



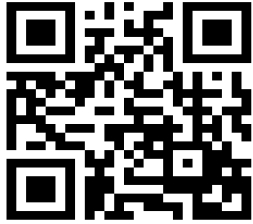
# FALL 2016- WINTER 2017 CATALOG

Now offering 6 full-time career training programs, over 30 part-time night classes and high school equivalency and literacy programs.

Photo by Jennifer Westbrook

**HOLD ON TO  
THIS CATALOG  
FOR OUR 2017  
PROGRAM AND  
CLASS DATES!**

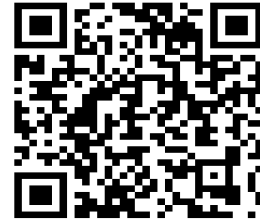
WELCOME TO  
FALL/WINTER  
2016-2017



[ocmboces.org](http://ocmboces.org)

T: @CortlandBOCES

Find us on Facebook!



## CONTACT INFO

[www.ocmboces.org](http://www.ocmboces.org)

**General Information:** (607) 758-5111

**Admissions Counselor:** (607) 758-5195

**Financial Aid Office:** (607) 758-5181



1710 NYS Route 13  
Cortland, NY 13045 • (607) 758-5111

## 6-10 FULL-TIME CERTIFICATION PROGRAMS

- 7 **HEALTH OCCUPATIONS**
  - Medical Assisting
  - Certified Nursing Assistant
- 8 **COSMETOLOGY**
- 9 **OFFICE TECHNOLOGY**
  - Bookkeeping & Accounting
  - Medical Office Assistant
  - Office Support Specialist
  - Administrative Support Specialist
- 10 **TRADES & TECHNOLOGY**
  - Automotive Technology
  - HVAC/R Technician
  - Electrical Maintenance Technician
  - Welding/Fitter - Coming Soon
- 11-12 **ADMISSION REQUIREMENTS**
  - Academic Requirements
  - Tuition Assistance

## 13-21 PART-TIME CONTINUING EDUCATION CLASSES

- 14-15 **ART**
  - Beginning Landscape Drawing
  - Exploring Pastels
  - Introduction to Painting with Acrylics
  - Winter Drawings
  - Introduction to Digital Recording
  - Jewelry Creations
  - Photography in the Digital Age
  - Photographic Image Making
- 15 **BUSINESS**
  - Babysitter's Training Course
- 16 **COMPUTER TRAINING**
  - Individual Computer Tutoring
- 16 **CULINARY ARTS**
  - Beginner Cake Decorating
  - Intermediate Cake Decorating - Royal Icing
  - Advanced Cake Decorating with Fondant & Gum Paste

- 17 **DRIVER EDUCATION**
  - Insurance & Point Reduction
  - 5-Hour Pre-Licensing Course

- 17 **COSMETOLOGY**
  - Back to Basics: Fundamentals of Ethnic Hairstyling
  - "Hair It Is": A Hair Extension Course

- 18 **ENGLISH**
  - Creative Writing
  - Getting Paid to Talk

- 18-19 **FINANCIAL**
  - Back to Black: Creating a Debt-Free Lifestyle
  - Build Your Financial House
  - How Money Works
  - Investing Success
  - Investing at Retirement
  - Marriage & Money

- 20 **PERSONAL DEVELOPMENT**
  - Beginner Soap Making
  - Goat Milk Soap Making
  - Art of Herbalism

- 21 **RECREATION**
  - Safe in the Woods - Tips, Techniques and Advice for Safety and Survival

- 21 **TRADES & TECHNOLOGY**
  - Auto Body Basics

## 22-24 HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

## 25-26 INFORMATION & REGISTRATION



# ONLINE COURSES



ONLINE COURSES PUT YOU IN CONTROL OF YOUR SCHEDULE

FOR THE FIRST TIME EVER, OCM BOCES IS TEAMING UP WITH TWO ESTEEMED PARTNERS TO PROVIDE ONLINE CLASSES, GIVING YOU THE CONVENIENCE OF STUDYING WHEREVER AND WHENEVER YOU CAN. ONE COMPANY OFFERS COURSES IN LEGAL STUDIES; THE OTHER OFFERS A MULTITUDE OF ONLINE CLASSES AND CERTIFICATES. CHECK IT OUT!



## U GOT CLASS!

OCM BOCES is collaborating with UGotClass to offer online courses and certificates provided by the Learning Resources Network (LERN), the largest continuing education association in the world, serving more than 1,000 colleges, universities and schools. A non-profit education organization, LERN works with education institutions all over the country to serve the needs of our communities. Here are some subject areas offered:

- |                        |                           |
|------------------------|---------------------------|
| Business               | Management                |
| Business Communication | New Media Marketing       |
| Career Skills          | Professional Development  |
| Health                 | Social Media for Business |
| Human Resources        | Training & Education      |
| Leadership             | Training for K12 Teachers |
| Leed Green Workplace   |                           |

**NEED MORE INFORMATION? CALL 1-800-678-5376**



## THE CENTER FOR LEGAL STUDIES

OCM BOCES is collaborating with the acclaimed Center for Legal Studies to offer classes for beginning and advanced legal workers.

Courses include:

- Paralegal Certificate
- Advanced Paralegal Certificate
- Legal Investigation
- Personal Injury for Paralegals
- Victim Advocacy
- Software Essentials for the Law Office
- Employment Law Certificate
- Alternative Dispute Resolution
- Legal Secretary Certificate
- Advanced Legal Research & Writing Certificate
- Legal Nurse Consultant

MORE ABOUT OUR LEGAL STUDIES COURSES:

**PROFESSIONAL CERTIFICATE OF COMPLETION AWARDED BY OCM BOCES**  
**CLASSES OFFERED LIVE AND ONLINE**  
**WESTLAW ACCESS AVAILABLE**

**NEED MORE INFORMATION? CALL 1-800-522-7737**

## FULL-TIME CAREER CERTIFICATION PROGRAMS

### **We offer training for careers that are in demand in CNY!**

Modern classrooms with up-to-date equipment.  
Suburban location with plenty of **FREE** parking.  
Tuition assistance available.



