last up to 8 weeks and make a fabulous statement on your table top for home or office. **Instructor: Dawn Bagocius.**

ACFD1-Fall2023	\$75.00
12/11/2023 - 12/11/2023	Days: M
6:00PM - 8:00PM	Sessions: 1
Ground Floor, Horticulture	

Fabulous Holiday Wreath - In Person

This will be a great way to begin the holiday season. Learn how to professionally create a holiday wreath from scratch using a variety of seasonal greenery. When your guests arrive at your front door, they will be curious where you bought that beautifully designed wreath. **Instructor: Dawn Bagocius.**

ACFD2-Fall2023	\$75.00
11/27/2023 - 11/27/2023	Days: M
6:00PM - 8:00PM	Sessions: 1
Ground Floor, Horticulture	



Inclement Weather Cancellations
Information will be posted on our website and our Facebook page. You can also call 508-416-2170 for a recorded message.

Massachusetts Real Estate Salesperson Training - In Person

This class is your first step to becoming a licensed real estate salesperson! Completion of this course will qualify students to sit for the Massachusetts Real Estate Salesperson's Test.

This course is taught by professionals from Framingham-based Key Realty Services University, an approved, fully licensed and credentialed Massachusetts Real Estate School. The course is taught in both lecture and interactive format. At the completion of the program you will receive a certification booklet, which allows you to take the state examination. If you score 70% or better on your exam, you will receive your license that day!

Textbook Requirement: Textbooks must be purchased in advance of class: Massachusetts Real Estate Practice & Law 11th edition & Modern Real Estate Practice 21st Edition Set. **Please see online description for store link.**

Important: If you already hold a Real Estate License, this Pre-Licensing course is not for you.



REALESTATE1-Fall2023 \$369.00
10/02/2023 - 11/27/2023 Days: M,W
6:00PM - 9:00PM Sessions: 15
First Floor, Room 220

Construction Supervisor Unrestricted License Exam Preparation - In Person

Registration Deadline: September 12. Only a person licensed by the Massachusetts Board of Building Regulations and Standards may supervise the construction and renovation of all one and two family dwellings and all buildings containing less than 35,000 cubic feet of enclosed space. This class will help you prepare for your Massachusetts Construction Supervisor Unrestricted License exam. This course requires students to devote a significant amount of time familiarizing themselves with the building code materials and methods of preparation for the exam.

All Textbooks and Study Materials (\$500 value) are included in the cost of tuition.

Prerequisite to take the State Exam: Three years of documentable construction experience.



CONSTRUCTLIC-Fall2023 \$899.00
09/19/2023 - 10/31/2023 Days: Tu
6:00PM - 8:00PM Sessions: 6
First Floor, Room 201

Hoisting 2A and 1C Exam Preparation - In Person

This course will prepare you to take the Massachusetts Hoisting License exam. We will go over the exam application process and will review requirements for the D.O.T health certificate, which qualifies you to take the exam. Topics covered include: General Laws 520 CMR, Dig Safe Law, OSHA, Jackie's Law, Hand Signals, Trenching, Shoring and Basic Hydraulics.

TP100-Fall2023 \$169.00
9/20/2023 - 9/27/2023 Days: W
5:30 PM - 8:30 PM Sessions: 2
First Floor, Room 201

BUSINESS & CAREER TOOLS / SOCIAL MEDIA

Business & Career Tools

Pricing Your Products and Services - In Person - New!

Learn about pricing concepts, the role of pricing in a company's strategy and a four-step process to determine pricing based on costs, customer goals, trends and competition. This class can be interactive, so please bring questions that you have to class. **Instructor: Barry Horwitz.**

BZTOOLS09-Fall2023
10/25/2023 - 10/25/2023
6:00PM - 8:00PM
First Floor, Room 219

\$39.00
Days: W
Sessions: 1

Intro to eCommerce - Virtual Classroom/Live Instruction

Opening an eCommerce online shop is not as difficult as one may think. You don't need to be a webmaster or a coding guru to accomplish it. We will demonstrate how easy it is to set up; how to market your shop and get more traffic. Take advantage of technology and have fun with social media. This is an introductory class, there is no need to have a website. **A class invitation link will be sent to your email account in advance of class. Instructor: Fan Stanbrough.**

COWP5-Fall2023
11/20/2023 - 11/27/2023
7:00PM - 9:00PM
Live Virtual Classroom

\$59.00
Days: M
Sessions: 2

Social Media

Intro to Social Media for Business - In Person

Learn to effectively promote your business or organization through social media. If you are looking to tap into social media to promote your business and need some help getting started, this course is for you. We will explore the basics of different social media platforms and learn how to use Facebook specifically for both promotion and improved customer engagement. This course is aimed at those who are beginning to use social media. **Instructor: Lauren Briggs.**

BZTOOLS4-Fall2023
11/02/2023 - 11/09/2023
6:30PM - 9:00PM
First Floor, Room 218

\$59.00
Days: Th
Sessions: 2

LinkedIn: Improve/Develop Your LinkedIn Professional Profile - In Person

LinkedIn can be a wonderful tool for your professional career. Whether you are job hunting, looking for the right contacts or to develop your career prospects, LinkedIn is a great first step. In this class you will learn how to complete your professional page and learn how to optimize your profile and research to take advantage of all that LinkedIn has to offer. **Instructor: Annabelle Lebas.**

BZTOOLS08-Fall2023
10/10/2023 - 10/10/2023
6:00PM - 8:00PM
First Floor, Room 207

\$39.00
Days: Tu
Sessions: 1

Keefe at Night

Career Training through Ed2Go Self-paced Online Learning

Online Career Training Programs

Online programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

Online Course Bundles

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our online courses are informative, fun, convenient, and highly interactive. We offer new course sessions monthly. Visit our website to view start dates for the courses that interest you.

Visit our website for program details and to enroll:
careertraining.ed2go.com/kan

Visit our website for program details and to enroll:
ed2go.com/kan

BUSINESS & CAREER TOOLS / SOCIAL MEDIA

Instagram for Business Owners - In Person

In this 90-minute course geared towards beginners, we will address everything that you need to know if you're just starting out using Instagram to promote your business. We will cover how to use the platform itself, as well as some of the terminology of the platform, and how businesses specifically can use Instagram to make new connections and put their products and services out into the world.

Instructor: Lauren Briggs.

BZTOOLS15-Fall2023

11/06/2023 - 11/06/2023

6:30PM - 8:00PM

First Floor, Room 205

\$29.00

Days: M

Sessions: 1

CAREERS / CAREER EXPLORATION

Entry Level Florist Training - In Person

This three-session course is designed to prepare students for entry level positions in the field. The course will give students an understanding of industry procedures, knowledge of floral care, information on general pricing, and details on how to advance in the field. After taking this 3 class course, you will leave with 6 hours of training, confidence in your ability to apply for entry level positions, and skills you can use to become a certified floral designer. **Please be aware that hands-on designing does not take place in the course. Instructor: Dawn Bagocius.**

CAREERS3-Fall2023

10/04/2023 - 10/18/2023

6:00PM - 8:00PM

Ground Floor, Horticulture Related Room

\$99.00

Days: W

Sessions: 3

Usui/Holy Fire Reiki, Level 1 Certification - In Person

Learn about the concepts, energies, and history of Usui/Holy Fire Reiki. It is a powerful yet gentle form of healing that provides stress relief, relaxation, mental clarity and more. This class is for beginners, or anyone interested in learning more about energy healing. Training consists of lectures as well as hands-on practice. Certification will be presented at completion of course. **Please see online description for information on required textbook. Instructor: Amanda Bavaro.**

CAREERR1-Fall2023

10/16/2023 - 10/23/2023

5:00PM - 8:00PM

Second Floor, Room 314

\$89.00

Days: M

Sessions: 2

**Please sign up early so that we meet
our minimum class enrollment.**

CAREERS / CAREER EXPLORATION

Usui/Holy Fire Reiki, Level 2 Certification - In Person

Enhance your healing powers, intuition and confidence with Reiki Level 2. In this class you will learn full treatment techniques including advanced body scanning and meditations. This class will be a first step in preparing you to open your own Reiki practice or integrate it into your daily life. Certification will be presented after completion of the class. Prerequisite: Successful completion of the Usui/Holy Fire Reiki Level 1 Certification course. **Please see online description for information on required textbook. Instructor: Amanda Bavaro.**

CAREERR2-Fall2023

11/06/2023 - 11/13/2023

5:00PM - 8:00PM

Second Floor, Room 314

\$89.00

Days: M

Sessions: 2

Reiki Share and Review - In Person - New!

Perfect for all levels of Reiki practitioners - this workshop is for people who want to brush up on their Reiki skills and learn a few new techniques. The class begins with a Q & A and moves into practice time. Here we can practice and ask questions as we build a local Reiki community! Students who have been certified in Reiki elsewhere can attend this workshop. **Instructor: Amanda Bavaro.**

CAREERR3-Fall2023

11/27/2023 - 11/27/2023

5:00PM - 8:00PM

Second Floor, Room 314

\$45.00

Days: M

Sessions: 1

Facial Threading - In Person

Learn the history, fundamentals, basics of eyebrow shaping, full face threading techniques and business smarts. This class is for everyone even if you are not a cosmetologist, an aesthetician, or a makeup artist. You will also learn how to thread yourself! Supplies are included in the cost of tuition. **Instructor: Amanda Bavaro.**

CAREERSFT-Fall2023

12/04/2023 - 12/11/2023

5:00PM - 8:00PM

Second Floor, Room 316

\$99.00

Days: M

Sessions: 2

Legal Studies: Introduction to the United States Constitution & Major Amendments - In Person - New!

