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# WORKFORCE DEVELOPMENT GUIDE

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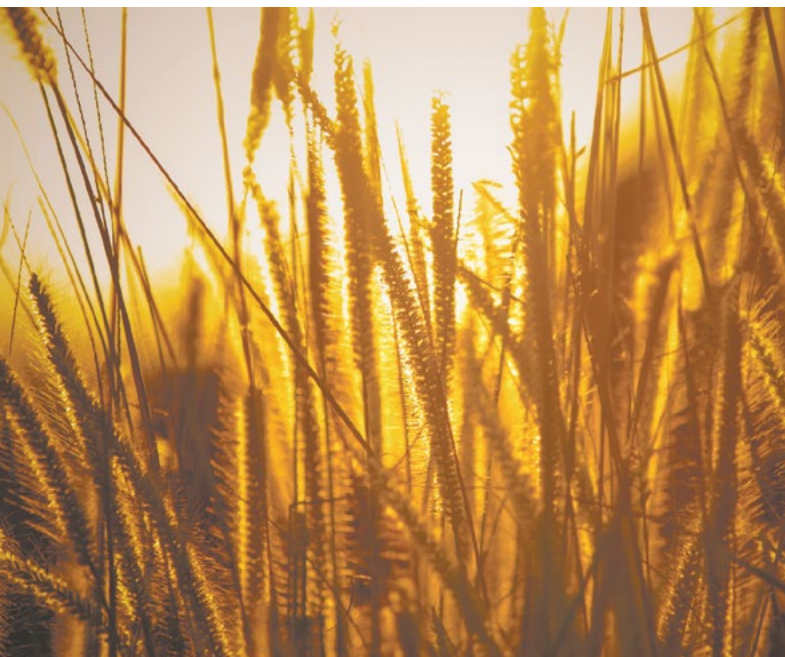
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Cover photo and above photo of Canadian Valley Technology Center Aviation Maintenance Technology program by Mark Hancock.

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Canadian Valley Technology Center instructors and students work in the Aviation Maintenance Technology area at the El Reno Campus. Photo by Mark Hancock

## Technology centers expand aerospace programs to help meet workforce demand

BY JENNIFER SHARPE

Oklahoma's aerospace industry is growing, and the state's CareerTech system is stepping up to address the heightened workforce demand.

"Aviation and aerospace is our state's second-largest industry, and it is our state's fastest-growing industry," said Victor Bird, director of the Oklahoma Aeronautics Commission.

"From 1999-2017, our aerospace industry grew 250%, from a \$12.4 billion annual economic output to just under a \$44 billion economic output, and from being responsible for 144,000 direct and indirect and induced jobs to 206,000 jobs."

Bird said the heart of our industry is maintenance, repair and overhaul of aircraft.

"We are one of the seven centers in the

world for the maintenance, repair and overhaul of aircraft," he said. "We have the world's largest military aircraft repair facility, Tinker Air Force Base; we have the world's largest commercial aircraft repair facility in Tulsa, the American Airlines maintenance base; and we have the world's largest independent provider, AAR, at Will Rogers World Airport."

The CareerTech system, which includes Francis Tuttle Technology Center and Canadian Valley Technology Center, has been vital to training students for aerospace careers.

"Like any industry, an adequate workforce is the lifeblood. We need skilled workers, airframe and powerplant mechanics, avionics technicians, machinists and sheet metal technicians," Bird said. "CareerTech continues to answer the call as far as providing the workforce we need."

Francis Tuttle Technology Center currently offers a program in Aviation Sheet Metal and plans to add several new aerospace-focused programs.

"We have had the sheet metal program for 12 years now, produced 1,100 students out of that program, and 80% of those students have wound up being employees of Tinker Air Force Base," said Cody Mosley, director of Workforce and Economic Development for Francis Tuttle.

"Our footprint in aerospace technology is going to look even more robust in the near future."

Francis Tuttle plans to add an aircraft electrician program this spring and a composites program in the fall. In spring 2021, a supply chain/logistics management program will be introduced.

Many of these programs provide skills that can be applied across industries.

“We want to make sure that we have the exact right program that our students need that still benefits our industry partners,” Mosley said.

Francis Tuttle’s program offerings in aerospace are the result of company needs and requests.

Francis Tuttle Deputy Superintendent and Chief Operating Officer Michelle Keylon said the sheet metal program was the result of several employers, including Tinker Air Force Base, asking the school for that specific training.

“Companies have specific needs, and we are able to meet those specific needs because our training is customized. Businesses look at us as the workforce providers,” she said.

To help meet the increased demand, Francis Tuttle is building a campus in east Edmond that will open in August 2021. When that facility opens, several programs will move there, the Portland campus will close, and there is speculation about adding a new building at the main campus.

“For the future, probably about five years down the road, we are looking at adding a building and having a significant expansion for aerospace,” Keylon said. “That will allow us to be more responsive to the industry. In the technology center system, we can expand and contract quickly based on the needs of the specific industry.”

Canadian Valley Technology Center is another school that has expanded its aerospace and aviation offerings due to heightened demand.

“In the CareerTech system, our goal is to develop programs where students are going to be able to be employed, where there are jobs and where there is high demand. Aerospace is one of those industries,” said Superintendent Dr. Gayla Lutts.

CV Tech offers a 20-month aviation maintenance technician program. After being displaced by the May 2013 tornado that swept through El Reno, the program was forced to temporarily relocate to rented MetroTech space and then moved back to the CV Tech last fall.

“We knew that the demand for our programs was so great, and that we needed to get aerospace and aviation back out here,” Lutts said. “We had such a large waiting list for adults that it felt like we needed to serve that population first.”



Rocke Tyler, left, instructs Canadian Valley Aviation Maintenance Technology students Motobi Ade-Apata and Jacelyn Clark on aircraft maintenance. Photo by Mark Hancock

Hiring another teacher last summer enabled them to get all 20 adults on the waiting list into the program, which now has two instructors.

“Our teachers do a great job; they are so passionate. The students are on task and eager,” Lutts said. “We have 18 on the waiting list at this time that will all get to start this August. Our pass rate for the FAA aircraft maintenance technician certification is 100%.”

CV Tech’s top three hiring companies are Tinker Air Force Base, AAR and SkyWest. Lutts shared that Kratos is going to be part of the CV Tech’s advisory committee.

“They have employed some of our students from other programs that we offer, just not from the aviation program yet, but they are waiting patiently for our aviation graduates,” she said.

“From what our instructors have said, it feels like there are more openings in the workforce than we have students in the pipeline, and not just our pipeline, but across the entire state,” Lutts said.

CV Tech plans to add a high school aviation program as student interest increases and program logistics get worked out.

Francis Tuttle currently introduces high school students to the aerospace and aviation industry through its engineering program, where students can gain a foundation before moving on to become aerospace engineers.

“We always need engineers,” Bird said. “Twelve years ago, Oklahoma passed the Engineer Tax Credits for Aerospace legislation. We’re the only state that has those, and they have more than paid for themselves. Around 3,000 engineers have

claimed the credits, but the overall economic impact of those engineers has been \$1.5 (billion) to \$2 billion. The tax credits induce engineers to work in aerospace, and they induce the aerospace companies to hire engineers here in Oklahoma.”

Oklahoma’s aerospace industry is surging.

“We are going to be the sustainment center for the KC-46 at Tinker with an additional 1,300 jobs, and we are going to be doing training for the KC-46 at Altus,” he said. “SkyWest just built a new maintenance, repair and overhaul facility at Will Rogers, creating about 250 jobs. American Airlines just announced a significant \$550 million capital investment in the maintenance center in Tulsa, which will have a huge impact, so we will see continued growth there.”

Oklahoma also has a burgeoning unmanned aircraft industry, Bird said.

“Kratos is producing two of its aircraft here in the state, and has acquired CTS, Consolidated Turbine, up in Bristow that is building some engines for its two unmanned aircraft,” he said.

With so much anticipated aerospace industry growth, workforce demands will continue.

“We need skilled workers,” Bird said, “and that is why our CareerTech system is so critical.”

Other technology centers in the state that offer aerospace technician courses include Gordon Cooper Technology Center, Metro Tech-Aviation campus, Mid-Del Technology Center, Southwest Technology Center and Tulsa Technology Center-Riverside campus. Check out [www.okcareertech.org](http://www.okcareertech.org) for more information.



# Combating employee burnout

BY JENNIFER SHARPE

Employee burnout is a common problem today that can affect workers' mental and physical health. Local human resources professionals say lack of respect and recognition as well as redundancy and overload are some of the main factors contributing to employee burnout.

"If work no longer challenges you in some way, shape or form, then it's not necessarily the job that is burning you out, it is the redundancy," said Mike Shaw, state director of the Oklahoma Human Resources State Council and human resources manager for Embark. "People want something that is going to challenge them, day in and day out."

At Embark, Shaw noted that the bus drivers run the same routes in the same traffic every day. To break that monotony, Embark focuses on the customer interactions as being the variable part of the job.

"We don't go find bus operators," he said. "We find people who are motivated to serve their community." Job rotations are another way that employers can help manage redundancy by keeping the tasks new while also helping to train new company leaders.

Lack of respect is another reason for burnout.

"Very few of us want to be told how and when to do something every moment of our lives," Shaw said. "People need autonomy."

To that end, he recommends leadership minimize micromanagement.

"You can give somebody a goal, but then they can determine how they are going to get to that goal," Shaw said. "We have to lead employees, and not try to manage them all the time."

Lack of recognition is another contributor to burnout, according to Shaw, who describes recognition as more than a mon-

etary reward or trinket.

"Employees need to be seen as contributors to the overall vision and purpose of the organization," he said. "A lot of times, our employees aren't seen by leadership, so they are not recognized."

Kyle Killingsworth, human resources consultant with Catalyst Consultant Group, said there is a general corporate leadership mindset to push individuals or teams to their ultimate limit in order to maximize productivity and profitability.

"We find ourselves wanting to do more and more for our organization, and the organization, in a sense, demanding that we do more and more by expanding our roles and responsibilities," Killingsworth said.

Understanding what motivates employees helps avoid employee burnout.

"One of the mistakes that most managers make is not having the awareness of what motivates each individual team member," Killingsworth said. "Understanding what projects or tasks an employee is passionate about can assist in reducing the mundane activities that cause burnout in employees."