JOIN US ANY WEDNESDAY AT 1:00 PM FOR AN OPEN HOUSE  
OR THE FIRST WEDNESDAY OF EVERY MONTH AT 4:00 PM TO  
GET DETAILS ABOUT THE PROGRAMS, MEET THE INSTRUCTORS  
AND LEARN ABOUT FINANCIAL AID OPTIONS.

**The Center for New Careers at the McEvoy Center**  
1710 NYS Route 13 • Cortland, NY 13045



### FOR MORE INFORMATION

For more program information  
contact our Admissions Office at (607) 758-5195

OCM BOCES advises students, parents and the community that it does not discriminate on the basis of race, color, national origin, sex, disability, age or under the Boy Scout Act in its programs and activities. Inquiries may be directed to the Director of Personnel, OCM BOCES, 110 Elwood Davis Rd. Liverpool, NY 13088, (315) 433-2600.



### MISSION STATEMENT

"We are committed to providing our community the highest quality education and training necessary to successfully meet the challenges and opportunities of the 21st century."



**HOLD ON TO  
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FOR OUR 2017  
PROGRAM AND  
CLASS DATES!**

**FULL-TIME  
CERTIFICATION PROGRAMS  
Fall/Winter 2016-2017**

MEDICAL ASSISTING

Train for a rewarding career in one of the fastest-growing occupations in the medical profession. Work with physicians and other health professionals, assisting with the delivery of quality health care. Medical Assistants have a deep impact as the front line in medical offices. Students learn both the administrative and clinical aspects of working in the medical office, including: word processing, HIPAA requirements, medical office procedures, medical ethics and medical billing, including ICD-10 and CPT-4 coding. Clinical coursework includes infection control, vital signs, basic medical office laboratory tests, EKGs, phlebotomy and assisting with minor office procedures. The program includes a five-week internship experience in a health care facility. Upon successful program completion, students will sit for the Certified Clinical Medical Assistant examination. Students are required to pass a physical examination and possess CPR Certification.

Instructor: Lori Bell, B.S. Education, Medical Assistant

Fee: \$7,350\*

Median student loan: \$5,534

Graduation Rate: 87%

Job Placement Rate: 89%

Program Length: 780 hours

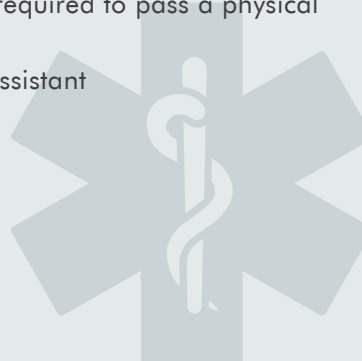
Fall Dates: Aug 2016-Feb 2017

Winter Dates: Feb 2017-Jul 2017

Days/Times: M-F 8:30 AM - 3:30 PM

SOC Code: 31-9092

U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)



CERTIFIED NURSING ASSISTANT

The need for Certified Nursing Assistants (CNAs) is expected to continue grow, as the median age of the population and average life expectancy continue to rise. CNAs assist patients with their day-to-day life tasks, such as dressing, bathing and feeding, with compassion and patience. CNAs may also support doctors and nurses in diagnostic procedures and treatment. Certified nursing assistants also typically assist in patient charting and instruction, documenting any care that is given and report significant observations to the nursing staff. Typical work environments include long-term care facilities, hospitals, clinics and in the home. During the course of the OCM BOCES Certified Nursing Assistant Program, students receive instruction on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement and more.

Fee: \$3,000 (not eligible for financial aid)

Program Length: 201 hours

Start Date: Rolling basis - please call

Days/Times: M-F 8:30 AM - 3:30 PM

SOC Code: 31-1014

U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

\*Tuition subject to change



COSMETOLOGY

An adult program designed to prepare students for a career in the appearance enhancement field. Students will be trained in hair, skin and nail analysis, product knowledge, technical applications and procedures in styling, shaping, coloring, hair restructuring, and massage. Elective areas include esthetics and nail specialties. The curriculum is designed to give students the 1,000 hours of instruction necessary to be eligible for the New York State Cosmetology Licensure Exams. New students, as well as those completing hours, are welcome.

An advanced placement option is also available to students who have completed partial training.

Instructor: Diane Morton

Fee: \$8,950\*  
 Median student loan: \$5,500  
 Graduation Rate: 75%  
 Job Placement Rate: 89%  
 Program Length: 1,100 hours  
 Winter Dates: Feb 2017- Feb 2018  
 Days/Times: M-Th 2:30 PM - 7:30 PM,  
 F 2:30 PM - 6:30 PM  
 SOC Code: 39-5012  
 U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)



BEGIN WITH THE OFFICE BASICS OF KEYBOARDING, LETTER WRITING, BUSINESS ENGLISH, FILING, AND THE USE OF VARIOUS OFFICE MACHINES INCLUDING DESKTOP COMPUTERS, COPIERS, AND MULTI-LINE TELEPHONE SYSTEMS. STUDENTS MAY SPECIALIZE IN ONE OR MORE OF THE FOLLOWING AREAS:

## BOOKKEEPING & ACCOUNTING

This program concentrates on the financial aspect of running an office. Develop skills in manual bookkeeping procedures and payroll as well as computerized methods of these functions using software such as Excel® and QuickBooks®.

## OFFICE SUPPORT SPECIALIST

Continue to develop skills required to be proficient in a business office setting. This program is designed for people who are looking to take their basic computer skills to the next level. The curriculum includes Microsoft Windows®, Word®, Excel®, PowerPoint® and Access®, in addition to incorporating the administrative skills needed for a variety of office-related careers.