This course is recommended for future law enforcement professionals and lawyers. We will explore the connection between current laws and the United States Constitution. We will cover the period of history during the formation of the Constitution, its salient features; evaluation and creation; and major amendments. **Instructor: Jacob Kallupura.**

CAREERS10-Fall2023

11/07/2023 - 12/19/2023

6:00PM - 8:00PM

Second Floor, Room 320

\$109.00

Days: Tu

Sessions: 7

CAREERS / CAREER EXPLORATION

Audiobook Narration 101 - In Person

Join us for this exciting 2-hour practical hands-on workshop to build a foundation in audiobook narration. We will teach you vocal delivery techniques and will cover different genres of work from exploring the worlds of Audible.com to ACX. Learn and hone strong delivery skills from recording and to auditioning to booking gigs. Whether you are voicing your own published book or other genres of narration, we will give you a step-by-step guide to approach long form work including vocal warm ups, breathing technique and character development. **Instructor: Staff Member, Lau Lapides Company.**

CAREERS4-Fall2023 \$39.00
10/17/2023 - 10/17/2023 Days: Tu
7:00PM - 9:00PM Sessions: 1
First Floor, Room 210

Living the Voice Acting Animation Dream! - In Person

Our Voice Over Animation Ninja coach/instructor will help you develop your creative crazy side and help you find your VO characters waiting to come out and perform! Discover real-world industry know-how and have a blast in this exciting, fun and fast-paced workshop developed to get wacky and wild! **Instructor: Staff Member, Lau Lapides Company.**

CAREERS6-Fall2023 \$39.00
11/07/2023 - 11/07/2023 Days: Tu
7:00PM - 9:00PM Sessions: 1
First Floor, Room 210

Audition for On-Camera Acting 101 - In Person

Whether you are brand new, dipping your toe in the water, or maybe bitten by the bug - we're going to have a great time introducing you to actor warmup techniques, TV commercials and various scripts, and building your speaker confidence while learning the basics of actor delivery and performance. You will be introduced to the process of actor auditions in today's world, a combination of self-tape and in-person, chitchat on the business and interactive Q & A to get you started or give you takeaways for honing your communication skills. **Instructor: Staff Member, Lau Lapides Company.**

CAREERS7-Fall2023 \$149.00
11/14/2023 - 12/05/2023 Days: Tu
7:00PM - 9:00PM Sessions: 4
First Floor, Room 210

Compassionate Healthcare - In Person

This is a foundation course for all healthcare professions. In this class students will learn how compassionate and caring professionals make a huge difference in a patient's life. We will discuss the evolution into modern day healthcare as we know it today. A case study of the compassionate historical healthcare leaders will be reviewed. **Instructor: Jacob Kallupura.**

CAREERS8-Fall2023 \$109.00
10/16/2023 - 11/27/2023 Days: M
6:00PM - 8:00PM Sessions: 7
Second Floor, Room 317

An Introduction to the Criminal Justice System - In Person

This course will provide future Criminal Justice professionals with a solid foundation and understanding of the history, evolution, and challenges of the modern day Criminal Justice system. **Instructor: Jacob Kallupura.**

CAREERS9-Fall2023 \$109.00
09/19/2023 - 10/31/2023 Days: Tu
6:00PM - 8:00PM Sessions: 7
Second Floor, Room 320

COMPUTER TECHNOLOGY & APPLICATIONS

Intro to Computers and Basic Applications - In Person

If you are a complete novice at computers and would like to learn not just the basics but want to delve into the world of basic applications, the Internet and social media, then this class is perfect for you. Don't let the newest technology intimidate you. Get in the know and start sending emails, sharing documents and photos, surfing the web and much more. Students will have access to Windows personal computers during the class. **Instructor: Patricia Boyd.**

COBASIC12-Fall2023 \$109.00
11/06/2023 - 11/27/2023 Days: M
6:30PM - 8:30PM Sessions: 4
Second Floor, Room Library

Siemens Solid Edge 3D CAD for Beginners - In Person - New!

This introduction course to Siemens Solid Edge 3D CAD will enable you to learn basic design concepts in both 2D and 3D utilizing Computer-Aided Design (CAD) software. Design concepts include 2D sketches, basic shapes, 3D part models, simple assemblies & detail drafting. No prior experience needed. No Class: 11/22. **Instructor: Paul Lienard.**

COAPP13-Fall2023 \$339.00
10/04/2023 - 12/13/2023 Days: W
6:00PM - 9:00PM Sessions: 10
Second Floor, Room Library

Scheduled Cancellation Dates

Classes will not meet on 9/25, 9/28, 10/9, 11/11, 11/16, 11/22, 11/23 & 11/24.

COMPUTER TECHNOLOGY & APPLICATIONS

Microsoft Excel 1 - Intro - In Person

Create and edit worksheets and workbooks. Take home the practical knowledge required to use the program and apply it to real-life situations. **Please see online description for information on required hard copy of textbook.** Basic PC skills are required.

The first 2 1/2 hours of this class will be dedicated to lectures and hands-on practice in a computer lab. The last half hour will be available for questions students may have.
Instructor: Patricia Boyd.

COMS07-Fall2023	\$169.00
11/28/2023 - 12/19/2023	Days: Tu
6:00PM - 9:00PM	Sessions: 4
Second Floor, Room Library	

Microsoft Excel Pivot Tables - Virtual Platform/Live Instruction

Spreadsheet skills are essential in today's workplace. But merely compiling all your data into a spreadsheet is one thing; making sense of it is another. Pivot tables allow you to arrange information quickly and efficiently so you can examine it from various perspectives. Not only will you develop the skills to sort through data, you will also learn about conditional formatting, charts, if/then statements, and much more! **Students must have access to Excel 2013 or later versions to be able to attend this class.** **Prerequisite: Basic MS Excel skills. A class invitation link will be sent to your email account in advance of class.** **Instructor: Ray Pourali.**

COMS201-Fall2023	\$49.00
10/11/2023 - 10/11/2023	Days: W
6:00PM - 9:00PM	Sessions: 1
Virtual Classroom	

Intro to Canva Design - Virtual Platform/Live Instruction

The primary goal of this Canva fundamentals course is to equip individuals with the ability to enhance their personal and/or professional graphic design work. Individuals who complete this course will achieve the following: Understand functions of Canva; apply basic Canva functions and tools to personal and professional work, and acquire skills to create basic graphics for multiple mediums. **A class invitation link will be sent to your email account in advance of class.** **Instructor: Sarah DeMeo.**

BZTOOLS07-Fall2023	\$39.00
10/18/2023 - 10/18/2023	Days: W
6:00PM - 9:00PM	Sessions: 1
Virtual Classroom	

Build a WordPress Website or Blog from Scratch - In Person

Your instructor will guide you through the hosting domain process and will help you install WordPress on your own server. You will review the steps to configure settings, pick a theme, add pages and a blog; learn how to grow your website traffic with simple Search Engine Optimization (SEO) tips; install essential plugins for SEO, Google Analytics, and photo gallery. You will learn to build online forms, and learn to sell advertising, set up PayPal on your site, back up your database and control your bandwidth usage. This class is taught in a computer lab. There is no need to bring your own computer. **Important Requirement:** Before the first class, you must set up a website host for your site. (At an additional cost, the instructor can set up a temporary site upon your request. Please contact Fan at bbdsgdesign.com for more information.) **Instructor: Fan Stanbrough.**

COWEB22-Fall2023	\$139.00
09/26/2023 - 10/24/2023	Days: Tu
7:00PM - 9:00PM	Sessions: 5
Second Floor, Library	

iPhone - Learn How to Use Your iPhone - In Person

Use Siri as your personal assistant; pick the right app from the App Store; manage your contacts; take and share your pictures or videos; stay connected using texts, facetime or email; sync to your iCloud account; secure the phone with passwords, plus learn about other tips and tricks. **You will need to have your iPhone readily available for the duration of class.** **Instructor: Daniel Ellis.**

PHONETECH2-Fall2023	\$69.00
11/07/2023 - 11/14/2023	Days: Tu
6:30PM - 8:30PM	Sessions: 2
First Floor, Room 207	

Android: Effective Use of Your Android Phone - In Person

Android Smartphones are more powerful than a massive room full of computers just a decade ago! Learn to Live the Android Life! Calendars, contact lists, photos, and videos are just the beginning of the enormous capabilities of this phone. Soon you will wonder how you ever lived without your Droid! **You will need to have your Androids readily available for the duration of class.** **Instructor: Daniel Ellis.**

PHONETECH3-Fall2023	\$69.00
10/18/2023 - 10/25/2023	Days: W
6:30PM - 8:30PM	Sessions: 2
First Floor, Room 207	



Inclement Weather Cancellations
Information will be posted on our website and our Facebook page.
You can also call 508-416-2170 for a recorded message.

COOKING / WORLD CUISINE

French Dishes - In Person - New!

Do you love French food? Do you wish you knew how to prepare a favorite dish? Join Annabelle Lebas on a night of French cooking and fun. In this class you will learn to make: Soupe à L'oignon/Onion soup, Quiche "Lorraine," and Crêpes Aux Pommes/ Apple Crêpes. Annabelle has received rave reviews for other classes she has taught at Keefe at Night. We are sure that you will very much enjoy this class.

Instructor: Annabelle Lebas.

CA119-Fall2023

12/11/2023 - 12/11/2023

6:00PM - 9:00PM

Ground Floor, Cafe 101

\$75.00

Days: M

Sessions: 1

English Shepherd's Pie - In Person - New!

Learn to make a shepherd's pie with Tony. This dish is one of the most popular comfort foods in the United Kingdom - a hot and savory dish reminiscent of a casserole, consisting of minced lamb, onions, carrots, Worcestershire sauce, thick gravy, and seasonings such as marjoram, parsley, and black pepper. All of the ingredients are placed under a beautiful layer of buttery, creamy mashed potatoes, baked in an oven until the pie is ready for enjoyment. **Instructor: Tony Penezic.**

CA120-Fall2023

09/21/2023 - 09/21/2023

6:00PM - 9:00PM

Ground Floor, Cafe 101

\$79.00

Days: Th

Sessions: 1

Casseroles From Around the World, 6-Session Series - In Person - New!

Tony is back with a new World Cooking Series! In Spring all of his classes sold out. Sign up early to secure a spot.

Sign up for this 6-session series and save \$25 on the cost of class tuition. In this program you will learn to cook: English Shepherd's Pie, Hungarian Rakott Krumply, Parmigiana Alla Calabrese (Calabrian Eggplant Parm), Puerto Rican Pastelón, Greek Moussaka, and New England Seafood Casserole. Course descriptions for each class appear on this page and the next.

Let's continue this conversation about these wonderful casserole dishes as we prepare them and taste them! **Join us on Thursdays for this six-session program or sign up for individual classes!**

The full series will meet on September 21, October 12, October 26, November 9, November 30 and December 14.

CA126-Fall2023

09/21/2023 - 12/14/2023


6:00PM - 9:00PM

Ground Floor, Cafe 101

\$449.00

Days: Th

Sessions: 6



Join our robust program. Keefe at Night has been successfully running 5 Tiers for over 7 years.

Earn all 550 hours required for licensure.

Learn from instructors with over 75 years of combined industry experience.

Complete the program in 4 years.

Journeyman Plumbing Code and Theory

Keefe at Night offers all five tiers of the Massachusetts Journeyman Plumbing Code and Theory Program.

These courses are open to two groups of current apprentices: those participating in the Tier System licensed after September 1, 2008, and those licensed prior to that date who are in the 300-hour program.

Participants in the 5-Tier system are required to complete 550 classroom hours and 8,000 apprenticeship work hours in order to sit for the journeyman exam.

This program runs in Fall and Spring. It covers the Massachusetts Board of State Examiners of Plumbers & Gas Fitters requirements including code, science, theory and math. Students are required to have their code book in class.

Important: Students must possess a current Apprenticeship License to be able to enroll in Tiers 2-5.

For information on Massachusetts State requirements, we highly recommend that you visit:
<https://www.mass.gov/orgs/board-of-state-examiners-of-plumbers-and-gas-fitters>

Hungarian Rakott Krumply - In Person - New!

Rakott Krumply is a Hungarian layered potato casserole. It is one of the most popular comfort foods in Hungarian cuisine. It is quick, tasty, and not difficult to make, so it makes it an enjoyable cooking endeavor for the whole family (including kids!!).

Smoked Hungarian sausage is the star in this, one-pot dish of layered potatoes and hard-boiled eggs, smothered in sour cream. Rakott Krumply makes a good dinner alone or, it stands as a second course for lunch. We'll serve it with roasted, herbs and balsamic dressed red beets on the side. Instructor: **Tony Penezic**.