Feedback, both formal and informal, helps establish respect between leaders and employees. Killingsworth said it is important for a company that solicits feedback, like through a survey, to act on that feedback in order to maintain trust.

Heidi Hartman, president of Heidi

Hartman Consulting and director-elect for the Oklahoma Human Resources State Council, cautions leaders to look for loss of spark, detaching, withdrawing, isolation, procrastination, negative behaviors and an overall negative outlook in employees.



**"If work no longer challenges you in some way, shape or form, then it's not necessarily the job that is burning you out, it is the redundancy."**

*—Mike Shaw, state director of the Oklahoma Human Resources State Council and human resources manager for Embark.*





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“As a manager, be aware, and then validate what you think you perceive,” she said. “Managers also need to be careful about giving extra work and projects to our best performers, which can lead to burnout.”

Exhaustion is glorified in today’s culture, said Linda Clark, owner of Linda Clark Consulting.

“If adulting had merit badges, then hustle, grind and exhaustion would be three of them that we could all earn,” she said. “We have given people no way to exit the hamster wheel.”

Leaders need to set the example for employees.

“Don’t send emails at 2 a.m. or 10 p.m. and expect employees to respond to them,” Hartman said. “You can write emails then, but use the delayed send feature. Don’t always eat lunch at your desk.”

block of time within the team or company. “Employers and leaders can encourage employees to take care of themselves.”

Clark suggests approaching schedule management in baby steps and scheduling time between meetings or calls to refresh.

“When it seems least likely you can rest, it is most likely what you absolutely need to do,” she said. “You don’t need 10 hours off, but you can use 15 minutes.”

What we do in our time away from work matters, too.

“With burnout, it’s important that we are not turning our hobbies into more things that we have to be good at,” Clark said. “Be OK being awful at something. Have a hobby that you are not interested in being the best at.”

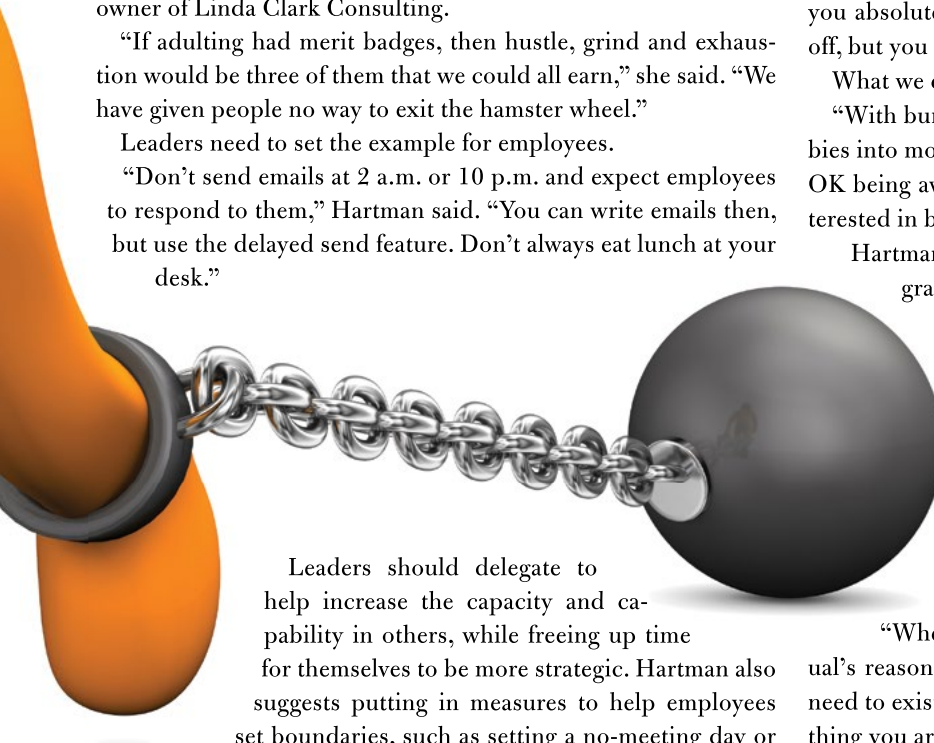
Hartman stressed the importance of employee assistance programs, which are often underutilized. She also recommends having a trustworthy peer group to bounce off ideas.

“Your perception of something may be totally off, and they can help tether you to reality,” Hartman said.

Surprisingly, the pivotal moment in preventing employee burnout is time of hiring, according to Shaw.

“Personality has to match the position,” he said.

“When you are interviewing, make sure that the individual’s reason for working for you aligns with your organization’s need to exist. You will always burn out if you are not doing something you are passionate about.”



Leaders should delegate to help increase the capacity and capability in others, while freeing up time for themselves to be more strategic. Hartman also suggests putting in measures to help employees set boundaries, such as setting a no-meeting day or



# 477 Program expansion helps tribes increase efforts in workforce development

BY JENNIFER SHARPE

As soon as Cherokee Nation Principal Chief Chuck Hoskin Jr. took office last year, career readiness was one of his main focuses. Replacement of an aging workforce and keeping trained individuals in Oklahoma are top priorities.

“Our programs are about forecasting what the need is in Oklahoma, our area and for the Cherokee Nation,” said Bryan Warner, deputy principal chief of the Cherokee Nation. “(Hoskin) wants us to be purposeful when we drive our funds into a specific area when it comes to workforce development. We don’t want to leave any citizen behind.”

One focus area for the Cherokee Nation has been lineman training. The training program can accommodate 10 students per class, and consists of 16 weeks in the classroom followed by 16 weeks of internship, producing new employees in roughly eight months. Construction has been another industry that needs workforce, and the Cherokee Nation’s career service department has established a program that results in immediate hiring of students. Part of the construction need has been for the outpatient health facility on the Hastings Hospital campus in Tahlequah. The overall impact of that facility is expected to be 850 jobs, which has sparked a specific focus on health care information technology.

“A lot of the workforce development dollars have rallied around strategy to staff that facility,” Warner said.

Establishing programs like these have been made easier through expansion of the Indian Employment, Training, and Related Services Demonstration Act, known as the 477 Program. The program was modified in 2000 and, most recently, in December 2017 when President Trump signed



Damin Chuckluck, Cherokee Nation citizen from Vinita, gets training from instructor Lawrence Kahbeah. Courtesy photo

**“We saw this as a need with our elders in the area, and we also saw that as a workforce opportunity. The individuals would be self-employed microenterprises.”**

*—Margaret Zientek, Citizen Potawatomi Nation Workforce and Social Service assistant director who also serves as the co-chair of the 477 National Tribal Work Group.*

the Indian Employment, Training and Related Services Consolidation Act. That law expanded the 477 Program from eligible programs with the departments of Interior, Labor, Education, and Health and Human Services to include those with the departments of Agriculture, Commerce, Energy, Homeland Security, Housing and Urban Development, Transportation, Veterans Affairs and Justice. In addition to the expansion to 12 federal agencies, the new law also eased the administrative work and reporting burden on the tribes, which frees up funds to be used in other areas.

“The 477 law helps us to get more kids

into our workforce programs,” Warner said. “It allows us to have more resources to expedite training individuals, to get them to where they need to be in our local economy. Anytime that we have our state, tribal and federal governments taking a look at workforce development in rural America, that means a lot. We can always work through challenges.”

The 477 Program allows tribes to shape their services and workforce to fulfill the needs of their area and what is right for them, said Margaret Zientek, Citizen Potawatomi Nation Workforce and Social Service assistant director who also serves





Construction training at Northeast Technology Center's Pryor campus. *Courtesy photo*

as the co-chair of the 477 National Tribal Work Group.

Through the 477 Program, CPN created a training program for providers of home-maker services, which are those tasks that fall outside the realm of health care, but help people stay in their homes instead of being moved to a group home setting.

"We saw this as a need with our elders in the area, and we also saw that as a workforce opportunity," Zientek said. "The individuals would be self-employed micro-enterprises."

CPN is currently working with Gordon Cooper Technology Center to create the training program, which will be roughly 40 hours, to establish a certification. Zientek estimates that nearly 60 households in CPN's area could benefit from the service.

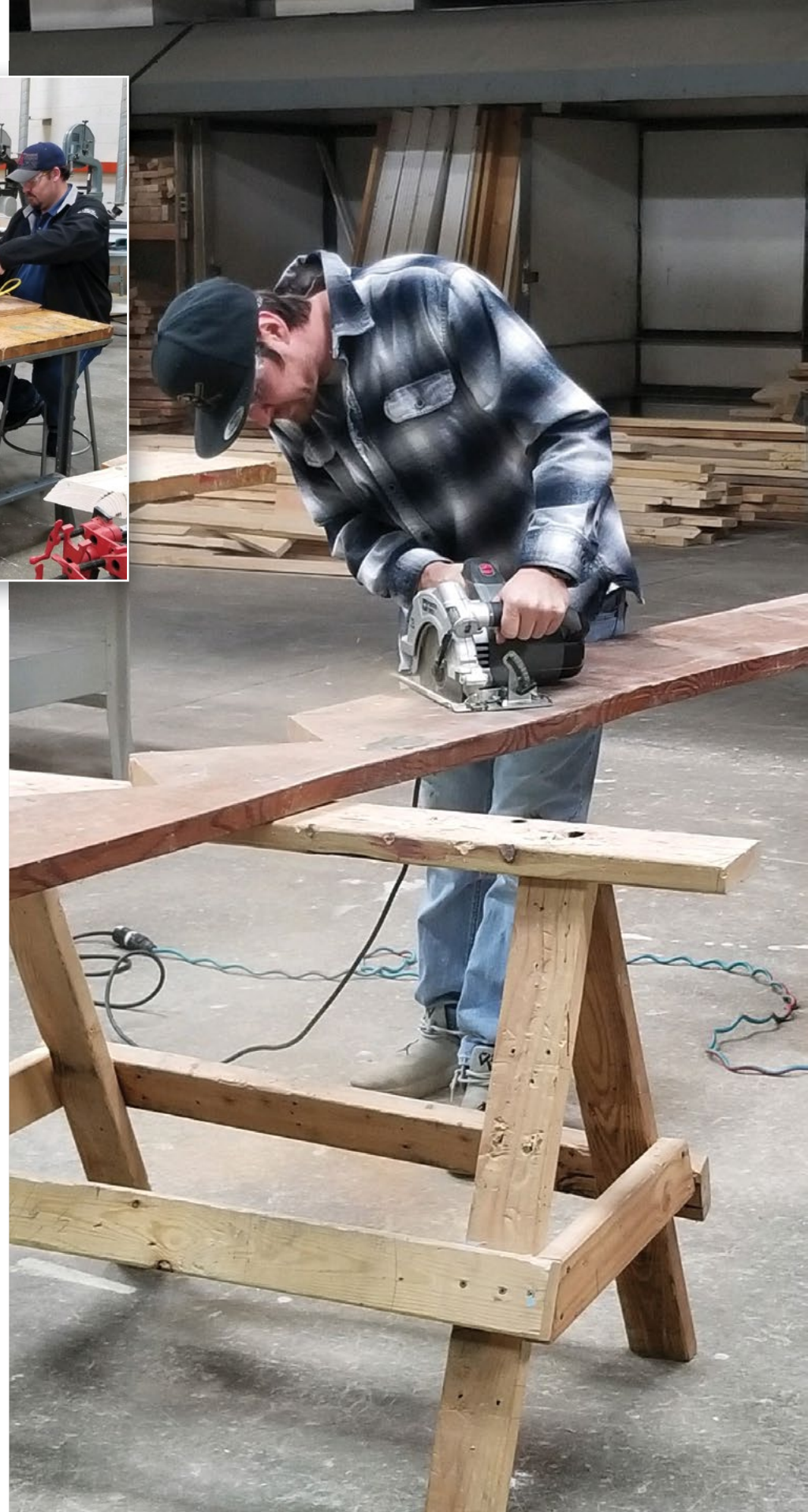
CPN also has a long-running program to assist individuals with reentry following incarceration or diversion from prison, which, because of the 2017 law changes to the 477 Program, can now be run more efficiently.