## MEDICAL OFFICE ASSISTANT

This program is designed for people who want to be the support staff in a medical office. Students will learn medical office software, medical terminology, ICD-10 & CPT Coding, medical billing, and medical transcription. The curriculum includes Microsoft Office®, in addition to incorporating the administrative skills needed for a variety of office-related courses.

## ADMINISTRATIVE SUPPORT SPECIALIST

This training program focuses on the skills necessary for positions such as Administrative Assistant, Executive Secretary, Legal Secretary, Medical Secretary, and General Secretary. The focus is on extensive Microsoft Office® proficiency and skills, dependent on the position required.

## INSTRUCTOR

Barbara Rainville has 22 years of business workforce experience and 15 years of teaching experience.

## OFFICE TECHNOLOGY

Fee: \$7,350\*

Median student loan: \$3,456

Graduation Rate: 89% | Job Placement Rate: 92%

Program Length: 780 hours

Fall Dates: Aug 2016-Feb 2017

Winter Dates: Feb 2017-Jul 2017

Days/Times: M-F 8:30 AM - 3:30 PM

SOC Codes: 43-6014, 43-3021, 43-3031, 43-9060

U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

\*Tuition subject to change



## AUTOMOTIVE TECHNOLOGY

Automotive Technology is one of the fastest-filling programs at BOCES. Students have the opportunity to be trained in a state-of-the-art automotive facility geared toward modern automotive services.

Students enrolled in this 800-hour program will prepare for direct entry into automotive mechanics, service and repair. Instruction includes preparation for the National Automotive Technicians Education Foundation (NATEF) certification in four modules: brake systems, electrical and electronic systems, engine performance, and suspension and steering. The program will include a four-week internship with a local automotive employer.

Instructor: Mike Gregory has over 25 years of experience as a Ford/Lincoln service technician, Certified Ford master technician, and ASE-Certified master technician.

Fee: \$7,350\*  
 Median student loan: \$3,456  
 Graduation Rate: 90%  
 Job Placement Rate: 94%  
 Program Length: 800 hours  
 Fall Dates: Aug 2016-Feb 2017  
 Winter Dates: Feb 2017-Sept 2017  
 Days/Times: M-Th 10:30 AM - 6:00 PM  
 SOC Code: 49-3023  
 Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

## HVAC/R TECHNICIAN

HVAC/R is a career that will always be in demand! Businesses and residences need qualified technicians to handle their heating, ventilation, air conditioning and refrigeration needs.

Our HVAC/R program is a comprehensive, technical theory and hands-on training program covering all critical aspects of the HVAC/R field. This is an opportunity to understand refrigeration and cooling systems, electrical circuitry and electronic solid state control applications and electric, gas and oil-fired heat and heat pumps. Learn to install, maintain, troubleshoot, and repair both commercial and residential systems. Students work on fully operational cooling and heating systems in our well-equipped HVAC/R lab.

Fee: \$7,450\*  
 Median student loan: \$4,369  
 Graduation Rate: 92%  
 Job Placement Rate: 95%  
 Program Length: 715 hours  
 Fall Dates: Aug 2016-Feb 2017  
 Winter Dates: Feb 2017-Jul 2017  
 Days/Times: M-F 8:00 AM - 3:00 PM  
 SOC Code: 49-9020  
 U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

## ELECTRICAL MAINTENANCE TECHNICIAN

According to the U.S. Department of Labor Statistics, the demand for electrical maintenance technicians is expected to increase with the emergence of new technologies and a large retiring workforce.

This is an intensive 25-week program in electrical maintenance fundamentals. Students will receive training in: basic shop math, hand and power tools, precision measuring instruments, electrical blueprints, National Electrical Code standards and practices, OSHA, electrical theory, conduit bending, motors, NEMA

designations, electronics and digital devices. A four-week work experience is included in the program.

Instructor: Parrish Gabor has been a journeyman wireman with the IBEW for the past 15 years and has over 22 years of experience as an electrician. Parrish completed an apprenticeship with Central New York JATC and received extensive training in electronics as an aircraft avionics technician during his time in the United States Air Force.

Fee: \$8,850\*  
 Median student loan: \$3,157  
 Graduation Rate: 85%  
 Job Placement Rate: 91%  
 Program Length: 810 hours  
 Fall Dates: Aug 2016-Mar 2017  
 Winter Dates: Feb 2017-Jul 2017  
 Days/Times: M-F 8:00 AM - 3:00 PM  
 SOC Code: 47-3013  
 U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

## WELDER/FITTER

COMING SOON: This intensive, hands-on training program offers participants the opportunity to become a member of a well-paying, skilled profession. Students will develop an understanding and proficiency in the areas of shop math, basic drafting, blueprint reading, safety, and the use of oxy-acetylene and plasma-arc cutting equipment. MIG (GMAW), TIG (GTAW), Flux-Core (FCAW) and Stick (SMAW) welding processes will be taught in all positions, as well as an introduction to basic pipe-welding processes. Training follows the standards set by the American Welding Society (AWS). The program includes job shadowing and a four-week internship. Welders are employed in industrial settings such as manufacturing, heavy construction, and repair shops.

# FULL-TIME CERTIFICATION PROGRAM ADMISSION REQUIREMENTS

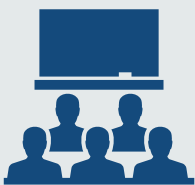
## ACADEMIC REQUIREMENTS

**The TABE Academic Assessment is free.  
Call (607) 758-5111 to schedule an appointment.**

### MINIMUM SCORES ON THE TEST OF ADULT BASIC EDUCATION FOR TRAINING PROGRAMS

TRAINING PROGRAM	READING	MATH
Automotive Technician	10.0	9.0
Certified Nursing Assistant	7.0	5.0
Cosmetology	8.9	8.9
Electrical Maintenance Technician	10.0	10.0
HVAC/R Technician	10.0	10.0
Medical Assisting	10.9	8.9
Office Technology	10.0	8.9
Welder/Fitter - Coming Soon	10.0	10.0

### INTERESTED? START HERE



#### OPEN HOUSE, WELCOME

The first step in our admissions process is to attend an Open House at the Cortland Center for New Careers, offered every Wednesday at 1:00 PM. Meet the instructors, tour the building and learn about program offerings and financial aid.