CA121-Fall2023 \$79.00
10/12/2023 - 10/12/2023 Days: Th
6:00PM - 9:00PM Sessions: 1
Ground Floor, Cafe 101

Parmigiana Alla Calabrese (Calabrian Eggplant Parm) - In Person - New!

This famous eggplant casserole is made throughout Italy, but the Calabrian version is particularly rich and delicious. Depending on the region, parmigiana is usually prepared with layers of fried or grilled slices of eggplant topped with basil-flavored tomato sauce and local cheese. This recipe is additionally enriched with boiled eggs and salsiccia calabrese, the tasty Calabrian sausage flavored with fennel seeds.

Parmigiana alla calabrese is usually prepared with provolone, mozzarella, and grated pecorino. The final touch is hidden in the tomato sauce, prepared with olive oil, tomatoes, and the most 'appreciated' Italian onions--the famous Calabrian cipolla di Tropea. Instructor: **Tony Penezic**.

CA122-Fall2023 \$79.00
10/26/2023 - 10/26/2023 Days: Th
6:00PM - 9:00PM Sessions: 1
Ground Floor, Cafe 101

Puerto Rican Pastelón - In Person - New!

This plantain-based casserole is a staple in Puerto Rican and Dominican cuisine. Also known as "Puerto Rican Lasagna". It consists of sliced (typical for Puerto Rico) or mashed plantains that are layered with minced meat. The meat used in the dish is usually the Puerto Rican version of picadillo—a hearty stew prepared with a combination of ground meat and tomato sauce, while the common additions often include shredded cheese or green beans. The result is a delicious blend of flavors and textures. Unlike lasagna, Pastelón is both sweet and savory (*the riper the plantains, the sweeter the dish will be).

Pastelón can be enjoyed as the main course or a filling side dish. It also goes under the name piñon. Instructor: **Tony Penezic**.

CA123-Fall2023 \$79.00
11/09/2023 - 11/09/2023 Days: Th
6:00PM - 9:00PM Sessions: 1
Ground Floor, Cafe 101

Greek Moussaka - In Person - New!

Moussaka is one of the best-known Greek dishes, a baked casserole consisting of ground lamb meat and layers of sliced eggplant, covered with a thick layer of bechamel sauce that gets golden and crusty as it bakes. The lamb is sometimes replaced with beef, while the eggplants might be replaced with zucchini or potatoes. An 'exotic' version of lasagna, without the pasta, moussaka is a healthier version due to the abundance of vegetables used in the dish.

Instructor: **Tony Penezic**.

CA124-Fall2023 \$79.00
11/30/2023 - 11/30/2023 Days: Th
6:00PM - 9:00PM Sessions: 1
Ground Floor, Cafe 101

New England Seafood Casserole - In Person - New!

Another great dish for the Holiday season!!!

If you're looking for an easy seafood casserole that captures coastal New England flavors, look no further! This one is loaded with a variety of seafood and flavor 'bombs' like mushrooms, dry sherry and Dijon mustard, and baked in a creamy sauce.

The flavors are elegant, but the presentation and cracker crumb topping are simple and fun.

New England Seafood Casserole feels like a throwback and is guaranteed to bring comfort to your dinner table, great for a 'seafood lovers dinner party' as well. Instructor: **Tony Penezic**.

CA125-Fall2023 \$79.00
12/14/2023 - 12/14/2023 Days: Th
6:00PM - 9:00PM Sessions: 1
Keefe Tech, Ground Floor, Cafe 101

Basic Cooking / Knife Skills - In Person - New!

Chef Tony will teach all the fundamentals of cooking needed to create delicious meals. He will show you which pots, pans and tools are essential in your kitchen, and how to stock your kitchen pantry. Along with properly outfitting your kitchen, you'll learn all about how to use a chef's knife safely. Knowing which knife to use, how to hold a knife and how to not cut yourself will not only help you learn to cook safely, but will also enable you to work faster, making the process much more efficient. The menu will include Pan-seared chicken breast, veggies, an entree salad and more. Instructor: **Tony Penezic**.

CA127-Fall2023 \$149.00
01/11/2024 - 01/18/2024 Days: Th
6:00PM - 9:00PM Sessions: 2
Keefe Tech, First Floor, Kitchen

DANCE

Ballroom Dancing - Couples/Pairs - In Person

This beginner course will focus on four of the most popular ballroom dances - two American Smooth (Waltz and Foxtrot) and two Rhythm/Latin (Rumba and Cha-Cha). If you have dance shoes, great; if not, any shoe with a low heel that is secure on your foot and slides along the floor will work. No Class: 10/9 & 11/6. **Instructor: Steele Shane.**

FTBR01-Fall2023 \$195.00 per couple/pair
10/02/23 - 12/18/2023 Days: M
7:30PM - 8:30PM Sessions: 10
First Floor, Gym

Swing - Couples/Pairs - In Person

Join us in learning single time and triple step swing. Most of the steps and arm movements can also be applied to freestyle dancing. You'll learn the basic rhythm, tucks, underarm turns, and more! We will also work on improving your "lead and follow" dance skills, connection, and musicality. If you have dance shoes, great; if not, any shoe with a low heel that is secure on your foot and that slides along the floor will work. No Class: 10/9 & 11/6. **Instructor: Steele Shane.**

FTSWING01-Fall2023 \$195.00 per couple/pair
10/02/23 - 12/18/2023 Days: M
6:30PM - 7:30PM Sessions: 10
First Floor, Gym

Belly Dancing with Jemileh - All Levels - In Person

This class is suitable for dancers of all levels. It will be an introduction to the rich repertoire of moves and combinations that make up this beautiful art form. Classes will also include drills to help build strong muscle control as well as techniques to increase flexibility and grace. Wear comfortable clothes- a comfortable top and yoga pants - fitted ankles so Jemileh can see how your feet/ankles are moving. If you don't have dance sneakers or soft soled dance shoes, you will need to wear your socks. No regular shoes please. Bring: water, and willingness to have a great time. No Class: 9/25 & 10/9. **Instructor: Jemileh (Jaqui Martir).**

FTBELLYD1-Fall2023 \$139.00
09/11/2023 - 12/11/2023 Days: M
6:00PM - 7:00PM Sessions: 12
First Floor, Stage in Auditorium

Beginner/Level I Line Dancing - In Person

Get your body moving and improve your balance and memory, all while enjoying a wide range of great music! Line dance is fun and easy, and you don't need any tools or a partner - just comfortable soft-soled shoes that won't stick to the floor. No experience is necessary; each dance will be demonstrated and taught in short sections appropriate to the level and comfort of the participants. No Class: 10/17, 10/31 & 11/7. **Instructor: Robin Sparr.**

FTLINE01-Fall2023 \$99.00
9/26/2023 - 12/05/2023 Days: Tu
6:15PM - 7:15PM Sessions: 8
First Floor, Gym

Advanced Beginner/Level II Line Dancing- In Person - New!

This class is geared for those with a bit of experience in line dance or another dance form. Participants should be familiar with basic steps such as vines, shuffles, rocking chair, rock-recover, K-step, V-step, jazz box. Be sure to bring comfortable soft-soled shoes that won't stick to the floor. As with Level I, dances will be demonstrated and taught in short sections appropriate to the level and comfort of the participants. No Class: 10/17, 10/31 & 11/7. **Instructor: Robin Sparr.**

FTLINE02-Fall2023 \$99.00
9/26/2023 - 12/05/2023 Days: Tu
7:30PM - 8:30PM Sessions: 8
First Floor, Gym

FINANCE & RETIREMENT PLANNING

Transitioning Into Retirement - Beyond Finances - In Person

This course explores areas **beyond finances** such as: life stages of work and retirement; the importance of short- and long-term goal setting; part-time jobs for retirees; how to rebuild your social network and retirement success stories. This is not a 'Finance' Class - but a blueprint for a happy and fulfilling retirement! **Instructor: Herbert Fuchs.**

RETIREPLAN1-Fall2023 \$39.00
10/18/2023 - 10/18/2023 Days: W
6:00PM - 9:00PM Sessions: 1
First Floor, Room 208

Divorce Workshop - Navigating the Process and Financial Considerations - In Person

In this 3-hour course, you will learn about the landscape of divorce in Massachusetts; how you can initiate the divorce process; what property is subject to being divided; the differences between child support and alimony/spousal support; what to expect and not expect from your divorce; considerations regarding taxes, health insurance and life insurance, and how to manage the emotional upheaval you may experience. **Instructor: Halee Burg.**

FN09-Fall2023 \$49.00
12/06/2023 - 12/06/2023 Days: W
6:00PM - 9:00PM Sessions: 1
First Floor, Room 204



Inclement Weather Cancellations
Information will be posted on our website and our Facebook page.
You can also call 508-416-2170 for a recorded message.

FINANCE & RETIREMENT PLANNING

How to Get Debt Free - In Person

This workshop will show you how to eliminate credit card debt in 1-3 years, and your 30-year mortgage in only another 3 to 4. Learn a simple guaranteed system to eliminate all debt within your current income. An optional textbook will be available for purchase for \$49 at the end of the workshop.

Instructor: Timothy Schnelle.

FN13-Fall2023 \$39.00
09/27/2023 - 09/27/2023 Days: W
6:00PM - 9:00PM Sessions: 1
First Floor, Room 208

Credit Repair and Home Ownership - In Person - New!

Whether exploring your first or fifth home purchase, your credit will always be an important factor! Join us to learn more about how to repair your credit and to avoid making simple mistakes that can hurt it! We will walk you through credit repair, pre-approvals and how to enter home buying feeling excited instead of overwhelmed. Make this year your year for homeownership! **Instructor: Lexi Winter.**

FINRE5-Fall2023 \$19.00
10/04/2023 - 10/04/2023 Days: W
6:30PM - 7:30PM Sessions: 1
First Floor, Room 210

Social Security: Your Questions Answered - In Person

In this class you will learn ways to maximize Social Security benefits for individuals and couples based on age, life expectancy, employment and need. **Instructor: Alex Winkelmann.**

FINRET1-Fall2023 \$29.00
09/19/2023 - 09/19/2023 Days: Tu
6:00PM - 7:30PM Sessions: 1
First Floor, Room 208

What Happens After the Paychecks Stop? - In-Person

Are you nearing retirement or are between the ages of 50-70? Then this class is for you. Examine how to budget for retirement expenses, potential sources of retirement income and potential risks such as long-term care and health care costs. **Instructor: Alex Winkelmann.**

FINRET2-Fall2023 \$29.00
09/21/2023 - 09/21/2023 Days: Th
6:00PM - 7:30PM Sessions: 1
First Floor, Room 204

Wills, Trusts, and Estate Planning: Protecting What Matters Most - In Person

During the course, students will learn the fundamentals of Estate Planning and the tools required to keep families out of court and conflict. Overall, the course is an opportunity for individuals and families to learn how to protect their loved ones and their assets in the way they want them to be protected, if someone is to become incapacitated and/or when they die. **Instructor: Erica Endyke.**

FINRET3-Fall2023 \$29.00
09/12/2023 - 09/12/2023 Days: Tu
5:30PM - 6:30PM Sessions: 1
First Floor, Room 204

FINRET3-Fall2023 \$29.00
11/07/2023 - 11/07/2023 Days: Tu
6:00PM - 7:00PM Sessions: 1
First Floor, Room 204

Healthcare and Your Retirement - In Person

Join Alex Winkelmann and Medicare Broker, Kevin McCoy for this introduction of Medicare coverage and costs, long-term care costs, available options for supplemental health care, and long term care insurance. **Instructor: Alex Winkelmann.**

FINRET4-Fall2023 \$29.00
09/26/2023 - 9/26/2023 Days: Tu
6:00PM - 7:30PM Sessions: 1
First Floor, Room 208

FITNESS

Gentle Stretch With Jo-Ellen McCarrick - All Levels - In Person

Suitable for all levels. This class will help to improve flexibility, alleviate back pain, reduce muscle tension, promote relaxation and relieve stress. Floor work required. Participants should bring a mat or towel and water. No Class: 10/17 and 11/14. **Instructor: Jo-Ellen McCarrick.**

FITNESSGS2-Fall2023 \$119.00
09/19/2023 - 12/05/2023 Days: Tu
7:15PM - 8:15PM Sessions: 10
First Floor, Room Stage in Auditorium

Please sign up early so that we meet our minimum class enrollment.