"We have been running it with our workforce program, but managing it as a stand-alone grant," Zientek said. "Now, by operation of law, we legally can run it as a workforce 477 program."

Individuals receive assistance with finding employment, legal aid and even finding housing.

"Our recidivism rate in the program is

*Continued on next page*





*Continued from previous page*

less than 1% as a result of these efforts,” she said. “Now that we have been able to run it as a 477 Program and lessen the reporting burden, it’s been run a lot smoother.”

The Chickasaw Nation offers a wide range of workforce development programs and services through the Chickasaw Employment Access Division, including education, training, workplace experience, career development, day training, vocational rehabilitation and more.

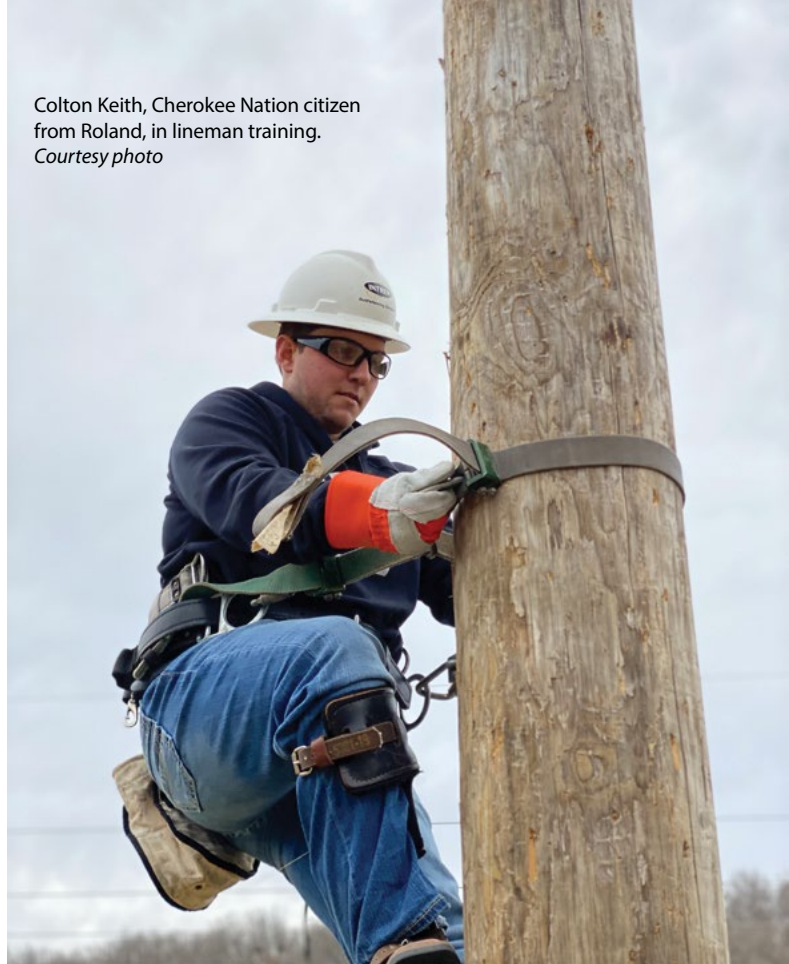
“The Indian Employment, Training and Related Services Consolidation Act in 2017 continues to allow tribes to provide a multitude of services tailored to fit the unique needs of that tribe,” said Stacy Edgar, executive officer for the Chickasaw Employment Access division. “By including programs into a workforce development program, we can utilize a holistic approach to serving clients and cut down referral barriers between programs.”

One client, a veteran, received assistance getting his license reinstated, and was provided appropriate work clothing so he could start his new job. Another client used the job search program for two months before being hired as a full-time employee with benefits.

Additionally, the Chickasaw Nation runs the Toksali SMART program, a summer training program for native youth ages 14-21. Students learn life and employment skills ranging from financial literacy to physical and mental wellness and on-the-job experiences.

“When our citizens and those we serve are successful, then we are successful,” Edgar said.

Colton Keith, Cherokee Nation citizen from Roland, in lineman training. Courtesy photo



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Sources: Information provided by oklahomaworks.gov.

Researched by Jessica Mitchell

Published: April 16, 2020

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<b>OKC Will Rogers Building American Job Center<sup>1</sup></b> 2401 N. Lincoln Blvd., 5th Floor Oklahoma City, OK 73105	405-234-5000 FAX 405-378-0223	manager.southside@oesc.state.ok.us	Donna Sanders	Central Oklahoma Workforce Investment Board, Oklahoma Rural Opportunities Development Corp.-JobsPlus, Experience Works
<b>Seminole American Job Center</b> 229 N. Second St. Seminole, OK 74868	405-382-4670 FAX 405-382-0104	manager.seminole@oesc.state.ok.us	Mechelle L. Bryant	Central Oklahoma Workforce Innovation Board, Dynamic Workforce Solutions
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<sup>1</sup> OKC Brookwood South temporarily relocated from 9210 S. Western Ave., Ste. A9

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### EMPLOYER SERVICES

Business assistance for the following: Layoff; writing job descriptions; federal, state and local workforce regulation compliance; Work Readiness Certification - WorkKeys; workshops/seminars; job fairs and interviewing space; consulting; job listing and job matching; application collection and distribution; skills and proficiency testing; work experience and on-the-job training; labor market information; facilitation of industry-specific job training; free labor law posters; OKJobMatch job search engine; Federal Bonding and Tax Credits

### JOB-SEEKER SERVICES

High-speed Internet access; veteran services; phones, fax machines and copiers; pre-employment assessments; typing, 10-key and Microsoft Office tutorials; job readiness workshops; job referrals; career consultation; skills upgrade and training; career exploration; resume software; job seeker networking and support; youth services; dislocated worker services; senior employment program; basic unemployment insurance information

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# WORKFORCE OKLAHOMA LOCATIONS

Name Address	Phone Fax	Email	Manager	Partners
<b>Eastern WDB</b>				
<b>Muskogee American Job Center</b> 717 S. 32nd St. Muskogee, OK 74401	918-682-3364 FAX 918-682-4311	manager.muskogee@oesc.state.ok.us	Ryan Davis	Eastern Workforce Investment Board, Odle Management, Oklahoma Rural Opportunities Development Corp.-Jobs Plus, Union Public Schools-Adult Education
<b>Okmulgee American Job Center</b> 1801 E. Fourth St., Bldg. 216 Okmulgee, OK 74447	918-756-5791 FAX 918-756-0937	manager.okmulgee@oesc.state.ok.us	Tracey Ritz	Odle Management, Eastern Workforce Investment Board, Musogee Creek Nation
<b>Poteau American Job Center</b> 1507 S. McKenna Poteau, OK 74953	918-647-3124 FAX 918-647-8939	manager.poteau@oesc.state.ok.us	Cathy Anderson	N/A
<b>Tahlequah American Job Center</b> 1295 Skills Center Cir. Tahlequah, OK 74464	918-456-8846 FAX 918-456-3256	manager.tahlequah@oesc.state.ok.us	Judy Dildine	Odle Management, Eastern Workforce Investment Board, Cherokee Nation, Indian Capital Technology Center
<b>Northeast WDB</b>				
<b>Bartlesville American Job Center</b> 210 NE Washington Blvd. Bartlesville, OK 74006	918-332-4800 FAX 918-333-3610	manager.bartlesville@oesc.state.ok.us	George (Mike) Simmons	Dynamic Educational Systems Inc., Oklahoma Department of Rehabilitative Services, Oklahoma Department of Veteran Affairs
<b>Miami American Job Center</b> 121 N. Main Miami, OK 74354	918-542-5561 FAX 918-542-7505	manager.miami@oesc.state.ok.us	Paul Marquez	Odle Management, Senior Community Service Employment Program, Oklahoma Rural Opportunities
<b>South Central WDB</b>				
<b>Chickasha American Job Center</b> 301 S. Second St. Chickasha, OK 73018	405-224-3310 FAX 405-222-1215	manager.chickasha@oesc.state.ok.us	Jo Ritcher	Experience Works, Association of South Central Oklahoma Governments, Chickasha Public Schools-Adult Learning Center, Elder Care
<b>Duncan American Job Center</b> 1927 W. Elk Ave. Duncan, OK 73533	580-255-8950 FAX 580-255-8959	manager.duncan@oesc.state.ok.us	Chris Moore	Experience Works, Chickasaw Nation, Red River Technology Center
<b>Lawton Workforce Center</b> 1711 SW 11th St. Lawton, OK 73501	580-357-3500 FAX 580-357-9629	manager.lawton@oesc.state.ok.us	James Taylor	Association of South Central Oklahoma Governments, Oklahoma Rural Opportunities Development Corp.-Jobs Plus, Great Plains Technology Center, Lawton Public Schools - Adult Education, National Indian Council on Aging, Workforce Comanche Nation
<b>Southern WDB</b>				
<b>Ada American Job Center</b> 1500 Hoppe Blvd., Ste. 2 Ada, OK 74820	580-332-1533 FAX 580-421-9265	manager.ada@oesc.ok.gov	John Spurlock	ResCare, Experience Works
<b>Ardmore American Job Center</b> 2421 Autumn Run, Ste. B Ardmore, OK 73401	580-223-3291 FAX 580-226-2730	manager.ardmore@oesc.state.ok.us	Kenneth Gould	ResCare, Experience Works
<b>Durant American Job Center</b> 4209 West Hwy. 70 Durant, OK 74701	580-924-1828 FAX 580-920-2464	manager.durant@oesc.state.ok.us	Justin Parker	ResCare, Experience Works
<b>Idabel American Job Center</b> 2102 SE Washington Ste. B & C Idabel, OK 74745	580-286-6667 FAX 580-286-7867	manager.idabel@oesc.state.ok.us	Mary Jane Whitten	ResCare, Experience Works