#### TABE TEST

This is the entrance assessment for all students. You can schedule your test at the Open House, or call for an appointment at (607) 758-5111 or (607) 758-5195.



#### TRY AGAIN

It's ok, you can take the test a second time. We will share your score with you and tell you what portion of the exam you need to focus on.



#### YOU PASSED!

Congratulations, you're on the road to a successful career!



#### APPLY FOR FINANCIAL AID

Just follow the step-by-step directions in the email message!



#### ATTEND FINANCIAL AID APPOINTMENT

A financial aid rep will call to schedule your appointment.



#### ENROLLED!



#### RECEIVE ACCEPTANCE LETTER!

Adult students at OCM BOCES are eligible to receive many different forms of financial aid. An average financial aid package may look something like this:

<b>Average Tuition:</b>	\$7,593
<b>Average Pell Grant:</b>	\$3,956
<b>Student Loan</b>	\$4,574

**\$50 monthly minimum repayment upon completion**

The actual cost for your education may vary. Not all students will qualify for a Pell Grant, local grant and/or student loan. Our Financial Aid Office staff will assist you in securing the best available financial aid package to suit your needs and help you attain your education goals. They can be reached at (607) 758-5181.

**Federal Title IV financial aid:** (Pell Grant, Direct and PLUS Loans) is available to those qualified for approved programs.

**ACCES-VR:** (Adult Career and Continuing Education Service – Vocational Rehabilitation) may provide tuition assistance to individuals with a disabling condition. Contact their offices at (315) 428-4179.

Payment plans are available. Contact the Financial Aid Office at (607) 758-5181. Need more information? Call (607) 758-5111.

**Unemployed or low-income individuals:** If you are unemployed or have a low income, you may qualify for assistance. Contact Admissions at (607) 758-5195.

**Veterans:** If you are a veteran, you should contact our Veterans’ Certifying Officer at (315) 453-4431 or the Department of Veterans Affairs at 1-800-827-1000.

**OCM BOCES REFUND POLICY**

If termination of enrollment occurs during the week of orientation or prior to the first day of classes, no tuition liability will be incurred. Students who begin classes on the first scheduled day are liable for tuition charges per the following schedule:

- First three (3) days of program: Full refund
- Day four (4) through program’s midpoint: Prorated refund
- Midpoint to program’s end: No refund
- OCM BOCES will not provide refunds of \$5.00 or less.

**FEDERAL TITLE IV REFUNDS**

The financial aid (Pell Grant and student loans) earned by the student is equal to the percentage of the period of enrollment completed. When a student withdraws before completing more than 60 percent of the period of enrollment, the percentage of financial aid is prorated using the Federal Refund/Repayment Policy. The returned funds must be refunded to the following sources in this specific order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grant

**OUTSTANDING BALANCES**

Upon termination of enrollment, any balance due to OCM BOCES (based on the school’s refund policy) is payable immediately. All charges on the student’s account must be paid in full prior to the completion of the training program. OCM BOCES reserves the right to withhold student transcripts and deny approval for state board examinations to any student who has an outstanding tuition balance.





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PART-TIME CONTINUING  
EDUCATION CLASSES

Fall/Winter 2016-2017

## BEGINNING LANDSCAPE DRAWING USING DIFFERENT MEDIA

For beginning and experienced sketchers who want to try drawing the great outdoors - outside and/or inside! We will sketch the landscape from life and/or photos, learning a few things that will make it simple and enjoyable. We will also learn how to turn a pretty-good-to-poor photo into a sketch or drawing that helps you recapture the beautiful scene you remember. Bring your pencils (graphite and colored), pens, charcoals, erasers and papers. Jan Kelly is a professional artist and adult educator. She specializes in landscapes, still lifes, floral works and nature studies. She shows her work in New York and in New England, and has been painting professionally and teaching art classes and workshops for more than 20 years.

**CEMCART0301-FA2016**                      **\$45.00**  
**9/8/16-10/6/16 (no class 9/15)**      **Thursday**  
**Jan Kelly**                                      **4 Sessions**  
**6:30 PM - 9:00 PM**  
 McEvoy Campus

## EXPLORING PASTELS

Painting directly on special papers with those vibrant sticks of color...What a joy! Learn how to use dry pastels from start to finish--the tools, papers and techniques -- to create exciting works from life or from your imagination. Beginning to Intermediate level. Supply list needed.

**CEMCART0303-FA2016**                      **\$45.00**  
**10/13/16-11/3/16**                          **Thursday**  
**Jan Kelly**                                      **4 Sessions**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus

## INTRODUCTION TO PAINTING WITH ACRYLICS

Colorful acrylic paints can give you the real paintings you want to make, without the problems of oils or watercolors. Learn different ways to use acrylic paints and suit them to your own style of artwork. In this 6-session course you will learn the basics of painting with acrylic paints on paper and canvas, as well as practice in mixing colors and setting up paintings from start to finish.

**CEMCART0305-FA2016**                      **\$64.00**  
**9/6/16-10/18/16 (no class 9/13)**      **Tuesday**  
**Jan Kelly**                                      **6 Sessions**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus

## WINTER DRAWINGS

A three-session workshop experimenting with ink, pencil, pastels, graphite and colored pencils on various papers to capture some of the bare-bones, elegant beauty of winter in nature, including icy trees, red sunsets on snow, cloud formations, etc. Bring what you have and we'll create the rest!