Visit Our Website

Full course descriptions can be found online at Keefeatnight.org.

FITNESS

Quick Fit Circuit Training with Jo-Ellen McCarrick - All Levels - In Person

Rev up your fitness workout with circuit training. First, we will warm-up and get moving, and then we will rotate through various stations that alternate fitness activities. Each station will vary activities for a set duration and will target muscle strength, cardio, balance, and agility for a well-rounded workout. A brief rest between stations will let you catch your breath before moving quickly to the next station. Bring hand-held weights suitable for your ability, a mat for floor work, and water. No class: 10/17 & 11/14. **Instructor: Jo-Ellen McCarrick.**

FITNESSQF3-Fall2023 \$119.00
09/19/2023 - 12/05/2023 Days: Tu
6:00PM - 7:00PM Sessions: 10
First Floor, Room Stage in Auditorium

Yogalates with Karen Fishman - In Person

Join Karen for her signature 30/30 class, great for all levels! This popular class will help you build strength, improve posture, and tone your whole body. Class begins with a warm-up followed by mat-based pilates, then transitions to Hatha style yoga, combined with traditional stretch. Class ends with guided meditation. You'll feel relaxed, refreshed and happy when you leave!

Bring a yoga mat, blocks (if needed), a yoga strap or towel and water. Class size is limited. Sign up today! No Class: 9/28, 10/12, 11/16, and 11/23. **Instructor: Karen Fishman.**

YOGALATES-Fall2023 \$99.00
09/07/2023 - 10/26/2023 Days: Th
6:30PM - 7:30PM Sessions: 6
First Floor, Stage in Auditorium

YOGALATES-Fall2023 \$99.00
11/02/2023 - 12/21/2023 Days: Th
6:30PM - 7:30PM Sessions: 6
First Floor, Stage in Auditorium

Water Fitness

Hydropower Plus Core - Water Exercise at Longfellow in Wayland

Hydropower is a total-body, deep-water workout which includes a strong cardiovascular segment. This class is modified for all levels of ability. Additional focus includes CORE work, along with total body muscle conditioning and flexibility, done simultaneously for an effective & efficient class. **Important: This class will take place at Longfellow Tennis and Health Club in Wayland: 524 Boston Post Rd.** No Class: 11/23. **Instructor: Brenda Dostie.**

For more information on Longfellow and directions, please visit the Club's website: <https://www.longfellowhealthclubs.com/wayland>.

FITWATER1-Fall2023 \$182.00
09/14/2023 - 12/21/2023 Days: Th
7:15PM - 8:15PM Sessions: 14
Pool, Longfellow, Wayland

Aqua Zumba - Shallow/Deep Fusion at Longfellow in Wayland

Music is key to this class! You'll be dancing in the pool, moving to upbeat, fun music. Some of the class will take place in the shallow water, where the moves are more dance oriented. The rest of the class will be done in the deep water, where the moves are more resistance based. It's a high energy, fun workout! No Class: 10/31. **Important: This class will take place at Longfellow Tennis and Health Club in Wayland: 524 Boston Post Road. Instructor: Sheri Gladu.**

For more information on Longfellow and directions, please visit the Club's website: <https://www.longfellowhealthclubs.com/wayland>.

FITWATER2-Fall2023 \$182.00
09/12/2023 - 12/19/2023 Days: Tu
7:00PM - 8:00PM Sessions: 14
Pool, Longfellow, Wayland

HEALTH & WELLNESS

Qi Gong - Self Healing - In Person

This class will focus on Eight Brocade Qi Gong, a group of eight exercises whose origin can be traced back in China over two thousand years. The eight movements are designed to tune up all organ systems, to build a healthier body, and to help prevent disease. **Instructor: Joseph Foley.**

QIGONG1-Fall2023 \$39.00
11/15/2023 - 11/15/2023 Days: W
7:00PM - 9:00PM Sessions: 1
First Floor, Room 215

Qi Gong For Immune Health - In Person

This is a form of Qi Gong that combines specific sounds with simple arm movements and visualization to strengthen the internal organs and strengthen the immune system. The goal of the exercises is to harmonize the body and mind through deep breathing, whole body movement, and stretching. **Instructor: Joseph Foley.**

QIGONG2-Fall2023 \$39.00
12/13/2023 - 12/13/2023 Days: W
7:00PM - 9:00PM Sessions: 1
First Floor, Room 217

Qi Gong for Arthritis - In Person

Also called "Chinese Yoga," this therapeutic form of Qi Gong incorporates whole body movement, stretching, and correct breathing to help you improve your energy (Qi), immune system, and may assist in healing various ailments. It is a tool for self-healing that can be used throughout your life. It is useful for people of all ages, especially senior citizens. **Instructor: Joseph Foley.**

QIGONG3-Fall2023 \$39.00
10/11/2023 - 10/11/2023 Days: W
7:00PM - 9:00PM Sessions: 1
First Floor, Room 206

HEALTH & WELLNESS

Immune System Boost Workshop - In Person

Learn some healthy strategies and how to create positive sustainable choices. We will also talk about how the connection between your diet, lifestyle, and environment can be a basis for long term good health. And how certain nutrients need to be replete to boost your immune system.

Instructor: Holli Bassin.

HEALTHW1-Fall2023

10/03/2023 - 10/03/2023

6:00PM - 7:30PM

First Floor, Room 207

\$29.00

Days: Tu

Sessions: 1

Less Stress and Better Digest Workshop - In Person - New!

Everyone has stress. When we release stress, we allow the digestive juices to flow which ultimately improves your overall health and wellness. Now is the perfect time to focus on self-care. Learn everyday tools for wellness support. Use the power of breath to reduce stress, optimize eating hygiene, digestion and energy to set up healthy mind and body synergy. **Instructor: Holli Bassin.**

HEALTHW11-Fall2023

11/07/2023 - 11/07/2023

6:00PM - 8:00PM

First Floor, Room 219

\$29.00

Days: Tu

Sessions: 1

Tap Away Your Stress Workshop - In Person

Harness the healing power of the Emotional Freedom Technique (EFT) to conquer stress, anxiety, and fear. EFT is a drug- and pain-free, non-invasive method that provides emotional renewal quickly and safely, without side effects! Learn this technique to apply it to yourself whenever and wherever you want for relief from your stress. **Instructor: Holli Bassin.**

HEALTHW3-Fall2023

10/25/2023 - 10/25/2023

6:00PM - 8:00PM

First Floor, Room 222

\$29.00

Days: W

Sessions: 1

A Guide to Relaxation and Stress Reduction - In Person

Enjoy a Guided Relaxation and Stress Reduction session, while learning a little about meditation. What is meditation? Why is it beneficial? How does it help reduce stress? Enjoy a peaceful evening and come away not only feeling very relaxed, but with some new tools in your personal tool box to help you deal with stress. **Instructor: Elizabeth Meyer.**

HEALTHW8-Fall2023

10/17/2023 - 10/17/2023

7:00PM - 8:30PM

Second Floor, Room 317

\$29.00

Days: Tu

Sessions: 1

HEALTH & WELLNESS - PETS/PET HEALTH

Connecting With Your Cat - In Person

In this class, students will discuss cat safety - do's and don'ts, and observations of which you should be aware. Students will also learn about socialization, the meaning of certain behaviors, including behavior that needs to be addressed by a veterinarian, and how to help a shy cat become more confident. **Instructor: Annabelle Lebas.**

HEALTHPETS5-Fall2023

11/14/2023 - 11/14/2023

6:00PM - 9:00PM

First Floor, Room 209

\$39.00

Days: Tu

Sessions: 1

Pet First Aid and CPR for Cats and Dogs Certification - In Person

This class will give you the tools to be ready in case of an emergency. Topics will include: Pet Parenting 101 - Your Pets Baselines Problem Prevention, 7 Dog Gone Good Tips, Vitals and Head to Tail Checks, Proper Handling, & Restraint and Transport of an injured animal. **Instructor: Laura McCallion.**

HEALTHWPETS-Fall2023

10/23/2023 - 10/24/2023

6:00PM - 9:00PM

First Floor, Room 219

\$89.00

Days: M,Tu

Sessions: 2

HEALTHWPETS-Fall2023

12/11/2023 - 12/12/2023

6:00PM - 9:00PM

First Floor, 219

\$89.00

Days: M,Tu

Sessions: 2

HOBBIES

Beginners' Bridge With Tony Keats - In Person

If you are looking for something entertaining and different to do with friends and family, then come and learn the wonderful and challenging game of Bridge. After completing this 8-class course, you will be able to play Contract Bridge with novice and expert alike. **Instructor: Tony Keats.**

HOBBY2-Fall2023

09/12/2023 - 10/31/2023

6:30PM - 9:00PM

Second Floor, Room 309

\$139.00

Days: Tu

Sessions: 8

Bridge for the Advancing Bridge Player, With Tony Keats - In Person

This course is designed for people with some bidding and playing experience who want to improve their game. It will begin with a review of basic bidding from straight forward non-competitive auctions to competitive bidding. **Instructor: Tony Keats.**

HOBBY1-Fall2023

09/13/2023 - 11/01/2023

6:30PM - 9:00PM

Second Floor, Room 309

\$139.00

Days: W

Sessions: 8

Keefe at Night

Training For Careers in Medical and Allied Health



Clinical Medical Assistant Certification Training

This program includes 140 classroom hours and 160 hours of hands-on clinical training. Students successfully completing this program are eligible to sit for the Healthcareer Association Clinical Medical Assistant Certification Exam. An externship is included in this program.

Dates: September 7 - December 19, 2023

Tuition: \$2,749

Phlebotomy Technician Certification Training

This program includes 90 classroom hours and up to 120 hours of hands-on clinical training. Students successfully completing the program are eligible to sit for the Healthcareer Association Phlebotomy Technician Certification Exam. An externship is included in this program.