Sources: Information provided by  
Oklahoma Employment Security Commission and Oklahoma Works.  
Researched by Jessica Mitchell  
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Name Address	Phone Fax	Email	Manager	Partners
<b>Tulsa WDB</b>				
Sapulpa American Job Center 1700 S. Main Sapulpa, OK 74066	918-224-9430 FAX 918-227-2859	manager.sapulpa@oesc.state.ok.us	Casi Martin	Tulsa Area Workforce Investment Board
Tulsa American Job Center 201 W. Fifth St., Ste. 200 Tulsa, OK 74103	918-796-1200 FAX 918-796-1313	manager.tulsa@oesc.state.ok.us	Ron Julian	Department of Rehabilitative Services, Tulsa Area Investment Board
<b>Western WDB</b>				
Altus American Job Centers 1115 N. Spurgeon Altus, OK 73521	580-482-3262 FAX 580-482-3284	manager.altus@oesc.state.ok.us	Stephen Gable	Oklahoma Rural Opportunities Development Corp-Jobs Plus, Association of South Central Oklahoma Governments
Enid American Job Center 114 S. Independence Enid, OK 73701	580-234-6043 FAX 580-234-8405	manager.enid@oesc.state.ok.us	Barbara Schmidt	Odle Management
Guymon American Job Center 304 NE Fourth St. Guymon, OK 73942	580-338-8521 FAX 580-468-1814	manager.guymon@oesc.state.ok.us	Steve Crank	Odle Management
Ponca City American Job Center 400 E. Central, Ste. 103 Ponca City, OK 74601	580-765-3372 FAX 580-765-6145	manager.poncacity@oesc.state.ok.us	Joe Thompson	Odle Management, Department of Rehabilitation Services
Stillwater American Job Center 3006 E. Sixth St. (Hwy. 51) Stillwater, OK 74074	405-624-1450 FAX 405-624-7441	manager.stillwater@oesc.state.ok.us	Sherrain Steele	Odle Management
Weatherford American Job Center 1516 Lena Dr., Ste. 1 Weatherford, OK 73096	580-302-7380 FAX 580-774-5256	manager.weatherford@oesc.state.ok.us		N/A

Sources: Information provided by  
Oklahoma Employment Security Commission and Oklahoma Works.  
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# BUSINESS SUPPORT SERVICES - TECH CENTERS

Name, Address, Phone & Fax Website Contact	Business Services/Career Services	Customized Training/Continuing Education	Community/Other resources
<b>Autry Technology Center</b> 1201 W. Willow, Enid 73703-2506 580-242-2750/www.autrytech.edu Contact: Andy Beck, BIS Director anbeck@autrytech.edu 580-242-2750	Safety; TIP; TIG; Oklahoma Predictive Maintenance Users Group; Reciprocal Safety Council Training; Manufacturing Extension Agent; Recruiting, Retention and Succession; Planning, Professional & Business Coaching; Commercial & government contracting assistance/WorkKeys, career development services, apprenticeship programs, job fair, needs assessments, Firefighter training, OBAN/Bid Assistance, Job Developer	Manufacturing and maintenance quality, management and organizational development, health certifications, transportation certification/heavy equipment training, comprehensive medical surveillance, oil & gas operator qualifications, blended learning/LMS training, real estate, trades & industry CEUs, aircraft maintenance & repair	Community branding, K-12 career mentoring, certification proctoring/testing, business model competition/incubation/entrepreneur boot camps, embedded training partnerships, executive officer network, small business owners group, training simulators and trailers, agriculture business management, Women in Business leadership training, accountability group facilitation
<b>Caddo Kiowa Technology Center</b> P.O. Box 190, Fort Cobb 73038-0190 405-643-5511/myoktc.com Contact: Joseph Ely, BIS Director 405-643-3277	OBAN, safety, firefighter training, TIP, TIG, small business management, Ag business management/WorkKeys, Veterans services, financial aid, career exploration, career counseling	Truck driver training, crop consultant, industrial safety, certified nurse aide, welding	Food services, conference facilities, GED preparation, first aid/CPR, Washita Valley leadership program/incubator, Regional Economic Development Consortium, economic development director, child care services, entrepreneurial assistance
<b>Canadian Valley Technology Center - All Sites</b> 6505 E. State Hwy. 66 <sup>1</sup> , El Reno 73036-9117 405-262-2629/www.cvtech.edu Contact: Dr. Jay Watson, BIS Director - El Reno, Contact: Angie Lewis, BIS Director, Chickasha jwatson@cvtech.edu, alewis@cvtech.edu 405-422-2207, 405-222-7544	OBAN Ag Business Management; firefighter training; TIP; certified nurse aide I, II, III; safety; TIG; EIT/Certified nurse aide, welding training, development/entrepreneurship, adult career development, WorkKeys testing/job profiling, statewide nurse refresher training, career fairs, trade shows	Industrial safety/OSHA training, firefighter training, customized industry training, specialized manufacturing training, ICD10 medical code training, Ag Business management, EMT/AEMT training, truck driver training, oil-field safety, aviation, energy training council hub, dedicated BIS training facilities, ETC SafeLand USA	Meeting rooms, conference facilities/planning, CPR/first aid, Chickasha leadership, food service/A variety of short-term courses are offered at each campus site; visit cvtech.edu for details
<b>Central Technology Center - All Sites</b> 3 CT Cir., Drumright 74030-9613 918-352-2551/www.centraltech.edu Contact: Kent Burris, Assistant Superintendent kent.burris@centraltech.edu 918-352-2551	TIP, TIG, TEI, Safety & OSHA /WorkKeys, internships, job fairs, employability services, career counseling	Oil & gas operator qualification (OQ), polyfusion, crane and rigger, safety, safety plans and culture, mobile safety trailer, manufacturing, training simulations, security, industrial maintenance, firefighter training, EMT, paramedic, CLEET, CDL, CDA, paraprofessional, CNA, CMA, MAT, computer training and a multitude of industry specific certified and licensure programs	Meeting facilities, classrooms and computer labs, job fairs, job board/Business incubator, small business consulting, agribusiness, GED and college classes hosted on-site, employment services, volunteer fire department, bus driver training
<b>Chisholm Trail Technology Center</b> 283 State Hwy. 33, Omega 73764-6335 405-729-8324/www.cttc.edu Contact: Paul Hursh, BIS Director phursh@cttc.edu 405-729-8234	OBAN, safety, firefighting training, certified nurse aide, TIP/WorkKeys, internships, career services, financial aid, certified medication aide	CPR/first aid, computer training, customer service, industry consulting, industrial safety/OSHA training and welding classes	Concealed weapons, motorcycle safety, computer training/GED preparation, job fairs
<b>Eastern Oklahoma County Technology Center</b> 4601 N. Choctaw Rd., Choctaw 73020-9017 405-390-9591/www.eocotech.edu Contact: Justin Smedley, BIS Director jsmedley@eocotech.edu 405-390-6606	Safety, Firefighter Training, OBAN, Customized Training, Small Business Development, TIP, Adult and Career Development, Strategic Planning/WorkKeys, Career Fairs, Financial Aid, HCP Testing Center	Industrial safety/OSHA training, firefighter training, emergency medical responder, CPR, computer training, small business development, healthcare training, leadership development training	Resume writing assistance, conference facilities, distance learning, ACT Prep, Chamber of Commerce/Business networking, entrepreneurial assistance, small business consulting, various short-term courses
<b>Francis Tuttle - All Sites</b> 12777 N. Rockwell Ave., OKC 73142-2789 405-717-7799 FAX 405-717-4392/www.francistuttle.edu Contact: Cody Mosley, Workforce and Economic Development Director cody.mosley@francistuttle.edu 405-717-4756	OBAN, BES, TIP, TIG, TEI, firefighter training, EARN/Career planning services; WorkKeys assessments/job profiles; assessment center; certification proctoring/testing; Veterans assistance; financial aid counseling; DOL testing	Aviation sheet metal training, wind turbine technician, OERB PetroTech, Center for Municipal Excellence, Quality management systems/Lean Six Sigma, leadership development, safety/OSHA, industrial maintenance training, instrumentation and process control, computer training, SafeLand, MCEPS, Enterprise Excellence Group	ESL, GED preparation, ACT prep, culinary services, National Center for Construction Education and Research certification, safety and energy councils, conference and meeting facilities, community economic development/Business incubator; small business and entrepreneurial assistance; occupational Spanish; continuing education (insurance and real estate agents); flexible, entry-level health care certification training; dedicated corporate training facilities; Manufacturing Extension Agent; AAA Driver Improvement training; CLEET training
<b>Gordon Cooper Technology Center</b> One John C. Bruton Blvd., Shawnee 74804 405-273-7493/www.gctech.edu Contact: Jay Lowden, Aviation Campus Director	OBAN, BES, TIP, TIG, TEI, firefighter training, Safety training, Ag Business/WorkKeys, adult career development, proctoring/testing	Industrial maintenance, human resource training, safety training, management/leadership training, emergency medical responder	Conference facilities, food services, GED prep/NA
<b>Great Plains Technology Center - All Sites</b> 4500 SW Lee Blvd., Lawton 73505-8399 580-355-6371/www.greatplains.edu Contact: Will Johnson, Corporate Training Director wjohanson@greatplains.edu 580-250-5557	OBAN, safety, firefighter training, TIP, TEI, EARN /Career fairs, internships, academic center, career service center, veterans services	Industrial maintenance, quality initiatives, human resource training, safety training, management/leadership training, emergency medical responder, fire brigade training	Society for Human Resource Management, meeting rooms, testing services, dropout recovery, small business trade show, motorcycle safety (MSF) /Certified business incubator/entrepreneurial support through the Business Development Center; a full menu of professional support for small and large businesses and organizations (including Goodyear and Fort Sill) alike through business and industry services, OBAN guidance, agriculture business consulting, SCORE dropout and credit recovery program, YIELD Workforce Development, nationally honored STEM pre-engineering and biomedical sciences programs and 25 additional career majors including automotive services, radiologic technology, teacher prep and welding
<b>Green Country Technology Center</b> P.O. Box 1217, Okmulgee 74447-1217 918-758-0840/www.gctcok.edu Contact: Julie Roberts, BIS Director, Contact: Margaret Hess, Small Business Development Specialist jroberts@gctcok.edu, mhess@gctcok.edu 918-758-0840, 918-758-0840	TIP, firefighter training, TEI, certified nurse aide, AHA training center, small business services/Counseling, veterans services, internships, KeyTrain, WorkKeys	Industrial Safety/OSHA training, firefighter training, specialized manufacturing training, EMT, leadership, on-site delivery	Facility usage, safety training, assessments, needs analysis/Manufacturing extension agent, confined space trailer, fire extinguisher simulator
<b>Sources: Information provided by the Oklahoma Department of Career and Technology Education and individual technology centers and their websites.</b> Researched by Jessica Mitchell Published: April 16, 2020		<b><sup>1</sup> Second location: 1401 Michigan, Chickasha 73018; 405-224-7220</b> <b>BES Business and Entrepreneurial Services OBAN Oklahoma Bid Assistance Network</b> <b>EARN Training program for laid-off or dislocated Oklahomans NA Not available</b> <b>TEI Customized training for businesses that must up-skill current employees</b> <b>TIG Training for critical needs in occupational areas</b> <b>TIP Training for qualifying companies creating new jobs in Oklahoma</b>	