**CEMCART0308-WI2017**                      **\$35.00**  
**3/14/17-3/28/17**                              **Tuesday**  
**Jan Kelly**                                      **3 Sessions**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus

## INTRO TO DIGITAL RECORDING

In this four week course, students will learn how to create music using the digital audio workstation Pro Tools 11. Basic elements of music production will be covered including microphone and cable types, preamplifiers, interfaces, recording, editing and mixing.

### General Class Information:

**Alex Caminiti**                                  **\$200.00**  
**6:00 PM - 8:00 PM**                          **Monday**  
**4 Sessions**  
 McEvoy Campus

**CEMCART0700-FA2016**                      **9/12/16-10/3/16**  
**CEMCART0700-FA2016A**                      **10/17/16 - 11/7/16**  
**CEMCART0700-FA2016B**                      **11/21/16 - 12/12/16**  
**CEMCART0700-WI2017**                      **1/9/17-2/6/17**  
**CEMCART0700-WI2017A**                      **2/27/17-3/20/17**

## JEWELRY CREATIONS

Come and create one-of-a-kind pieces of beautiful jewelry using various jewelry-making methods. You will learn the art of wire and bead crocheting, and the FIMO clay skinner method of blending and creating rings, earrings, and bracelets. Additional supply costs will apply based on the piece(s) of jewelry to be created.

### General Class Information:

**Norma Jean Wood**                          **\$55.00**  
**6:00 PM - 8:00 PM**                          **5 Sessions**  
 McEvoy Campus

**CEMCART0400-FA2016**                      **9/27/16-10/25/16 - Tuesday**  
**CEMCART0400-FA2016A**                      **12/1/16-12/29/16 - Thursday**

**PHOTOGRAPHY IN THE DIGITAL AGE**

Get better acquainted with your camera! Improve your photography skills through the creative use of camera functions, exposure, composition and lighting. Learn to send photos, copy photos to CD, catalogue and much more. Weekly projects will be critiqued as you work on improving your photos. Bring digital (or 35mm) camera and instructions to class.

**CEMCART0100-FA2016**      **\$89.00**  
**9/20/16-10/25/16**      **Tuesday**  
**Al Miles**      **6 Sessions**  
**6:00 PM - 8:00 PM**  
 McEvoy Campus

**PHOTOGRAPHIC IMAGE MAKING**

Do you love to take photographs? Have you ever wished you could be more creative with the images you take? Learn fun hands-on approaches to photography transfer methods allowing you to work with your pictures onto paper, canvas, cloth, and wood. We will be working with paint, some solvents, watercolor, packaging tape, and tea staining. You will also learn some skills in Photoshop to prepare your digital or analog images to be developed into a complete unique piece of artwork. Each week you will learn a couple of art methods with class time to work and we will discuss concept/composition. Bring your own camera (35mm, iPhone, or digital).

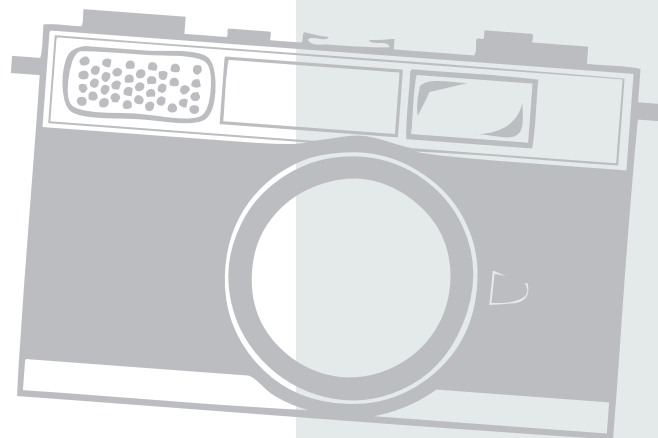
**CEMCART0101-FA2016**      **\$100.00**  
**10/13/16-11/3/16**      **Thursdays**  
**Sarah Carman**      **4 Sessions**  
**6:00 PM - 8:00 PM**  
 McEvoy Campus

**BABYSITTER'S TRAINING COURSE**

Babysitting is often a teenager's first business. Babysitter's Training builds confidence to hold, feed, and care for infants and toddlers, work with children safely, and deal with emergencies. It also teaches lifelong entrepreneurial and career development skills. The fun, fast-paced class includes hands-on activities, videos, role-plays, take-home training materials, and discussion that will teach the teenager how to perform basic child-care skills such as diapering and feeding; choose age-appropriate games and toys; handle bedtime and disciplinary issues; identify safety hazards and prevent injuries, and care for common injuries and emergencies; communicate effectively with parents; and find and interview for babysitting jobs. This course is open to youth ages 11 to 15. Space is limited and pre-registration is required. Please remember to bring a lunch!

**General Class Information:**

<b>Laurie Tebbe</b>	<b>\$75.00</b>
<b>9:00 AM - 3:30 PM</b>	<b>Friday</b>
<b>1 Session</b>	
McEvoy Campus	
<b>CEMCBUS0002-WI2017</b>	<b>2/24/17</b>
<b>CEMCBUS0002-SP2017</b>	<b>4/21/17</b>





**INDIVIDUAL COMPUTER TUTORING**

One-on-one computer training is available. Tutor sessions are purchased in increments of one hour for a fee of \$35. Textbooks, if recommended by instructor, are at an additional cost. Start anytime. Please call 607-758-5111 for details.

**CEMCCOMP0001-FA2016**     **\$35.00**  
**Aug-Dec 2016**             **1 Session**  
**Nancy Stout**  
**Varies**  
 McEvoy Campus

**CEMCCOMP0001-WI2017**     **\$35.00**  
**Jan-Mar 2017**             **1 Session**  
**Nancy Stout**  
**Varies**  
 McEvoy Campus

**BEGINNING CAKE DECORATING**

You will learn to make regular and Italian meringue buttercream icing, learn to level and ice your cake (short and tall), then decorate your cake with different borders, basketweave and roses, pansies, daffodils, daisies, and more flowers. You will also learn to decorate cupcakes and make cupcake cakes.