Dates: October 2 - December 11, 2023

Tuition: \$1,979



Emergency Medical Technician, EMT Certification Training

This class is taught by Metro-West EMS Educators, which is accredited by the Massachusetts Office of Emergency Services. Upon successful completion of this 160-hour course, students will be able to take the practical and written certification exams to become certified in the Commonwealth of Massachusetts and nationally. This course includes AHA Healthcare Provider CPR.

Dates: September 7 - December 9, 2023

Tuition: \$1,199

First Aid/CPR/ AED and BLS Certification

Adult and Pediatric First Aid/CPR/AED Certification: This Red Cross course teaches students to recognize and care for a variety of first aid emergencies.

Dates: September 27, 2023 & December 6, 2023

Tuition: \$89

Basic Life Support: The Basic Life Support (BLS) course provides healthcare providers and public safety professionals with the knowledge and skills necessary to respond to breathing and cardiac emergencies in adult, child and infant patients.

Dates: October 4, 2023 & November 15, 2023

Tuition: \$109



HOME & GARDEN

Basic Home Gardening - In Person - New!

Learn the basics of gardening so you can create your own beautiful space. Learn the difference between annuals, perennials and biennials. We will take the mystery out of the numbers on fertilizer products, and learn how to use fertilizers properly. Gain confidence in your ability to prune your shrubs and perennials. Basic landscape principles will be discussed. This class is taught in lecture format.

Instructor: Jonathan Stein.

HGLS10-Fall2023 \$59.00
10/17/2023 - 10/24/2023 Days: Tu
6:00PM - 8:30PM Sessions: 2
First Floor, Room 206

Sustainability and Indoor Composting - Virtual Platform/Live Instruction

Learn how to create and maintain a healthy, odorless compost bin that will be fully operational year-round. You can build a compost system by up-cycling everyday items from your home. Learn how to harvest compost, and how to make compost 'tea'.

Composting kits must be purchased separately in advance of class. Please visit enviropal.org to order your kit. Shipping is available to any location within the United States. **A class invitation link will be sent to your email account in advance of class.** **Instructor: Ray Pourali.**

HGLS09-Fall2023 \$29.00
10/19/2023 - 10/19/2023 Days: Th
6:00PM - 9:00PM Sessions: 1
Live Virtual Classroom

MicroGreens and Indoor Gardening - Virtual Platform/Live Instruction

In this workshop we will learn about indoor gardening techniques such as: Microgreens, Hydroponics and Sprouting. You will be able to set-up a growing unit by upcycling items in your home. Join this amazing workshop and explore the positive financial and environmental impacts of indoor gardening. **A class invitation link will be sent to your email account in advance of class.** **Instructor: Ray Pourali.**

HMGREENS-Fall2023 \$49.00
09/14/2023 - 09/14/2023 Days: Th
6:00PM - 9:00PM Sessions: 1
Live Virtual Classroom



Inclement Weather Cancellations

Information will be posted on our website and our Facebook page. You can also call 508-416-2170 for a recorded message.

LANGUAGE ARTS

American Sign Language - Beginner - In Person

In this class, you will learn the basics of American Sign Language. The group is very interactive. You will gain experience and a foundation for basic sign language conversation skills. You will also learn about deaf environment and culture. No Class: 9/25, 10/9, and 11/22.

Required text book to be purchased by students in advance of class: *Signing Illustrated* by Mickey Flodin ISBN 978-0-399-53041-8. **Instructor: Kathleen Romeo.**

LASL18-Fall2023 \$149.00
09/11/2023 - 12/11/2023 Days: M
6:00PM - 7:30PM Sessions: 12
Second Floor, Room 313

LASL18-Fall2023 \$149.00
09/20/2023 - 12/13/2023 Days: W
6:00PM - 7:30PM Sessions: 12
Second Floor, Room 313

American Sign Language II - Intermediate - In Person

This class is a continuation of the basic American Sign Language course. Some beginner students fall in love with the language and want to increase their expertise with more advanced lessons, using sentences they have learned. In this class students should expect to work on conversation skills. **Required text book** to be purchased by students in advance of class: *Signing Illustrated* by Mickey Flodin ISBN 978-0-399-53041-8. **Instructor: Kathleen Romeo.**

LASL19-Fall2023 \$149.00
09/19/2023 - 12/05/2023 Days: Tu
6:00PM - 7:30PM Sessions: 12
Second Floor, Room 313

Brazilian Portuguese I - Beginner - In Person

This course in Brazilian Portuguese is designed for beginners who are just starting to study the language. Students will learn basic grammatical structures, and practice everyday language in situational contexts including greetings, shopping, dining out, giving directions, and traveling in Brazil. Materials are included in the cost of tuition. No Class: 9/25, 10/9. **Instructor: Eliane Vaz Louison.**

LAPORTUGUESE2-Fall2023 \$159.00
09/11/2023 - 12/04/2023 Days: M
6:00PM - 8:30PM Sessions: 11
First Floor, Room 202

Brazilian Portuguese II - Intermediate - In Person

Students will develop conversation skills as they relate to cultural traditions and current events, all while having fun. Participants will also learn to assimilate new concepts of the language, new vocabulary, grammar and verbs. Materials are included in the cost of tuition. **Instructor: Eliane Vaz Louison.**

LAPORTUGUESE1-Fall2023 \$159.00
09/06/2023 - 11/15/2023 Days: W
6:00PM - 8:30PM Sessions: 11
First Floor, Room 202

LANGUAGE ARTS

French - Beginner- In Person

This course is for students who have little or no previous experience learning French. This class will focus on learning and using everyday vocabulary, useful phrases, as well as listening and speaking activities. **Please see online description for information on required textbook.** No Class: 11/22. **Instructor: Anna Gvirstman.**

LAFRENCH1-Fall2023 \$179.00
09/06/2023 - 12/06/2023 Days: W
7:00PM - 8:30PM Sessions: 13
First Floor, Room 201

French Intermediate - In Person

This course is for students who finished Beginner French. In this class students will learn more vocabulary and grammar through stories, songs, conversations and games. You will also learn about French culture and will touch upon France's 13 regions. Students will have an opportunity to discuss topics around their personal interests. The instructor will contact students to inform them about additional materials needed before the start of class. No Class: 10/9. **Instructor: Annabelle Lebas.**

LAFRENCH05-Fall2023 \$79.00
10/02/2023 - 11/27/2023 Days: M
5:45PM - 6:45PM Sessions: 8
First Floor, Room 201

Conversational French - In Person - New!

Practice your French with Annabelle, a native speaker of French. Students in this class will have an opportunity to develop conversation based on their personal interests. They are encouraged to come to class with a list of topics they would like to discuss (in French) during class. This approach will help students feel more confident with their conversation and debate skills. No Class: 10/9. **Instructor: Annabelle Lebas.**

LAFRENCH04-Fall2023 \$79.00
10/02/2023 - 11/27/2023 Days: M
7:00PM - 9:00PM Sessions: 8
First Floor, Room 201

Tourists' Guide to Paris and France - In Person

Join Anabelle Lebas on a fun and informative "tour" of France and its culture. In this class you will learn basic survival French vocabulary, necessary for travelers who do not speak French. You will learn about Paris destination spots and how to utilize public transportation. Anabelle will share her personal experience on how to get the most out of Paris. She will also touch upon France's 13 regions. **Instructor: Annabelle Lebas.**

LAFRENCHTOURISTFall2023 \$49.00
09/12/2023 - 09/19/2023 Days: Tu
6:00PM - 8:00PM Sessions: 2
First Floor, Room 209

Russian -Beginner - In Person

This course is for students who have little or no previous experience with the Russian language. Students will learn the Cyrillic alphabet, basic Russian pronunciation, vocabulary, grammar and customs. By the end of the course students will be able to read some Russian, hold a very simple conversation and will have learned about some Russian culture and traditions. **Please see online description for information on required textbook.** No class: 9/25 & 10/9. **Instructor: Anna Gvirstman**

LARUSSIAN1-Fall2023 \$149.00
09/11/2023 - 11/27/2023 Days: M
7:00PM - 8:30PM Sessions: 10
First Floor, Room 205

Spanish 1 - Basics - In Person

This course is for students who do not have any previous experience with the Spanish language. Topics will include the alphabet, pronunciation, greetings and farewells, numbers, how to tell time, colors and clothing vocabulary. By the end of the course, students should be able to express feelings, likes and dislikes, and maintain very simple, short conversations. No class: 9/28, 11/16 and 11/23. **Instructor: Elba Fernandez.**

LASP01-Fall2023 \$139.00
09/07/2023 - 12/14/2023 Days: Th
6:00PM - 7:00PM Sessions: 12
First Floor, Room 219

Spanish 2 - Beginners - In-Person

This course is for students who already have basic knowledge of the Spanish language. This class will cover situational conversations, verbs conjugation in the present, preterit and future, related to vocabulary learned. In addition, students will learn to verbally express opinions, ask questions, and communicate preferences. No class: 9/28, 11/16 and 11/23. **Instructor: Elba Fernandez.**

LASP02-Fall2023 \$139.00
09/07/2023 - 12/14/2023 Days: Th
7:30PM - 8:30PM Sessions: 12
First Floor, Room 219

RECENTLY ADDED



Visit the "Course Categories" page on the Keefe at Night website to view courses added throughout the semester.

MEDICAL & ALLIED HEALTH - CERTIFICATION EXAM PREPARATION

Clinical Medical Assistant Certification Training Program - In Person

This certification program includes 140 hours of classroom lectures and hands-on labs. The class meets on Tuesdays and Thursdays and on 6 Saturdays. A full schedule is posted online.

The course also includes a 160-hour clinical externship opportunity. The clinical externship provides students with an opportunity to perform hands-on work with actual patients at a local medical facility. Many employers require hands-on clinical experience as part of their hiring process.

In this course students will train on how to assist physicians by performing functions related to the clinical responsibilities of a medical office.

Training includes patient preparation for examination and treatment, routine laboratory procedures, diagnostic testing, medical terminology, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics and the legal aspects of healthcare.

Certification: The program meets all of the necessary requirements to sit for the National Healthcareer Association, NHA, Clinical Medical Assistant (CCMA) Exam. An in-person testing session will be arranged.

Requirements to sit for the exam: Successful completion of the CCMA program and a High School Diploma or Equivalency. Students will be responsible for paying the \$155 testing fee.

Clinical Externship: To be eligible for the externship, students must successfully complete the 140-hour classroom program, pass the NHA exam, submit to a thorough background check, drug screening and meet other requirements. Please note that students must meet the healthcare provider's requirements and safety mandates.

Books and materials are included in the cost of tuition.

Payment Plan: Students paying tuition in full at time of registration will receive a 10% discount. Students on the payment plan will be required to pay 50% of the full tuition at registration and the remaining 50% halfway through the 140-hour classroom program. No Class: 9/28, 10/12, 11/16, 11/23. **Instructor: Nicole Williams, CCI.**

MEDCMA1-Fall2023
09/07/2023 - 12/19/2023
6:00PM - 9:30PM
Second Floor, Room 323

\$2,749.00
Days: Tu,Th,Sa
Sessions: 34

Emergency Medical Technician, EMT Certification Training Program - Hybrid Format

An in-person orientation will take place on Thursday, September 7 at 6:00pm.