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# BUSINESS SUPPORT SERVICES - TECH CENTERS

Name, Address, Phone & Fax Website Contact	Business Services/Career Services	Customized Training/Continuing Education	Community/ Other resources
<b>High Plains Technology Center</b> 3921 34th St., Woodward 73801-7000 580-256-6618/www.hptc.edu Contact: Taylor Burnett, Assistant Superintendent/ Business & Industry Services tburnett@hptc.edu 580-571-6125	OBAN, agribusiness management, safety, TEI, certified nurse aide, LPN, firefighter training, BES/Mobile energy lab, confined space trailer, trenching and shoring trailer, mobile industrial maintenance training, mobile respirator fit testing	Hands-on oil-field safety, wind technician certification, wind-climb and rescue, defensive driving, SafeLand	Meeting rooms, business development, state merit testing, soft skills training, lunch and learn, Pearson testing center/CLEET training, hands-on drilling rig, hands-on drilling simulator, off-road driving course, fall protection/wind power, 35-foot climbing tower
<b>Indian Capital Technology Center - All Sites</b> 2403 N. 41st St. East, Muskogee 74403-1799 918-686-7565/www.icctech.com Contact: Kathy Adair, BIS Director kathy.adair@icctech.com 918-687-6383	OBAN, safety training, firefighter training, TIP, TIG, Customized training/Career fair, WorkKeys, internships/clinicals, industry testing, Academic Center	Industrial Maintenance Training, Customized Industry Training, Supervisory/Leadership Training, Safety Plans and Audits, blended training, defensive driving, ESL	Conference facilities, food services, BIS consulting, ESL/ Instructional services, manufacturing extension agent, large offering of short-term classes at four campus locations, certification testing center
<b>Kiamichi Technology Center - All Sites</b> P.O. Box 548, Wilburton 74578-0548 918-465-2323/www.ktc.edu Contact: Kelly Grego, BIS Director kgrego@ktc.edu 918-465-2323	Agricultural business management, OBAN, TIP/ WorkKeys, career development, job fairs, firefighter training, health careers certifications, miner safety training, respirator fit training, silica/noise assessment testing, CDL prep/bus driver training, security guard training, oilfield safety, personal enrichment	Management and organizational development, health certifications, industrial safety, OSHA training, EMT, CPR, computer training, safety training	Meeting/training facilities, computer labs/testing centers/ Government contracting consultation and registration, construction plan room services, small business development consulting
<b>Meridian Technology Center</b> 1312 S. Sangre Rd., Stillwater 74074-1899 405-377-3333 FAX 405-377-3388/meridiantech.edu Contact: Rebecca Eastham, Executive Director, Business and Industry Services rebecca@meridiantech.edu 405-377-3333	Safety, firefighter training, TIP, TIG, certified nurse aide/ WorkKeys assessments, career planning and placement services, professional certification testing, internships, cooperative alliances	Strategic planning, management development, Tooling-U online industrial training, portable hearing testing trailer, Arc Flash safety training, social media for business, IT professional development, industrial and oil & gas safety	Food services, conference facilities/Training in the areas of computers, health care, industrial and technical skills, leadership and staff development, safety training, Entrepreneurial services
<b>Metro Technology Centers/Springlake Campus</b> 1900 Springlake Dr., OKC 73111-5238 405-595-4495 FAX 405-424-7815/www.metrotech.edu	Safety (English & Spanish), TIP, TEI, CLEET, ISO, Lean/ WorkKeys assessments, welding	Apple and Adobe, lead-based paint, soft skills, strategic planning, ATSSA	Small business training, OK Quality Award prep, Baldrige prep/Customized training for businesses, graphic design, video and web development, software applications, Downtown Business Campus, Training for Industry Program (TIP)
<b>Mid-America Technology Center</b> P.O. Box H, Wayne 73095-0210 405-449-3391/www.matech.edu Contact: Wade Jarlsberg, BIS Director wjarlsberg@matech.edu 405-449-3391	Oklahoma Bid Assistance Network (OBAN), Volunteer Firefighter, Small Business Start-Up, Consultation and Management, Agri-Business Management, Customized Industry Training, Adult Career Development, Health Careers Training, Manufacturing Extension Agent, Training for Industry Growth Program, Employee Health & Safety/WorkKeys, Health Certification Project Testing, Industry Certifications, Oil & Gas Operator Qualifications, AHA Certifications, Nurse Aid Registry Certifications	Leadership, Oil and Gas, Safety, Industrial Maintenance Training, Construction, Healthcare, Information Technology, Mobile Crane, Polypipe Heat Fusion, Mobile Classrooms, Welding, HVAC-R, Small Business, Government Contracting, Firefighter, EMT, Heavy Equipment, Manufacturing, on-site Training	Volunteer Firefighting Training, Oil, Gas and Water Pipeline Training, Heavy Equipment Operator Training, Economic Development, Grant Writing, Public Safety Training, CDL Prep Testing, GED, Emergency Response, Chamber of Commerce, CPR/Financial Aid Counseling, State Testing Center, Career Guidance Counseling, Meeting/Training Rooms, Mobile Classrooms, Computer Labs, Laptops
<b>Mid-Del Technology Center - All Sites</b> 1621 Maple Dr., Midwest City 73110-4825 405-739-1707 FAX 405-739-1716/www.middeltech.com Contact: Scott Cline, Assistant Director of BIS sccline@mid-del.net	Safety, firefighter training, TIP, TIG, TEI/Veterans services, WorkKeys, Elite, internships, career fair	Oil-field safety, industrial hydraulics, industrial electricity, aviation maintenance, computer software, industrial safety, First Aid/CPR, SafeLandUSA, motor controls, PLC, industrial maintenance	ESL, health certifications training, conference facilities, GED preparations, free seniors computer classes/Customized business and industry training, CLEET training, Technology Centers that Work site, financial aid, cooperative agreements
<b>Moore Norman Technology Center - All Sites</b> P.O. Box 4701, Norman 73010-4701 405-801-5000/www.mntc.edu Contact: Steve Ketchum, Executive Director steve.ketchum@mntc.edu 405-801-5801	TIP, Certified Nurse Aide, Quality Management Systems, First Aid/ CPR Certification, Business and Financial Services, Safety & Environmental, Asbestos Certification/ Renewal, Social Media Training/Employment Services, Career fair, Veteran services, Internships, Career Service Center	Executive and business coaching, computer/IT, safety training/safety program development, certification and licensing, Safety Respirator Fit Testing, quality management systems training, HRCI & CEUs, soft skills, team building, strategic planning, employee training, financial training, customer service training	Food services, conference facilities, personal development courses, external client state certification testing/Business Incubator, Business Workshops, Small business consulting, WorkKeys, Safety/ OSHA
<b>Northeast Technology Center - All Sites</b> 511 S. Elliott, Pryor 74362-0487 918-825-7040/www.netech.edu Contact: Liberty Shere, BIS Director liberty.shere@netech.edu 918-825-7040	Safety, TIP, TIG, Safety Consultations, safety plan development, OSHA certification training, business development consulting, agriculture business management, adult career development services/Career fairs, firefighter training, financial aid training, career counseling health careers, assessments, apprenticeships, rescue/HazMat training center and trailer, industrial maintenance training trailer, CPR/health mobile training, NCCER accredited training sponsor, respirator fit tests	Industrial maintenance training and apprenticeship program, confined space/ropes rescue/HazMat training, OSHA certification training, supervisor/ leadership training, CPR/health career continuing education training, employability skills training, business technology training, entrepreneurial training, customized industry training, LEAN training	Teacher camps, conference facilities, volunteer firefighter training, ACT prep, certification testing/Incubator support, Women in Business events, Small Business Networking Events
<b>Northwest Technology Center - All Sites</b> 1801 S. 11th St., Alva 73717-9600 580-327-0344/www.nwtech.edu Contact: Charlotte Hadwiger, BIS Director - Alva, Contact: Steve Kliever, BIS Director - Fairview chadwiger@nwtech.edu, skliever@nwtech.edu 580-327-0344, 580-227-3708	Safety training; firefighter training; agricultural business management; nurse aide I, II, III training; training for industry programs (TIP); training for industry groups (TIG), fire arms simulation training/WorkKeys, adult career development, cooperative alliances, state merit testing certification, proctoring/testing	Leadership/supervisory training, oil and gas industry training, defensive driving/driver safety training, ETC SafeLandUSA basic safety orientation, CLEET training, OSHA outreach training, Lean 101/Value Stream mapping, manufacturing industry training, health care industry training, customized industry training	GED preparation, conference facilities/meeting rooms, first aid/ CPR certification, computer labs/computer training, ACT preparation, incubators/Respirator fit testing, audiometric testing, pulmonary function testing, executive officer network, incubators

Sources: Information provided by the Oklahoma Department of Career and Technology Education and individual technology centers and their websites.