**CEMCCAK0100-FA2016**     **\$50.00**  
**9/27/16-10/25/16**         **Tuesday**  
**Nancy Buttino**             **5 Sessions**  
**6:00 PM- 8:00 PM**  
 McEvoy Campus Kitchen

**CEMCCAK0100-WI2017**     **\$50.00**  
**1/10/17-2/7/17**             **Tuesday**  
**Nancy Buttino**             **5 Sessions**  
**6:00 PM- 8:00 PM**  
 McEvoy Campus Kitchen

**INTERMEDIATE CAKE DECORATING**

Take your cakes to the next level and learn the different ways of tiering your cakes and use royal icing making morning glories, roses, poinsettias and more flowers and string work. We will also learn to make gelatin balls to top your cake. Also we will learn brush embroidery and painting on your cakes.

**CEMCCAK0101-WI2017**     **\$40.00**  
**2/28/17-3/21/17**         **Tuesday**  
**Nancy Buttino**             **4 Sessions**  
**6:00 PM- 8:00 PM**  
 McEvoy Campus Kitchen

**ADVANCED CAKE DECORATING WITH FONDANT & GUM PASTE**

In the six weeks of class we will learn all about the different fondants and gum paste available and how to cover both a round and a square cake and then we will make many different toppers for cakes. We also will learn how to make many flowers including the rose and a lily. All you need to know to start this class is how to ice a cake.

**CEMCCAK0200-FA2016**     **\$60.00**  
**11/1/16-12/6/16**         **Tuesday**  
**Nancy Buttino**             **6 Sessions**  
**6:00 PM- 8:00 PM**  
 McEvoy Campus Kitchen

**BACK TO BASICS:  
FUNDAMENTALS OF ETHNIC HAIRSTYLING**

This class is for the licensed cosmetologist or current cosmetology student looking to learn or brush up on ethnic hair care and styling. You will learn the fundamentals of healthy hair, product usage, chemical straightening, and styling. Upon completion, you will be prepared with the knowledge and tools to service any client who walks through your doors. (Proof of licensing or enrollment required and presented at first class.) Most supplies included, if you have "Milady Standard Cosmetology Textbook 2012" please bring it to class. Student will also be responsible for providing their own shears, combs, clips, dryer, curling/flat iron. Class taught by Cynthia Thomas of K & C Company Salon.

**CEMCCOS0200-FA2016**      **\$249.00**  
**REGISTRATION DEADLINE**    **10/18/2016**  
**11/8/16-11/29/16**            **Tuesday**  
**Cynthia Thomas**              **4 Sessions**  
**6:00 PM - 8:00 PM**  
 McEvoy Campus

**CEMCCOS0200-WI2017**      **\$249.00**  
**REGISTRATION DEADLINE**    **2/14/17**  
**3/7/17-3/28/17**                **Tuesday**  
**Cynthia Thomas**              **4 Sessions**  
**6:00 PM - 8:00 PM**  
 McEvoy Campus

**"HAIR IT IS": A HAIR EXTENSION COURSE**

Hair extensions are a great way to change your look, color or improve those problem areas. In this course you will learn the fundamentals of taping, bonding, micro beading and sewing in hair extensions. This class is for the licensed cosmetologist looking to expand their knowledge of hair extensions. Upon completion, you will be prepared with the knowledge and tools to service any client who walks through your doors resulting in increased revenue. (Must be a licensed cosmetologist or current cosmetology student and proof of licensing/attendance required.) Supplies needed, please call 607-758-5111 for list. Class taught by Cynthia Thomas of K & C Company Salon.

**CEMCCOS0100-FA2016**      **\$239.00**  
**REGISTRATION DEADLINE**    **8/30/2016**  
**9/20/16-10/11/16**            **Tuesday**  
**Cynthia Thomas**              **4 Sessions**  
**6:00 PM - 8:00 PM**  
 McEvoy Campus

**CEMCCOS0100-WI2017**      **\$239.00**  
**REGISTRATION DEADLINE**    **1/3/17**  
**1/24/17-2/14/17**            **Tuesday**  
**Cynthia Thomas**              **4 Sessions**  
**6:00 PM - 8:00 PM**  
 McEvoy Campus

**INSURANCE & POINT REDUCTION**

This course will help improve your understanding of safe driving concepts. You may receive a reduction of up to four points on your driving record. If you are the principal operator, you will receive a 10% minimum reduction in the base rate of your auto liability and collision insurance premiums each year for three years.

**GENERAL CLASS INFORMATION:**

**Joanne Rainbow-Wafer**            **\$45.00**  
**6:00 PM- 9:00 PM**                **2 Sessions**  
 McEvoy Campus

**CEMCCAR0200-FA2016**            **Tuesday**  
**9/13/16-9/20/16**                **2 Sessions**

**CEMCCAR0200-FA2016A**        **Wednesday**  
**10/12/16-10/19/16**            **2 Sessions**

**CEMCCAR0200-FA2016B**        **Wednesday**  
**11/14/16-11/21/16**            **2 Sessions**

**CEMCCAR0200-FA2016C**        **Wednesday**  
**12/7/16-12/14/16**            **2 Sessions**

**CEMCCAR0200-WI2017**        **Wednesday**  
**1/10/17-1/17/17**                **2 Sessions**

**CEMCCAR0200-WI2017A**        **Wednesday**  
**2/9/17-2/16/17**                **2 Sessions**

**CEMCCAR0200-WI2017B**        **Wednesday**  
**3/6/17-3/13/17**                **2 Sessions**

**5-HOUR PRE-LICENSING PROGRAM**

Every candidate for a driver's license who has not taken an approved Driver Education course must take this course. At the completion of this class you will be issued the certificate needed in order to take a driving test. Please sign up at OCMBOCES.org, call or stop in to make an appointment with payment by the Thursday before class. Pre-payment is required and must be made with an appointment. Please arrive 15 minutes before class to sign in and bring your permit. Dates may be subject to change.