EMT basics are the foundation of pre-hospital emergency medical care. In this course you will learn how to conduct an initial evaluation, treat and transport patients with medical problems as well as those with injuries from accidents (trauma). You will learn to recognize and provide initial care for shock, heart and breathing problems, strokes, burns, diabetes, drowning and accidents. You will also learn to perform a complete prehospital patient assessment; understand current legal aspects of pre-hospital care; identify and treat common medical emergencies; identify and treat traumatically injured patients; identify and treat special patient populations (ob/gyn, pediatrics, geriatric, environmental emergencies); and identify the properties of approved pharmacological agents. **This program exceeds the National and State Standard Curriculum for EMTs. The course includes AHA Healthcare Provider CPR.**

Prerequisites: Students must be able to lift 125 lbs; possess advanced to fluent English language proficiency, and have strong verbal and communication skills.

Upon successful completion of this 160-hour course, students will be eligible to take the practical and written certification exams to become certified nationally and in the Commonwealth of Massachusetts.

Class Format: This is a hybrid course, which consists of online self-paced, and in person hands-on classes. You will receive your login credentials for the online portion of the course in advance of class. A good portion of the class is online/self-paced. This portion requires you to complete weekly assignments on your own, which will cover the didactic portion of the course.

The hands-on portion of the class will take place in person at Keefe Tech on Saturdays from 9:00 a.m.- 1:00 pm. During the in-person classes, the class will cover the psychomotor, or hands-on portion of the course.

An in-person orientation will take place on Thursday, September 7 at 6:00pm. Please see the online description for a list of Saturday dates when the class will meet in person. No Class: 11/11 and 11/25.

Please see online description for information on how to purchase the course materials. Materials for this course must be purchased in advance of class. Instructor: Bob Gemma, Metro-West EMS Educators.

MEDEMT1-Fall2023
09/07/2023 - 12/09/2023
9:00AM - 1:00PM
Second Floor, Room 320

\$1,199.00
Days: Sa
Sessions: 12

MEDICAL & ALLIED HEALTH - CERTIFICATION EXAM PREPARATION

Phlebotomy Technician Certification Training - In Person

This certification program includes 90 hours of classroom lecture, hands-on labs and a clinical externship. The clinical internship provides students with an opportunity to perform hands-on work with actual patients at a local medical facility. Many employers require hands-on clinical experience as part of their hiring process.

The class meets on Mondays and Wednesdays and on four Saturdays. The program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

National Certification: This program meets all of the necessary requirements to sit for the National Healthcareer Association Phlebotomy Technician (CPT) Exam. An in-person testing session will be arranged.

Requirements to sit for the exam: High School Diploma or Equivalency. Students will be responsible for paying the \$155 testing fee.

Clinical Externship: This program includes an up to 120 hour clinical externship opportunity. To be eligible for the clinical externship, students must successfully complete the 90-hour program, pass the NHA exam, submit to a thorough background check, drug screening and meet other requirements.

Books and materials are included in the cost of tuition.

Payment Plan: Students paying tuition in full at time of registration will receive a 10% discount. Students on the payment plan will be required to pay 50% of the full tuition at registration and the remaining 50% halfway through the 90-hour classroom program. No Class: 10/9, 11/22. **Instructor: Lucy Fonseca, CCI.**

MEPHLEBT1-Fall2023
10/02/2023 - 12/11/2023
6:00PM - 9:30PM
Second Floor, Room 325

\$1,979.00
Days: M,W,Sa
Sessions: 24

Adult and Pediatric First Aid/CPR/AED Certification - In Person

This Red Cross course incorporates the latest science and teaches students to recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies for victims of all ages. **Instructor: Greater Boston Safety Training.**

MEFACPR1Fall2023
09/27/2023 - 09/27/2023
5:00PM - 9:00PM
First Floor, Room 215

\$109.00
Days: W
Sessions: 1

MEFACPR1Fall2023
12/06/2023 - 12/06/2023
5:00PM - 9:00PM
First Floor, Room 215

\$109.00
Days: W
Sessions: 1

Basic Life Support Certification - In Person

The Basic Life Support (BLS) course provides healthcare providers and public safety professionals with the knowledge and skills necessary to respond to breathing and cardiac emergencies in adult, child and infant patients. Consistent with the latest American Red Cross Focused Updates and Guidelines, BLS is the foundational CPR/AED program typically required for healthcare providers and public safety professionals. Through the use of lecture, skills demonstration, practice and case-based emergency response scenarios with a focus on team-based response, BLS builds the key critical thinking, problem solving, and team dynamic skills that are needed to drive better patient outcomes. Upon successful completion of the course, learners will receive a 2- year Basic Life Support digital certificate with anytime, anywhere access to certificate and training history. **Instructor: Greater Boston Safety Training.**

MELIFES1-Fall2023
10/04/2023 - 10/04/2023
5:00PM - 9:30PM
First Floor, Room Stage in Auditorium

\$109.00
Days: W
Sessions: 1

MELIFES1-Fall2023
11/15/2023 - 11/15/2023
5:00PM - 9:30PM
First Floor, Room Stage in Auditorium

\$109.00
Days: W
Sessions: 1



Inclement Weather Cancellations
Information will be posted on our website and our Facebook page.
You can also call 508-416-2170 for a recorded message.

MUSIC

Instant Piano for Hopelessly Busy People - Virtual Platform/Live Instruction

Please note that you will need to have your instrument with you through the duration of the class. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do-using chords. Since this class is being held online on Zoom you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. For ages 13+. **A class invitation link will be sent to your email account in advance of class. Instructor: Craig Coffman.**

ARTMUSIC09-Fall2023 \$79.00
10/23/2023 - 10/23/2023 Days: M
6:30PM - 9:30PM Sessions: 1
Live Virtual Classroom

Instant Guitar for the Hopelessly Busy People - Virtual Platform/Live Instruction

Please note that you will need to have your instrument with you through the duration of the class. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Since this class is being held online with Zoom, you will be able to sit at home with your guitar and take this class without any pressure at all. Class limited to 15 students. For ages 13+. A class invitation link will be sent to your email account in advance of class. **Instructor: Craig Coffman.**

ARTMUSIC10-Fall2023 \$79.00
10/24/2023 - 10/24/2023 Days: Tu
6:30PM - 9:00PM Sessions: 1
Live Virtual Classroom

How to Play Piano By Ear - In Person - Virtual Platform/Live Instruction - New!

Please note that you will need to have your instrument with you through the duration of the class. Learn to play songs without relying on sheet music. This class is a very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing-all expressed in everyday language. This is an ideal follow-up to the "Instant Piano" class and is open to anyone who has a basic understanding of chords on any instrument. Class limited to 15 students. For ages 13+. A class invitation link will be sent to your email account in advance of class. **Instructor: Craig Coffman.**

ARTMUSIC11-Fall2023 \$79.00
10/28/2023 - 10/28/2023 Days: Sa
1:00PM - 3:30PM Sessions: 1
Live Virtual Classroom

PERSONAL ENRICHMENT

Chart Your Course - Set Yourself Up for Success in 2024 - In Person

Achieving your goals doesn't happen by wishing upon a star, achieving your goals happens by creating a compelling vision for yourself and making a concrete plan of action. Take your big goal and break it down into small, bite size steps that you can easily take. We will do some fun, interactive exercises that will engage your inner sense of hope, fun and play! Come with a wish, leave with a plan. **Instructor: Elizabeth Meyer.**

PE105-Fall2023 \$29.00
12/05/2023 - 12/05/2023 Days: Tu
7:00PM - 8:30PM Sessions: 1
First Floor, Room 209

Public Speaking with Confidence - In Person - New!

In this dynamic, fast-paced and exciting workshop you will strengthen and polish your speaking style by utilizing tools and techniques to help you engage your audience. This is a great opportunity to practice speaking in a supportive, pressure-free environment. No prior speaking experience necessary! **Instructor: Lau Lapides.**

BZPE19-Fall2023 \$59.00
10/24/2023 - 10/24/2023 Days: Tu
7:00PM - 9:00PM Sessions: 1
First Floor, Room 204

REAL ESTATE

Massachusetts Real Estate Salesperson Training - In Person

This class is your first step to becoming a licensed real estate salesperson! Completion of this course will qualify students to sit for the Massachusetts Real Estate Salesperson's Test.

This course is taught by professionals from Framingham-based Key Realty Services University, an approved, fully licensed and credentialed Massachusetts Real Estate School. The course is taught in both lecture and interactive format. At the completion of the program you will receive a certification booklet, which allows you to take the state examination. **Important:** If you already hold a Real Estate License, this Pre-Licensing course is not for you. Please see online description for information on books that must be purchased in advance of class. No Class: 10/9 & 11/22. **Instructor: Brad Roberts, ERA Key Realty.**

REALESTATE1-Fall2023 \$369.00
10/02/2023 - 11/27/2023 Days: M,W
6:00PM - 9:00PM Sessions: 15
First Floor, Room 220

REAL ESTATE

Home Buying Seminar - In Person

Join us for an informative home buying seminar. Buying a house is the largest, most important and most expensive transaction you'll ever make. Real estate professional, Lexi Winter, will help you demystify the entire process. Topics include: Pre-approval, mortgage programs, the importance of a home inspection, how property values are determined, the role of a real estate attorney and more. **Instructor: Lexi Winter.**

FINRE1-Fall2023 \$29.00
09/20/2023 - 09/20/2023 Days: W
6:30PM - 7:30PM Sessions: 1
First Floor, Room 210

Credit Repair and Home Ownership - In Person - New!