Researched by Jessica Mitchell  
Published: April 16, 2020

**BES Business and Entrepreneurial Services** OBAN Oklahoma Bid Assistance Network  
**EARN Training program for laid-off or dislocated Oklahomans** NA Not available  
**TEI Customized training for businesses that must up-skill current employees**  
**TIG Training for critical needs in occupational areas**  
**TIP Training for qualifying companies creating new jobs in Oklahoma**

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<b>Pioneer Technology Center</b> 2101 N. Ash, Ponca City 74601-1110 580-762-8336/www.pioneer-tech.edu	OBAN, business and entrepreneur services, safety & health training, TIP, TEI, firefighter training/WorkKeys, career interest assessment	Manager's tool belt, heavy equipment, manufacturing education training system, industry training	Conference facilities, food services, GED prep, English as a second language/Manufacturing extension agent, incubator, agricultural business management, organization/leadership development
<b>Pontotoc Technology Center</b> 601 W. 33rd St., Ada 74820-9791 580-310-2200 FAX 580-310-2295/ www.pontotoc-tech.edu Contact: Jenny Cypert, BIS Director jccypert@pontotoc-tech.edu 580-310-2245	Firefighter training; TEI; safety training; TIP; certified nurse aide I, II, III; CLEET; Pearson Vue Testing; business and entrepreneur services; Ag Business Management/WorkKeys, KeyTrain, online training, statewide nurse refresher training, health certification testing	Leadership supervisor/leadership, customer service, software applications, computer software, computer training, information technology, health care industry training, manufacturing industry training, industry consulting, industrial maintenance, industrial hydraulics, industrial electricity, programmable logic, motor controls, small business management and entrepreneurial services, CPR/first aid, firefighter training, EMT training, oil-field safety, industrial safety	Conference facilities, statewide women's conference, distance learning capability, website design, senior citizen computer training/Entrepreneurial help, Workforce Investment Board, Ag Business and small business management
<b>Red River Technology Center</b> P.O. Box 1807, Duncan 73534-1807 580-255-2903/www.rrtc.edu Contact: Lisa Williams, ACD/BIS Director ljwilliams@rrtc.edu 580-225-2903, ext. 225	OBAN, firefighter training, TIP, TIG, customized industry training, H2S certification, long-term care training, Online Education available/Career fair, Veterans Services, internships, on-the-job training, Career Service Center, tutoring, adult education classes, GED testing	School bus driver training, school bus inspection, child development associate, CPR/FA/AED, CPR/HCP, CPR/pediatric, customized industry specific training, CLEET training, oil-field training, lean training, workplace organization training, leadership/supervisor training, ISO training, hydraulics, SafeLand USA, H2S, respiratory fit testing, EMS training except paramedic, Hazmat, forklift, OSHA 10 and 30, AAA defensive driving, HR programs, EMS: EMR, EMT, AEMT, paramedic	Community allowed to use facilities, community presentations by BIS group, member of local district Chamber of Commerce, member of local economic development foundations, adult education classes, GED testing/Financial aid counseling, state testing center, career guidance counseling, meeting/training rooms, curriculum development, subject matter experts, testing facilities, Academic center
<b>Southern Oklahoma Technology Center</b> 2610 Sam Noble Pkwy., Ardmore 73401-2100 580-223-2070/www.sotech.edu Contact: Jason Phipps, CCD Director jphipps@sotech.edu 580-224-8200	Corporate and career development services provided through customized industry and safety training, OK Small Business Administration, Firefighter Initiative training, Training for Industry Program (TIP)/Assessment center, career counseling, career exploration, career and college fair, financial aid assistance, southern ok hiring conference, veterans' services, WorkKeys	ALICE, automotive service, computer applications, health care, heavy equipment operation, HVAC, industrial maintenance, industrial safety (oilfield, mining/OSHA required), leadership/management, motorcycle safety foundation, quality initiatives, small business development, strategic planning, welding, workforce skills	Conference center/Assessment center, conference center, food services, short-term adult training
<b>Southwest Technology Center</b> 711 W. Tamarack Rd., Altus 73521-1527 580-477-2250/www.swtech.edu Contact: Ericka Wiginton	Safety, TIP, TIG, firefighter training, career service center, career guidance, internships/Career/college fairs, customized training, online education, health/long-term care	Industrial maintenance, contractor safety training, corporate safety training, soft skills, supervisor/leadership, management, computer software/applications, foreign language, welding, health, SafeLand USA, basic manufacturing, defensive driving/driver safety, LEAN, heavy equipment, small business/entrepreneurial training, oil-field training and OSHA training	Motorcycle Safety Foundation, conference/videoconference facilities, computer labs, dental hygiene services/Ardmore Personnel Roundtable, Southern Oklahoma Leaders Lunch, Oklahoma Small Business Development Center (OKSBDC)
<b>Tri County Technology Center</b> 6101 SE Nowata Rd., Bartlesville 74006-6029 918-333-2422/www.tricountytech.edu Contact: Tara Gotwalt, Senior Director of Economic Development tara.gotwalt@tricountytech.edu 918-766-4887	Customized training, safety, firefighter training, H2S certification/NA	Leadership and Management training, strategic planning, consulting, CPR/AED, Excel	Event services/Incubator services, conference services
<b>Tulsa Technology Center - All Sites</b> 6111 E. Skelly Dr., Tulsa 74135 918-828-5000/tulsatech.edu Contact: Matt Litterell, BIS Director matt.litterell@tulsatech.edu 918-828-5000	Manufacturing extension services, growth wheel business planning services, OBAN, safety - OSHA training and consultation/Firefighter training, TIP, TEI, H2S certification, nonprofit organization leadership development and strategic planning	The Leadership Institute Powered by Franklin Covey, Frontline Leadership, Mobile Training services, Aerospace, Petrotech, industrial maintenance, Health (CPR, respirator fit test, EMR, pre-pharmacy, safety for health care, EMT/paramedic), business computer applications, agriculture, transportation and distribution (CDL, warehousing, forklift), manufacturing (welding, robotic welding, plasma cutting, CNC machining, 5-axis machining layout and assembly), information and financial services, wind energy, law enforcement training and continuing education, safety (confined space, OSHA 10/30, HAZWOPER, crane rigging, fall protection), municipal and public works	Adult lifelong learning, academic skills, e-school, Alliance College credit, credit recovery/GED preparation/Small business and entrepreneurial services, business consulting and coaching, continuing education (insurance and real estate agents), entry-level health care certification training, manufacturing extension agent, dedicated industry training facilities
<b>Wes Watkins Technology Center</b> 7892 Hwy. 9, Wetumka 74883-9522 405-452-5500 FAX 405-452-3561/www.wttech.edu Contact: Mike Lindley, BIS Director mlindley@wttech.edu 405-452-1216	Safety training, firefighter training, training for industry programs (TIP), training for industry groups (TIG), small business management, adult career development services, certified nurse aide, health certification testing, Veterans services/Career/job fair, WorkKeys, compass testing	Customized industry training, leadership/supervisory training, oil and gas industry training, ETC SafeLand USA basic safety orientation, OSHA training, CPR/first aid, EMT, school bus driver training, online career training, online child development associate	Conference and meeting rooms/Business incubator, safety training, Technology Centers That Work site, WorkKeys Testing site, job placement services, upper level math and sciences for high school students, financial assistance, GED preparation and HiSET testing, small business management, building maintenance, lead carpenter, executive administrative assistant, full charge bookkeeper, construction, electrician, health careers, phlebotomist, veterinary assistant, multi-skilled nursing assistant, practical nursing, surgical technology, PLTW Biomedical Science & Computer Science Academies, welding
<b>Western Technology Center - All Sites</b> P.O. Box 1469, Burns Flat 73624-1469 580-562-3181/www.westtech.edu Contact: Danny Britton, BIS Director dbritton@westtech.edu	OBAN, safety, firefighter training, certified nurse aide, TIP, TEI, TIG/WorkKeys, career service center	Truck driver training, oil-field safety, human resource management, computer applications, industrial maintenance	Food services, conference facilities, GED preparation, safety testing, mech. maintenance technician/NA

Sources: Information provided by the Oklahoma Department of Career and Technology Education and individual technology centers and their websites.