**General Class Information:**

**Lynne Renner**                      **\$40.00**  
**4:00 PM- 9:00 PM**                **Monday**  
 McEvoy Campus                      1 Session

**CEMCCAR0100-FA2016**            **9/12/16**  
**CEMCCAR0100-FA2016A**        **9/26/16**  
**CEMCCAR0100-FA2016B**        **10/3/16**  
**CEMCCAR0100-FA2016C**        **10/17/16**  
**CEMCCAR0100-FA2016D**        **11/7/16**  
**CEMCCAR0100-FA2016E**        **11/28/16**  
**CEMCCAR0100-FA2016F**        **12/13/16 (TUESDAY)**  
**CEMCCAR0100-WI2017**        **1/9/17**  
**CEMCCAR0100-WI2017A**        **1/30/17**  
**CEMCCAR0100-WI2017B**        **2/13/17**  
**CEMCCAR0100-WI2017C**        **2/27/17**  
**CEMCCAR0100-WI2017D**        **3/13/17**  
**CEMCCAR0100-WI2017E**        **3/27/17**

**CREATIVE WRITING**

Are you writing regularly? Are you looking for other writers who can help you with your work? As a group, we offer constructive feedback for everyone and offer new approaches which can dramatically improve your writing. We also read and apply current articles about writing.

**CEMCENG0200-FA2016**                    **\$89.00**  
**9/13/16-11/1/16**                        **Tuesday**  
**Jane Frink**                                 **8 Sessions**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus

**GETTING PAID TO TALK**

This is a two and a half hour upbeat and realistic introduction to voiceovers, also known as voice acting! Everyone in class will have the opportunities to create a short voiceover for playback at the end of the class. This is a great opportunity to see if you have what it takes to work in the voice over business.

**CEMCPER0500-FA2016**                    **\$39.00**  
**10/17/16**                                 **Wednesday**  
**Voice Coaches Representative**       **1 Session**  
**6:30 PM - 9:00 PM**  
 McEvoy Campus

**CEMCPER0500-WI2017**                    **\$39.00**  
**1/23/17**                                 **Wednesday**  
**Voice Coaches Representative**       **1 Session**  
**6:30 PM - 9:00 PM**  
 McEvoy Campus

**BACK TO BLACK:  
 CREATING A DEBT-FREE LIFESTYLE**

Do you want to live a debt-free and stress-free lifestyle? Learn how you, on your current income, can become completely debt-free, including your home mortgage in 5 to 7 years! Using simple linear math, critical path technology demonstrates how to eliminate debt and become financially independent. No austerity budgets or living like a hermit! Learn this simple practical approach that works! Please bring your list of debts and you can begin to implement your plan immediately. A workbook fee of \$5 is payable in class.

**General Class Information:**

**Lee Livermore**                         **\$29.00**  
**6:30 PM - 9:30 PM**                       **Thursday**  
**1 Session**  
 McEvoy Campus

**CEMCFIN0100-FA2016**                    **10/13/16**  
**CEMCFIN0100-FA2016A**                **12/8/16**  
**CEMCFIN0100-WI2017**                 **2/9/17**  
**CEMCFIN0100-SP2017**                 **4/13/17**  
**CEMCFIN0100-SP2017A**               **6/8/17**

**BUILD YOUR FINANCIAL HOUSE**

Is it time to put your financial house in order? Learn how to set goals to achieve your dreams. You'll understand key concepts to plan for retirement, pay off credit card or loan debts efficiently, build savings for education, protect your income and much more.

**CEMCFIN0004-FA2016**                    **\$19.00**  
**10/12/16**                                 **Wednesday**  
**Mike Rienhardt**                        **1 Session**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus Conference Center

**CEMCFIN0004-WI2017**                    **\$19.00**  
**3/8/17**                                     **Wednesday**  
**Mike Rienhardt**                        **1 Session**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus Conference Center



## HOW MONEY WORKS

Learn the three root causes of financial problems along with an overview of the "Rule of 72," the D's of successful investing, credit card traps, debt payoff, life insurance and much more. Understanding these concepts can have an incredible impact on your personal finances. Here is where you can learn and take control.

**CEMCFIN0001-FA2016**      **\$19.00**  
**9/14/16**      **Wednesday**  
**Mike Rienhardt**      **1 Session**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus Conference Center

**CEMCFIN0001-WI2017**      **\$19.00**  
**2/8/17**      **Wednesday**  
**Mike Rienhardt**      **1 Session**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus Conference Center

## INVESTING SUCCESS

Americans today are investing a record-low percentage of their income. All the while, traditional methods of funding retirement have been in jeopardy. Do you want to turn the tide and be prepared for your financial future? If so, come and learn these critical concepts: understanding the market, the "Rule of 72," top problems facing most investors, three factors to protect against, mutual funds, annuities and IRAs and the three D's of successful investing.

**CEMCFIN0002-FA2016**      **\$19.00**  
**11/16/16**      **Wednesday**  
**Mike Rienhardt**      **1 Session**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus Conference Center

## INVESTING AT RETIREMENT

Over the next few years, more than 82 million people in the United States will be entering retirement. Are you one of them? Whether you're retiring now or a few years down the road, make sure you're on track to live the retirement of your dreams. No matter where you are, armed with this simple, yet powerful retirement information, you can learn how to avoid the mistakes so many others make.