Whether exploring your first or fifth home purchase, your credit will always be an important factor! Join us to learn more about how to repair your credit and to avoid making simple mistakes that can hurt it! We will walk you through credit repair, pre-approvals and how to enter home buying feeling excited instead of overwhelmed. Make this year your year for homeownership! **Instructor: Lexi Winter.**

FINRE5-Fall2023 \$29.00
10/04/2023 - 10/04/2023 Days: W
6:30PM - 7:30PM Sessions: 1
First Floor, Room 210

How to Sell Your Home Workshop - In Person or Virtual Platform/Live Instruction

If you are thinking about selling your home in the near future, this class is a must! Learn how to hire the right agent and what you need to know if you plan on selling without an agent. The class will also cover what's necessary to fix before listing and what isn't, what buyers want, and what costs are associated with selling. This class is available in person or online on different dates. Please see the information that appears below. For virtual classes, a Zoom link will be sent in advance of class. **Instructor: Faina Shapiro.**

FINRE2-Fall2023 - In Person \$29.00
11/29/2023 - 11/29/2023 Days: W
6:30PM - 8:30PM Sessions: 1
Keefe Tech, First Floor, 210

FINRE6-Fall2023 - Virtual Platform/Live Instruction \$29.00
11/15/2023 - 11/15/2023 Days: W
6:30PM - 9:00PM Sessions: 1
Live Virtual Classroom

FINRE6-Fall2023 - Virtual Platform/Live Instruction \$29.00
01/17/2024 - 01/17/2024 Days: W
6:30PM - 9:00PM Sessions: 1
Live Virtual Classroom

Real Estate Investing Workshop - In Person or Virtual Platform/Live Instruction

Real estate investing can be lucrative if you know what you are doing, but it can also set you up for failure if you don't. This class will teach you how to find the property that can be an additional income stream and how to avoid getting into trouble with tenants. Along with learning how to buy an income-generating rental property in this competitive market, we will also discuss Massachusetts laws that every landlord needs to know to protect themselves. This class is available in person or online on different dates. Please see the information that appears below. For virtual classes, a Zoom link will be sent in advance of class. **Instructor: Faina Shapiro.**

FINRE3-Fall2023 - In Person \$29.00
10/10/2023 - 10/10/2023 Days: Tu
6:30PM - 8:30PM Sessions: 1
Keefe Tech, First Floor, 210

FINRE7-Fall2023 - Virtual Platform/Live Instruction \$29.00
09/27/2023 - 09/27/2023 Days: W
6:30PM - 9:00PM Sessions: 1
Live Virtual Classroom

FINRE7-Fall2023 - Virtual Platform/Live Instruction \$29.00
12/06/2023 - 12/06/2023 Days: W
6:30PM - 9:00PM Sessions: 1
Live Virtual Classroom

Home Buying Workshop - Virtual Platform/Live Instruction

This workshop will provide a guide to help home buyers navigate a seller's market and understand how to make themselves compete while saving money and differentiating themselves from the competition. Mortgage options and other associated home buying costs are explained like closing costs and lawyer fees. We will review the home buying timeline and buyer contracts and disclosures to ensure you protect yourself as a buyer. By the end of this workshop, you will be armed with valuable advice that will alleviate the confusion that many home buyers typically feel when starting to look for a home. A Zoom invitation link will be sent to your email account in advance of class. **Instructor: Faina Shapiro.**

FINRE4-Fall2023 \$29.00
12/13/2023 - 12/13/2023 Days: W
6:30PM - 9:00PM Sessions: 1
Live Virtual Classroom

FINRE4-Fall2023 \$29.00
02/21/2024 - 02/21/2024 Days: W
6:30PM - 9:00PM Sessions: 1
Live Virtual Classroom

SERVSAFE CERTIFICATION

ServSafe Manager Training/Certification Testing- In Person

This National Restaurant Association food and beverage safety training course is appropriate for food-service management staff working in health care, schools, restaurants and all food service establishments. Your paper-based certification exam will be conducted in the last hour of the program. Please see online description for information on optional book purchase. **Instructor: Lynn Petrowski.**

SSCERT01-Fall2023
10/24/2023 - 10/25/2023
4:00PM - 7:30PM
First Floor, Room 208

\$169.00
Days: Tu,W
Sessions: 2

SSCERT01-Fall2023
12/05/2023 - 12/06/2023
4:00PM - 7:30PM
First Floor, Room 208

\$169.00
Days: Tu,W
Sessions: 2

SMALL ENGINE REPAIR

Small Engine Repair - In Person

Rejuvenate your equipment! Learn how to tune-up, repair and even overhaul small gasoline engines found in snow blowers, go-karts, chainsaws, lawn mowers, tillers, leaf blowers and string trimmers. Don't pay for expensive repairs when you can do them yourself! Come prepared and bring your small engine on the first night of class. The engine may remain attached to a snow blower, lawn mower or other small engine equipment. Important: There is no storage available. Be sure you can transport your equipment to and from class each week. **Instructor: James (JR) Gable.**

AU04-Fall2023
09/06/2023 - 10/11/2023
6:00PM - 9:00PM
Ground Floor, Auto

\$199.00
Days: W
Sessions: 6



SPORTS



Pickleball: Fun Adult Starter Pickleball (FASP) at Longfellow in Wayland - New!

We are excited to announce that through a partnership with Longfellow Tennis and Health Club, Keefe at Night will be offering Pickleball. The class will take place at the Longfellow Pickleball Center, which is located directly across the street from the Club. With four indoor courts the program is designed for you to learn how to play successfully regardless of your level. Participants 18+ of all levels are welcome. This is a Saturday class. This class will take place at the Longfellow Pickleball Center, 522A Boston Post Road in Wayland. No class: 10/7. **Instructor: Longfellow Tennis and Health Club Staff.**

If you have any questions not related to registration, please contact Ari McCormack at longfellowpickleball@gmail.com | 508-769-0768.

PICKLEBALL-Fall2023 \$195.00
09/09/2023 - 11/18/2023 Days: Sa
1:00PM - 2:30PM Sessions: 10
Pickleball Center at Longfellow, Wayland

Archery Classes - In Person - New!

Discover the excitement of shooting a traditional bow and arrow. Archery is an all-inclusive sport that increases focus, hand-eye coordination and muscle memory through repetition and practice. Participants will build strength and improve posture while learning the shot process. Led by certified and insured instructors from On the Mark Archery. This class will take place at the Cole Recreation Center, 179 Boden Lane in Natick. All equipment is provided. **Instructor: On the Mark Archery Staff.**

SP07-Fall2023-Section1 \$250.00
10/23/2023 - 11/20/2023 Days: M
7:15PM - 8:15PM Sessions: 5
Cole Recreation Center, Natick

SP07-Fall2023-Section2 \$250.00
11/27/2023 - 12/18/2023 Days: M
7:15PM - 8:15PM Sessions: 4
Cole Recreation Center, Natick

TRADES - LICENSE EXAM PREPARATION

Construction

Construction Supervisor Unrestricted License Exam Preparation - In Person

Registration Deadline: September 12. Space is limited. This class will help you prepare for your Massachusetts Construction Supervisor Unrestricted License exam. This course requires students to devote a significant amount of time familiarizing themselves with the building code materials and methods of preparation for the exam. Through this learning method, students will be able to retain the process of the system in order to find the answers to the test questions that will be presented. In addition to class time, students will be expected to work on practice exams and to read 6-8 hours per week. All Textbooks and Study Materials (\$500 value) are included in the cost of tuition. **Prerequisite to take the State Exam: Three years of documentable construction experience.** No Class: 10/10. **Instructor: Michael Giampietro.**

CONSTRUCTLIC-Fall2023	\$899.00
09/19/2023 - 10/31/2023	Days: Tu
6:00PM - 8:00PM	Sessions: 6
First Floor, Room 201	

Hoisting 2A and 1C Exam Preparation/Continuing Education - In Person

This course will prepare you to take the Massachusetts Hoisting License exam. We will go over the exam application process and will review requirements for the D.O.T health certificate, which qualifies you to take the exam. Topics covered include: General Laws 520 CMR, Dig Safe Law, OSHA, Jackie's Law, Hand Signals, Trenching, Shoring and Basic Hydraulics. **Instructor: Michael Giampietro.**

TP100-Fall2023	\$169.00
09/20/2023 - 09/27/2023	Days: W
5:30PM - 8:30PM	Sessions: 2
First Floor, Room 201	



Electrical Code - Journeyman

These classes meet the requirements set forth by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam. In addition to the required classroom hours, the State Board requires those seeking their electrical journeyman license to complete 8,000 apprenticeship work hours. Additional information on apprenticeships can be found on the board's website at the following link: <https://www.mass.gov/doc/candidate-information-bulletin-detailed-exam-and-licensing-information/download>.

Important: All students must have the current edition of the 2023 NEC in class. Other books on the reading list are optional. All classes start promptly on time in order to ensure state policy compliance.

We highly recommend that you visit the MA Board of State Examiners of Electricians website for comprehensive information on becoming a MA Electrical Code Journeyman and for a list of requirements that you will need to fulfill/ documents you will need to submit to apply for the Journeyman License. <https://www.mass.gov/orgs/board-of-state-examiners-of-electricians>

Electrical Code - Journeyman, Module 2 - In Person

In Module 2 topics will include Electrical Bonding and Grounding, Low Voltage Systems and Controls, Fire Warning and Security Systems as well as Design and Testing (NFPA 72). This is a Saturday class. There will be a short lunch break during each session. No Class: 11/11. **Instructor: Richard Packer.**

ELECTRICMOD2-Fall2023	\$559.00
09/09/2023 - 12/16/2023	Days: Sa
8:00AM - 2:30PM	Sessions: 14
Ground Floor, Electrical Related Room	

Electrical Code - Journeyman, Module 4 - In Person

In Module 4 topics include data and communications wiring and systems, MA Laws and Regulations pertaining to Electrical Wiring, and Conduct of Technicians and Apprentices including Inspection Requirements. No class: 9/25, 10/9, and 11/22. **Instructor: Richard Packer.**

ELECTRICMOD4-Fall2023	\$559.00
09/06/2023 - 11/27/2023	Days: M,W
6:00PM - 10:00PM	Sessions: 21
Ground Floor, Electrical Related Room	

TRADES - LICENSE EXAM PREPARATION

Electrical Code - Journeyman, Module 7 - In Person

In Module 7 you will cover One Family and Multi-Family Dwelling Calculations, Commercial Load Calculations and Use of Code Book tables and examples. No Class: 9/28, 10/12, 11/16, and 11/23. **Instructor: David Hatton.**

ELECTRICMOD7-Fall2023

09/07/2023 - 11/30/2023

6:00PM - 10:00PM

Ground Floor, Electrical Related Room

\$559.00

Days: Tu,Th

Sessions: 21

Plumbing Code - Journeyman

Keefe at Night offers all five tiers of the Massachusetts Journeyman Plumbing Code and Theory Program. Our 4-year Tier Program fulfills the required Tier code & theory portion of training for students wishing to become Massachusetts Journeyman Plumbers. It covers the state curriculum, including code, science, theory and math. Enrollment is open to non-apprentices in Tier 1 ONLY. Students wanting to enroll in Tiers 2, 3, 4 & 5 must hold a current Massachusetts apprenticeship license. **Please remember that you will not be able to enroll in Tier 2 until you have successfully completed Tier 1 and have attained an apprenticeship license. (All tiers must be taken in consecutive order.)**

With the exception of Tier 1 (see above), classes are open only to current apprentices participating in the Tier System licensed after September 1, 2008, and those licensed prior to that date who are in the 300-hour program. Participants in the 5-Tier system are required to complete 550 classroom hours and 8,000 apprenticeship work hours. Additional information on apprenticeships can be found on the Board website at the following link: <https://www.mass.gov/info-details/plumber-apprenticeship>.

We strongly recommend that all students visit the The Board of Registration of Plumbers and Gas Fitters website at: <https://www.mass.gov/plumber-licensing> for information on Journeyman License requirements and processes.

Plumbing Code and Theory Tier 1 with OSHA - In Person

PLUMBING.TIER1-Fall2023

09/06/2023 - 12/07/2023

5:30PM - 9:00PM

First Floor, Room 216

Instructor: Jamie Prevosk

No Class: 9/25, 9/28, 10/9, 10/12, 11/16, 11/22, 11/23

\$978.00

Days: M,W,Th

Sessions: 34

Plumbing Code and Theory Tier 2 - In Person

This class will be offered in Winter/Spring 2024. Registration will open in November. In order to enroll in this class, students must have successfully completed Tier 1 and attained an apprenticeship license.