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**BES Business and Entrepreneurial Services** OBAN Oklahoma Bid Assistance Network  
**EARN Training program for laid-off or dislocated Oklahomans** NA Not available  
**TEI Customized training for businesses that must up-skill current employees**  
**TIG Training for critical needs in occupational areas**  
**TIP Training for qualifying companies creating new jobs in Oklahoma**

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# BUSINESS SUPPORT SERVICES - COLL/UNIV<sup>1</sup>

Name, Address, Phone, Fax & Website	Contact	Business Services/Career Services	Customized Training/ Continuing Education	Community/Other resources
<b>Cameron University</b> 2800 W. Gore Blvd., Lawton 73505 580-581-5446/www.cameron.edu	Samantha Lankford, Director of Emerging Technology and Entrepreneurial Studies slankford@cameron.edu 580-581-5446	Business counseling, business forums, business plan development, co-working spaces, SBDC advisory services, startup/small business incubator, virtual office space/Career fairs, career services centers, internship placement, job search training, online job banks, resume writing, resume/cover letter/ LinkedIn profile services	Continuing education, customized corporate training, professional training, grant writing, leadership development, professional or technical certificates, workforce training	Community development/Centers of Excellence, meeting facilities, Research Park, Student Entrepreneurship support, Veterans assistance
<b>Carl Albert State College</b> 1507 S. McKenna, Poteau 74953 918-647-1232/https://carlalbert.edu	Marc Willis, Vice president for Academic Affairs mwillis@carlalbert.edu 918-647-1464	Business forums/Career fairs, resume writing, veterans assistance	Continuing education, customized corporate training, professional or technical certificates, workforce training	Meeting facilities/NA
<b>Connors State College</b> 700 College Rd., Warner 74669-2204 918-463-6342/connorsstate.edu	Anita Thompson, Executive Director of Connors Development Foundation anita.thompson@connorsstate.edu 918-463-6342	Business forums, government contracting, manufacturing extension agents/Career fairs, career service centers, internship placement	Continuing education, professional or technical certificates, workforce training	Meeting facilities, ESL (on-site)/Incubators and research parks, veterans assistance
<b>East Central University</b> 1100 E. 14th St., Ada 74820 580-332-8000/www.ecok.edu	Holly Sewell, Director for Academic Services hsewell@ecok.edu 580-559-5203	Business counseling, business forums, business plan development, government contract training/Career fairs, career services centers, internship placement, job search training, online job banks, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	Meeting facilities/Incubators and research parks, veterans assistance
<b>Eastern Oklahoma State College</b> 1802 E. College Ave., McAlester 74501 918-302-3642/www.eosc.edu	Karen Harrison, Interim Vice President of Academic Affairs kharrison@eosc.edu 918-465-4483	Business forums, Small Business Development Centers /Career fairs, internship placement, job search training, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	CRC assessment sites (CRC), meeting facilities/Veterans assistance
<b>Langston University</b> 701 Sammy Davis Jr. Dr., Langston 73050 405-466-2231/www.langston.edu	Della Dean, Director SBDC dmdean@langston.edu 405-530-7519	Business forums/Career fairs, career service centers, internship placement, resume writing	Continuing education, customized corporate training, workforce training	Meeting facilities/Centers of Excellence, veterans assistance
<b>Murray State College</b> One Murray Campus, Tishomingo 73460 580-371-2371/www.msocok.edu	Becky Henthorn, Vice president for Academic Affairs and Institutional Effectiveness bhenthorn@msocok.edu 580-387-7181	Business counseling, business forums, business plan development, manufacturing extension agents/Career fairs, career service centers, job search training, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	Meeting facilities/Veterans assistance
<b>Northeastern Oklahoma A&amp;M College</b> 200 I St. NE, Box 3956, Miami 74354 918-540-6204/www.neo.edu	Bethene Fahnestock, Vice President of Academic Affairs bfahnestock@neo.edu 918-540-6202	Business forums/Career fairs, career service centers, internship placement, job search training, resume writing	Continuing education, professional or technical certificates, workforce training	CRC Assessments sites, ESL (on-site), meeting facilities/Veterans assistance
<b>Northeastern State University</b> 601 N. Grand Ave., Tahlequah 74464 918-456-5511/www.nsuok.edu	Ray Murphy, Director of the Oklahoma Center for Rural Development murphyrf@nsuok.edu 918-444-2960	Business counseling, business forums, business plan development, manufacturing extension agents, Small Business Development Centers/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	ESL (on-site), meeting facilities/Veterans assistance
<b>Northern Oklahoma College - Tonkawa</b> P.O. Box 310, Tonkawa 74653 580-628-6210/www.noc.edu	Pam Stinson, Vice President for Academic Affairs pamela.stinson@noc.edu 580-628-6431	Manufacturing extension agents, business forums/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Continuing education, workforce training, professional or technical certificates	Meeting facilities/Veterans assistance
<b>Northwestern Oklahoma State University</b> 709 Oklahoma Blvd., Alva 73717-2799 580-327-8506/www.nwosu.edu	Kelsey Martin, Director of Marketing and University Relations kamartin@nwosu.edu (580) 327-8478	Business counseling, business forums, business plan development, Small Business Development Centers/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Customized corporate training, workforce training	Meeting facilities/Incubators and research parks, veterans assistance
<b>Oklahoma City Community College</b> 7777 S. May Ave., OKC 73159 405-682-7857 FAX 405-682-2656/www.occ.edu	Greg Gardner, Vice president for Academic Affairs ggardner@occ.edu 405-682-7550	Government contract training, manufacturing extension agents/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	ESL (on-site), meeting facilities/Veterans assistance
<b>Oklahoma Panhandle University</b> P.O. Box 430, Goodwell 73939 580-338-1380/www.opsu.edu	Julie Dinger, Vice President of Academic and Student Affairs julie.dinger@opsu.edu 580-349-1402	Business forums/Career fairs, career service centers, internship placement, online job banks, resume writing, job search training	Continuing education, customized corporate training, professional or technical certificates, workforce training	ESL (on-site), meeting facilities /Centers of Excellence, veterans assistance
<b>Oklahoma State University</b> 107 Whitehurst Hall, Stillwater 74078 405-744-2313/https://go.okstate.edu	Kenneth Sewell, Vice President for Research and President of the OSU Research Foundation vpr@okstate.edu 405-744-6501	Business counseling, business forums, business plan development, government contract training, manufacturing extension agents, Small Business Development Centers/ Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Continuing education, customized corporate training, workforce training	ESL (on-site), meeting facilities/ OSU Research Park, National Energy Solutions Institute - Smart Energy Source (NESI-SES)

**Sources:** Information provided by Oklahoma State Regents for Higher Education, individual schools and their websites.  
**Researched by** Jessica Mitchell  
**Published:** April 16, 2020

<sup>1</sup> Colleges and universities in Oklahoma offering business services to the business community.

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# BUSINESS SUPPORT SERVICES - COLL/UNIV<sup>1</sup>

Name, Address, Phone, Fax & Website	Contact	Business Services/Career Services	Customized Training/Continuing Education	Community/Other resources
<b>Oklahoma State University - Oklahoma City</b> 900 N. Portland Ave., OKC 73107 405-947-4421/www.osuokc.edu	Lisa Fisher, Senior Director, Business and Industry Training and Economic Development lisa.fisher@osuokc.edu 405-945-3204	Business Plan Development Courses, AWS Academy courses/ Career fairs, Resume writing, interviewing techniques, special considerations for posting resume/viewing jobs online, occupational information, Oklahoma occupational outlooks	Continuing education, customized corporate training, professional or technical certificates, workforce training	ESL (on-site), meeting facilities, certified testing center for many professional testing vendors, Service Learning fairs/Veterans assistance, Sign Language Interpretation and Technical Spanish Translation and Interpretation courses/programs
<b>Oklahoma State University Institute of Technology</b> 1801 E. Fourth St., EGT Bldg., Okmulgee 74447 918-293-5156/osuit.edu	Charles Harrison, Associate Vice President of Workforce & Economic Development charles.harrison10@okstate.edu 918-293-5130	Government contract training/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Customized corporate training, professional or technical certificates, workforce training	CRC assessment sites, ESL (on-site), meeting facilities/Veterans assistance
<b>Redlands Community College</b> 1300 S. Country Club Rd., El Reno 73036-5304 405-422-1256 FAX 405-422-1200/ www.redlandsc.edu	Dayna Rowe, Director of Redlands Community College Foundation	Business counseling, business forums, government contract training, manufacturing extension agents/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	Meeting facilities/Centers of Excellence, veterans assistance
<b>Rogers State University</b> 1701 W. Will Rogers Blvd., Claremore 74017-3252 918-343-7533/www.rsu.edu	Richard Beck, Vice President for Academic Affairs rbeck@rsu.edu 918-343-7615	Business counseling, business forums, business plan development, manufacturing extension agents/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Continuing education, customized corporate training, workforce training	Meeting facilities/Incubators and research parks, veterans assistance
<b>Rose State College</b> 6420 SE 15th St., Midwest City 73110 405-733-7311/www.rose.edu	Cindy Mikeman, Executive Director, Foundation and Resource Development cmikeman@rose.edu 405-736-0354	Business counseling, business forums, business loan preparation, financial analysis, government contract training, industry research, small business development centers/Career fairs, career service centers, internship placement, job search training, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	CRC assessment sites, meeting facilities, ESL (on-site), Kids College, Personal Enrichment Classes/Centers of Excellence, veterans assistance
<b>Seminole State College</b> 2701 Boren Blvd.   P.O. Box 351, Seminole 74868 405-382-9544/www.sscok.edu	Larry Smith, Director of the Rural Business and Resources Center l.smith@ssok.edu 405-303-9544	Business counseling, business forums, business plan development/Career fairs, internship placement, job search training, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	ESL (on-site), meeting facilities/Incubators and research parks, veterans assistance
<b>Southeastern Oklahoma State University</b> 425 W. University Blvd., Durant 74701 580-745-2000/www.se.edu/cred	Bryon Clark <sup>2</sup> , Interim president bclark@se.edu 580-745-2064	Business counseling, business forums, business plan development, government contract training, Small Business Development Centers/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	Meeting facilities/Veterans assistance
<b>Southwestern Oklahoma State University</b> 100 Campus Dr., Weatherford 73096-3098 580-774-3282 FAX 580-774-7067/ www.swosu.edu	Doug Misak, Director of the Business Enterprise Center doug.misak@swosu.edu 580-774-3750	Business counseling, business forums, business plan development/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Continuing education, customized corporate training, workforce training	Meeting facilities/Veterans assistance
<b>Tulsa Community College</b> 6111 E. Skelly Dr., Tulsa 74135-6198 918-595-7976/www.tulsacc.edu	Beth Wild, Director of Continuing Education and Workforce Development beth.wild@tulsacc.edu 918-595-8804	Business counseling, business forums, business plan development, manufacturing extension agents/Career fairs, career service centers, internship placement, job search training, online job banks, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	CRC assessment sites, ESL (on-site), meeting facilities/Centers of Excellence, veterans assistance
<b>University of Central Oklahoma</b> 100 N. University Dr., Edmond 73034 405-974-2922 FAX 405-974-3827/www.uco.edu	Linda Banks, Assistant Vice President for Academic Affairs lbanks5@uco.edu 405-974-2537	Business counseling, business forums, business plan development, Small Business Development Centers/Career assessments, career exploration assistance, career fairs, career services centers, job and internship search assistance, online job databases, resume reviews	Continuing education, professional or technical certificates, workforce training	ESL (on-site), meeting facilities/Incubators and research parks, veterans assistance
<b>University of Oklahoma</b> 660 Parrington Oval, Norman 73019-0390 405-325-0311/www.ou.edu	Belinda Biscoe, Associate vice president for University Outreach bbiscoe@ou.edu 405-325-0473	Business counseling, business forums, business plan development, government contract training/Career fairs, career service centers, internship placement, online job banks, resume writing	Continuing education, customized corporate training, professional or technical certificates, workforce training	ESL (on-site), meeting facilities/Centers of Excellence, incubators and research parks, veterans assistance
<b>University of Science and Arts of Oklahoma</b> 1727 W. Alabama, Chickasha 73018-5322 405-574-1269/www.usao.edu	Sid Hudson, Vice President for University Advancement shudson@usao.edu 405-574-1324	Business counseling, business plan development, Small Business Development Centers/Career fairs, career service centers, internship placement, resume writing	Continuing education, professional or technical certificates, workforce training	Meeting facilities/Veterans assistance
<b>Western Oklahoma State College</b> 2802 N. Main St., Altus 73521 580-477-7767/www.wosc.edu	Chrystal Overston, Vice President for Academic Affairs chrystal.overston@wosc.edu 580-477-7702	Business forums/Career fairs	Continuing education	Meeting facilities/Veterans assistance

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<sup>1</sup> Colleges and universities in Oklahoma offering business services to the business community.  
<sup>2</sup> Interim president

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# MBA PROGRAMS IN OKLAHOMA

Rank	Name, Address, Phone, Fax, Email & Website	Estimated Cost	President Director of Admissions	Year Founded Type of Institution	2019-2020 Annual Tuition per hour In-state Out-of-state Financial Aid Contact	MBA Admission Requirements	Types of Degrees Offered
1.	<b>Southwestern Oklahoma State University MBA Program</b> 100 Campus Dr., Weatherford 73096-3098 580-774-3282 FAX 580-774-7067 info@swosu.edu/www.swosu.edu	\$9,570 F-T OK resident	Dr. Randy Beutler Todd Boyd	1901 Public	\$290-\$660.50 \$560-\$1,086.50 DD	Application to SWOSU as graduate student; Bachelor's degree from a college or university accredited by a regional accrediting association is required; admission to SWOSU as a graduate student. Application materials; official transcripts (from all universities attended) with bachelors degree posted; application for graduate admission; transfer of credit policy agreement; current resume; two MBA recommendations; MBA inbound Common Professional Components (CPC)-based comprehensive exam	Pharm.D./MBA, MSN/MBA, MBA
2.	<b>University of Central Oklahoma College of Business</b> 100 N. University Dr., Box 115, Edmond 73034 405-974-5445 FAX 405-974-3821 mba@uco.edu/mba.uco.edu	\$13,901 F-T OK resident	Patti Neuhold-Ravikumar Lauren Eichinger	1890 - University, 1971 - MBA Public	\$415.45 \$505.25 DD	Completed application, competitive GRE/GMAT score, minimum 2.75 undergraduate GPA, 500-word personal statement, current resume, official transcript	MBA, MBA in health care
3.	<b>Spears School of Business at Oklahoma State University</b> 215 Business Bldg., Stillwater 74078 405-744-4048 FAX 405-744-7474 spearsmasters@okstate.edu/ business.okstate.edu	\$16,464 F-T OK resident	Burns Hargis Sheryl Tucker	1890 Public	\$436.50-\$505.20 \$634.75-\$1,082.45 financialaid.okstate.edu	Graduate college application, MBA program application, GMAT score (minimum 550), current resume, statement of purpose, three recommendations	On-campus and online
4.	<b>Oklahoma Baptist University Graduate School</b> 500 W. University, Shawnee 74804 405-585-4601 FAX 405-585-4646 graduate.info@okbu.edu/www.okbu.edu/ graduate	\$18,150 33 credits	Dr. Heath Thomas Will Brantley	1910 - university; 2007 - graduate school Private	\$550 \$550 DD	Application to College of Graduate and Professional Studies, current resume, statement of purpose, official transcripts showing bachelor's degree, two recommendations forms	MBA in Transformational Leadership
5.	<b>Oklahoma City University Meinders School of Business</b> 2501 N. Blackwelder Ave., OKC 73106 405-208-5130 FAX 405-208-5098 www.okcu.edu/business/home	\$21,240 36 credits	Martha A. Burger Michael Harrington	1904 Private	DD DD DD	Applicants must meet the admissions standards for the catalog year in which they are admitted to the university and have a bachelor's degree from a regionally accredited institution. Applicants must demonstrate the likelihood of success in a rigorous graduate program to be considered for admission. Several factors may be evaluated when reviewing an application, including the undergraduate GPA and transcripts, GMAT or GRE exam scores, letters of recommendation, academic and professional accomplishments, and professional work experience	MBA (online and on campus); J.D./MBA
6.	<b>Mid-America Christian University</b> 3500 SW 119th St., OKC 73170 888-888-2341 FAX 405-692-3165 www.macu.edu	\$22,248 36 credits	Dr. John Fozard Ashley Gotcher	1953 Private	\$618 \$618 DD	Official transcript showing bachelors degree from regionally accredited college or university, application for admission is completed and signed; minimum overall cumulative GPA of 2.75 of bachelor course work. Student whose CPGA is below this requirement but whose last 60 hours was at least a 2.75 GPA will be acceptable. Students who do not meet the above criteria may be provisionally admitted at the discretion of the College of Adult and Graduate Studies Admission Committee	MBA with emphasis in accounting, health care administration, human resource management, international business,
7.	<b>Oklahoma Christian University MBA</b> 2501 E. Memorial Rd., Edmond 73013 405-425-5562 FAX 405-425-5585 gsb@oc.edu/www.oc.edu/gsb	\$22,500 36 credits	Dr. John deSteiguer Danny Henderson	1950 Private	\$625 \$625-\$655 DD	Complete online application, bachelor's degree and official transcripts from all universities attended; cumulative GPA of 3.0 is required for admission; students with a GPA between 2.5 and 3.0 may be admitted on probation; three recommendations; GMAT (450 minimum) or GRE test scores (285 minimum at least a 3.0 on written section) issued within the last five years	MBA online or MBA on-campus with concentrations in accounting, leadership, project management, finance, marketing, human resources, international business, health service management and general business management
8.	<b>SNU MBA - Southern Nazarene University Graduate Studies in Management</b> 6729 NW 39th Expressway, Bethany 73008 405-491-6628 FAX 405-491-6302 gsm@snu.edu/snu.edu/mba-msm	\$27,000 40 credits	Keith Newman Marci Beaty	1899 Private	\$675 \$675 DD	Bachelor degree from regionally accredited college/university, online application submitted, official transcripts, current resume - GMAT required	MBA; MBA-Health Care; Master of Science Management
9.	<b>Oral Roberts University</b> 7777 S. Lewis Ave., Tulsa 74171 918-495-6518 or 800-678-8876 FAX 918-495-6222 gradadmissions@oru.edu/www.oru.edu	\$31,872 Traditional MBA program	Dr. William Wilson Alison Vujnovic	1963 Private	\$737 \$737 DD	Completed application, cumulative GPA of 3.0 for the LMBA and 3.2 for the traditional MBA, two academic recommendations, honor code, official transcripts, minister's recommendation, personal sketch, application fee	Two distinctive masters programs are offered within the Graduate School of Business; Master of Business Administration (MBA) and the Leadership Master of Business Administration (LMBA)
10.	<b>University of Oklahoma Gene Rainbolt Graduate School of Business</b> 865 Research Pkwy., Third Floor, OKC 73104 405-325-2646 FAX 405-325-3421 dkjopli@osuokc.edu/www.ou.edu/price	\$34,000 F-T OK resident	Joseph Harroz (interim) Michelle Brown	1890 Public	\$346.85 \$957.65 DD	GMAT or GRE, OU application, resume, statement of goals, official transcript	MBA, JD/MBA, MBA/MIS, MBA/Master of Accounting, dual degree with any other program on campus
11.	<b>The University of Tulsa Collins College of Business Graduate Programs</b> 800 S. Tucker Dr., Tulsa 74104 918-631-2242 FAX 918-631-2142 graduate-business@utulsa.edu/ business.utulsa.edu	\$48,336 38 credits	Dr. Gerard Clancy Ashley Chapa	1894 Private	\$1,272 \$1,272 TU offers merit-based and need-based scholarships to qualified applicants in awards up to 100% tuition. In addition, Graduate Assistantship positions are available which cover full tuition, offer a monthly stipend, and cover the student's health insurance	Application to Graduate School; \$55 application Fee (payable online, upload the receipt in the application portal); official GMAT score report; official transcripts; two letters of recommendation; current resume; statement of purpose. Also if you did not earn a degree at an English-speaking institution, you will need: Acceptable TOEFL (575 paper, 232 computer, 90 internet) or IELTS score (6.5); completed Confirmation of Financial Resources form	MBA - full-time and parttime/ evening; Master of Accountancy; MS in Finance; Master of Energy Business MBA/MSF Dual Degree; MSF/MS Applied Mathematics; MS in Business Analytics; Juris Doctor Dual Degree (JD of Law/ MBA OR MSF); MS Global Energy; MS Quantitative Finance

Sources: Information provided by individual institutions responding to a survey and institution websites.  
 Researched by Elaine Keisling  
 Published: April 16, 2020

DD Declined to Disclose

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This helps Armacell do what it does best, which is to manufacture products, such as polyethylene pipe insulation that helps prevent heat gain, condensation and frost formation. Another Armacell product made locally is a polyethylene foam called OleTex® that is used in vehicle gaskets, industrial parts and in products like athletic cushioning and lake floats. The company has six U.S. manufacturing plants among its 25 worldwide, in 17 countries.

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