PLUMBING.TIER2-Spring 2024

Dates: TBD

5:30PM - 9:00PM

First Floor, Room 217

Instructor: Jamie Prevosk

\$948.00

Days: M,W,Th

Sessions: 34

Plumbing Code and Theory Tier 3 - In Person

PLUMBING.TIER3-Fall2023

09/07/2023 - 10/24/2023

5:30PM - 9:00PM

First Floor, Room 217

Instructor: John Ryder

No Class: 9/25, 9/28, 10/9, 10/12

\$479.00

Days: M,Tu,Th

Sessions: 17

Plumbing Code and Theory Tier 4 - In Person

PLUMBING.TIER4-Fall2023

09/06/2023 - 10/23/2023

5:00PM - 8:30PM

First Floor, Room 218

Instructor: Matthew Flynn

No Class: 9/25, 9/28, 10/9, 10/12

\$479.00

Days: M,W,Th

Sessions: 17

Plumbing Code and Theory Tier 5 - In Person

PLUMBING.TIER5-Fall2023

09/07/2023 - 11/09/2023

5:00PM - 8:30PM

First Floor, Room 220

Instructor: Eric Gordon

No Class: 9/28, 10/12

\$479.00

Days: Tu,Th

Sessions: 17



TRAVEL

New York - Broadway Trip - November 18, 2023

Our New York - Broadway trip includes round-trip transportation via modern, Wi-Fi equipped motor coach, complimentary city map, Broadway Show Guide, Dining Guide, and the assistance of our expert trip guide, Doug Sanders. We will leave Keefe at 7:30 a.m. sharp and travel to the "Big Apple." Once in Times Square, we will head to the TKTS Booth to purchase available tickets for matinee performances at half the list price on the day of the show! (Or purchase your tickets in advance to secure seats.) Once you have purchased tickets, there is time to sightsee, have lunch, or shop until the 2:00 p.m. performances. Depart NYC at 7:00 p.m. for your return trip, arriving back at Keefe Tech before 11:00 pm.

Registrations for the trip are transferable, but not refundable. Credit vouchers are also not available on trips. Parking at Keefe: Please park on the west side of campus, located at the Winter Street entrance, closest to the gym. Look for the Bloom Charter bus. Trip leader: Doug Sanders.

It is important to note that travelers attending Broadway shows may have to show proof of full vaccination as per the Theaters' policies.

Book early. This trip always sells out. **Bus Trip Leader: Doug Sanders.**

TRIPSNY01-Fall2023
11/18/2023 - 11/18/2023
7:30AM - 11:00PM

\$99.00
Days: Sa
Sessions: 1

WATER SAFETY

America's Boating (ABC3) Certification - In Person

Learn the basics of boating safety, including boat terminology and handling, basic knots, VHF Marine Radio, piloting, charts and electronic navigation, course plotting, navigation aids and rules, and the MA and Federal boating laws and regulations. This course is taught by experienced members of the US Power Squadron, a private national organization dedicated to teaching safe boating. Students who complete this course successfully will receive a safety certificate, required in most states for operation of a water craft. This certificate provides you with a discount on your boat insurance! **Textbook, nautical charts, dividers and course plotter are included in the cost of tuition.** **Instructor: Nobscot Sail and Power Squadron, Staff.**

SP02-Fall2023
10/03/2023 - 11/07/2023
7:00PM - 9:30PM
Ground Floor, Visual Design

\$129.00
Days: Tu
Sessions: 6

WELDING

Basic Welding - In Person

This course is for individuals who have little or no knowledge of welding. It includes lectures as well as hands-on activities. You will learn the basic skills and safety requirements of welding processes: Stick, MIG, TIG & Torch as well as how to use a variety of hand tools for sheet metal. All safety equipment and materials and supplies will be provided for your use. You will be required to wear long pants and closed steel toed shoes. Your project must be small enough to be able to carry it in and out of the building on the night of class as there is no storage available at Keefe. **Monday/ Wednesday Program - No class: 9/25 & 10/9. Tuesday/ Thursday Program - No class: 9/28 & 10/12.**

WE01MW-Fall2023 -
Monday/Wednesday
09/11/2023 - 11/01/2023
6:00PM - 9:00PM
Ground Floor, Metals and Fabrication
Instructor: Jessen Sylvestre

\$429.00
Days: M,W
Sessions: 14

WEFAB02-Fall2023 -
Tuesday/Thursday
09/12/2023 - 11/02/2023
6:00PM - 9:00PM
Ground Floor, Metals and Fabrication
Instructor: John Nolan

\$429.00
Days: Tu,Th
Sessions: 14



GENERAL INFORMATION, POLICIES AND PROCEDURES — FALL 2023

Welcome to Keefe at Night! For a better understanding of our fall schedules, policies and procedures, please read the information that appears below.

Safety Protocols for In-Person and Hybrid

Courses: Students attending in-person and hybrid courses must adhere to safety protocols in place at the time their class is running.

Office Hours:

Starting on September 6, 2023 through mid December

Monday - Thursday: 9:00 a.m. to 9:00 p.m.

Friday: 9:00 a.m. to 5:00 p.m.

Scheduled Cancellation Dates

9/25, 9/28, 10/9, 11/11, 11/16, 11/22, 11/23 & 11/24

Tuition/Registration Payment: Payment in full is due at registration. Payment plans are available as noted in specific class descriptions. Registrations under payment plans must be processed by phone or in person.

There are 4 convenient ways to register and pay:

- 1. Online Registration:** Visit www.keefeatnight.org and click on the "Registration" tab that appears on the menu bar at the top of the main page. From there click "Register" and click on "My Account." If you don't have an account, you can create a new one there as well.
- 2. Mail-in Registration:** You can mail in your payment using the registration form in this catalog. Our address is: Keefe at Night, 750 Winter Street, Framingham, MA 01702. **No cash please.**
- 3. Telephone Registration:** During office hours, please call us at 508-416-2170 with a credit card/bank card.
- 4. Walk-in Registrations:** Please see office hours above.

Forms of Payment: We accept Cash, MasterCard, Visa, Checks, Money Orders, & Organization Purchase Orders. Please note: Refunds made to credit cards may take 2-3 business days or longer to appear on your online statement. Refunds by check (for cash and check payments) may take up to four weeks to reach you.

Age Requirement for Registration: The required minimum age is 18 for Keefe at Night Programs. The New York/Broadway trip and virtual music courses are open to children 13 years of age and up.

Late Registration: Students may register for a class after the start date only with the approval of the instructor. Tuition is not prorated.

Refund Policy for Courses

Cancellation for All Classes: If Keefe at Night cancels classes, you will receive a full refund.

Withdrawals:

- 1. 7 Days before start date:** Full tuition refund, minus \$10 cancellation fee.
- 2. 6 Days or less before start date:** A course credit voucher will be issued for 75% of course tuition.
- 3. Withdrawal or absence from course on the day that it meets:** There is no refund or credit voucher. You may, however, transfer your enrollment to a friend or relative.
- 4. No course credit vouchers or refunds** will be issued after the start of class.

Withdrawal course credit vouchers are valid for 2 years from the date of issue.

Missed Classes in Certification/Licensing

Programs: Some programs require a set number of hours for successful completion. If you must miss more than one class, be sure to speak with your instructor. Please know that missed hours will be made up at a time when your instructor is available and there will be a fee of up to \$50/hour with a three-hour minimum.

GENERAL INFORMATION, POLICIES AND PROCEDURES — FALL 2023

Certificates of Completion: Certificates of completion will be provided for licensing and certification courses. If you need a certificate for confirmation of attendance, please let us know, and we will prepare one for you. There is a \$5.00 processing fee for each lost or misplaced certificate.

Night of the Week & Time of Classes: Classes are in session Monday through Thursday evenings (with a few Saturdays for extended-period certification/licensing programs). Evenings and times are subject to change due to unexpected circumstances. However, every effort will be made to hold classes on the dates and times listed in this Catalog.

Change of Instructor: Keefe at Night reserves the right to retain, assign or change instructors as necessary without contacting enrolled students.

Inclement Weather Cancellations for In-Person & Hybrid In-Person Classes. If Keefe Regional Technical High School closes during the day, there will be no evening program. If the day program is in session and conditions prohibit safe travel in the evening, every effort will be made to contact all instructors and students by email and when necessary by phone. If in doubt, please call the Keefe at Night main phone number: 508-416-2170 for a recorded message. An announcement will also be posted on our website (inclement weather tab on the menu bar) which connects you to our Facebook page: <https://www.facebook.com/keefetechconted/>.

Textbooks/Class Supplies:

Unless otherwise noted, students will need to purchase their books on their own in advance of their first class. Please check the online course descriptions to confirm whether or not books are included in the cost of tuition. When needed, ISBN numbers or bookstore links are provided. Keefe at Night does not operate a bookstore. Please visit your local bookstore or place your order online.

Class Locations: Please check your receipt for your room number. For hybrid & live/virtual classes, login information will be sent to students by email in advance of class.

Policies: Keefe at Night students, instructors and staff are required to adhere to safety protocols, policies, rules and regulations that are observed by Keefe Regional Technical High School.

Please do not hesitate to contact us if you have any questions. You can reach us at 508-416-2170 or by email at: continuinged@jpkeefehs.org.

We thank you for your continued support of Keefe at Night and hope you'll join us!

Keefe at Night - Registration Form

First Name: _____ Last Name: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Best Phone #: _____

Course ID	Course Title	Class Dates	Tuition Amount
TOTAL			

By submitting this registration form you acknowledge that you have read and accept the Refund Policy that appears below.

Participants must be 18 or older in order to enroll in Keefe at Night programs.

Form of Payment: Check No. _____ (Payable to Keefe at Night) MasterCard ____ Visa ____
Credit Card Number: _____ Expiration Date: _____
Authorization Code: _____ Name of Card Holder: _____
Billing Address If Different from Above: _____

Please mail the completed form to: Keefe at Night, 750 Winter Street, Framingham, MA. No cash please.

Refund Policy

Cancellation for All Classes:

If Keefe at Night cancels classes, you will receive a full refund.

Withdrawals:

1. **7 Days before start date:** Full tuition refund, minus \$10 cancellation fee.
2. **6 Days or less before start date:** A Course Voucher will be issued for 75% of course tuition.
3. **No Course Vouchers or refunds** will be issued after the start of class.
4. **Withdrawal or absence from course on the day that it meets:** No refund or voucher. You may however, transfer your enrollment to someone else.



Keefe at Night

750 Winter Street
Framingham, MA 01702

Non-Profit
US Postage
Paid
Framingham, MA
Permit #67
Carrier Route
Pre-Sort

ECRWSS

Residential Customer

Essential Adult Education Courses:

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Visit Us on Facebook: www.facebook.com/keefetechconted

Join Us this Fall!

Call 508-416-2170 or visit us online at
www.keefeatnight.org