**CEMCFIN0007-WI2017**      **\$19.00**  
**1/11/17**      **Wednesday**  
**Mike Rienhardt**      **1 Session**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus Conference Center

## MARRIAGE AND MONEY

Everyone looks forward to their honeymoon, but what about the "moneymoon?" Whether you're getting married or have been married for decades, come and learn. Creating a few simple programs in your relationship can lead to nuptial and financial bliss in the long run! Plan for the unexpected and eliminate debt. As a couple, create a total financial strategy. Start saving for your future together today!

**CEMCFIN0003-FA2016**      **\$19.00**  
**12/14/16**      **Wednesday**  
**Mike Rienhardt**      **1 Session**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus Conference Center

**CEMCFIN0003-SP2017**      **\$19.00**  
**4/12/17**      **Wednesday**  
**Mike Rienhardt**      **1 Session**  
**6:30 PM - 8:30 PM**  
 McEvoy Campus Conference Center



**BEGINNER SOAP MAKING**

Make healing old-fashioned soap while learning the history of soap making. Each student will learn how to make their choice of laundry stain bar or basic complexion bar and go home with 10 pounds/30 bars of wonderfully colored and scented soap. A required equipment list of items to bring to class will be mailed to each student. Please note: There is an additional fee of \$30.00 for supplies, payable to the instructor.

**CEMCPER0200-FA2016 \$39.00**  
**9/12/16 Monday**  
**Maria Gelnett 1 Session**  
**6:00 PM - 9:00 PM**

McEvoy Campus Courtyard

**CEMCPER0200-WI2017 \$39.00**  
**3/6/17 Monday**  
**Maria Gelnett 1 Session**  
**6:00 PM - 9:00 PM**

McEvoy Campus Courtyard

**GOAT MILK SOAP MAKING**

If you have completed the beginner soap making class, then you are ready for this advanced class! Learn the healing qualities of different options for your soap, including castile, goat’s milk, oatmeal, herbs and various combinations of essential oils. Student exchange allows you to go home with three varieties totaling 10 pounds/30 bars of wonderfully colored and scented natural soap. Please note: There is an additional fee of \$35.00 for supplies, payable to the instructor.

**CEMCPER0201-FA2016 \$39.00**  
**9/26/16 Monday**  
**Maria Gelnett 1 Session**  
**6:00 PM - 9:00 PM**

McEvoy Campus Courtyard

**CEMCPER0201-WI2017 \$39.00**  
**3/27/17 Monday**  
**Maria Gelnett 1 Session**  
**6:00 PM - 9:00 PM**

McEvoy Campus Courtyard

**ART OF HERBALISM**

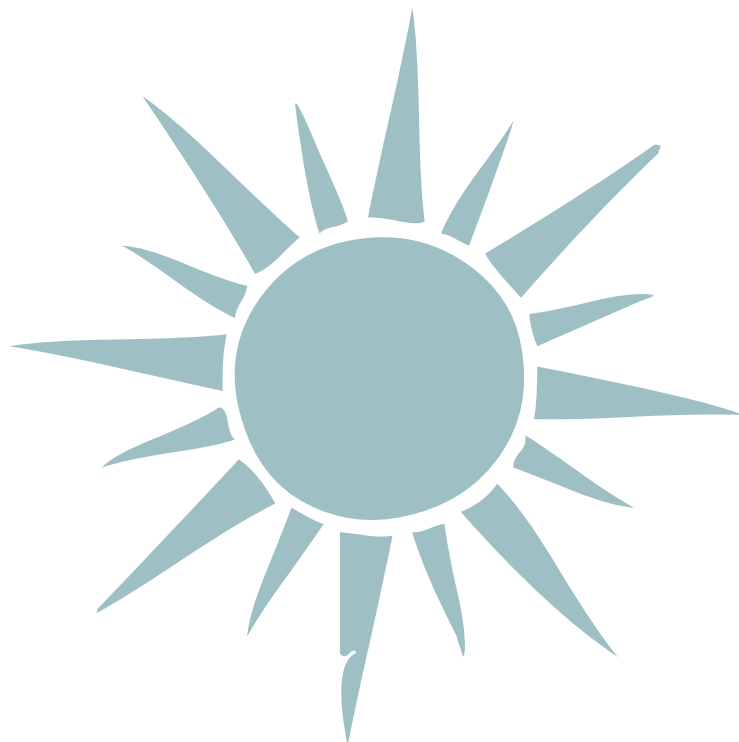
Explore the fascinating world of herbs! We will focus on making salves, teas and tinctures using seven groups of herbs: lavender, lemon-scented, valerian, spearmint, peppermint, dandelion and ginger. You’ll discover simple ways to improve your sense of health and well-being and have the opportunity to bring home samples of these time-tested remedies.

**CEMCPER0601-FA2016 \$55.00**  
**9/29/16-11/10/16 Thursdays**  
**Norma Jean Wood 7 Sessions**  
**6:00 PM - 9:00 PM**

McEvoy Campus

**CEMCPER0601-FA2016A \$55.00**  
**11/15/16-12/27/16 Tuesdays**  
**Norma Jean Wood 7 Sessions**  
**6:00 PM - 9:00 PM**

McEvoy Campus



**SAFE IN THE WOODS – TIPS, TECHNIQUES AND ADVICE FOR SAFETY AND SURVIVAL**

Whether you are just going out for walk in the woods or hiking the Appalachian Trail, preparation, planning and knowledge are the keys to keeping you safe “out there”. This course, based on the book of the same name, will help you avoid dangers from getting lost to encounters with large animals. Other topics include how to dress, what to carry and how to read trail markers and signs along the way. A copy of the book will be provided as course material and is included in the course tuition. Each session consists of two nights in the classroom (Tuesday and Thursday) and an optional Sunday afternoon hike to put into practice what we have learned.

**CEMCREC0100-SU2016 \$39.00**  
**8/9/16-8/14/16** Tues., Thurs. & Sun.  
**Roger Fulton** 3 Sessions  
**7:00 PM - 9:00 PM Tues., Thurs, 3:00 PM Sun.**  
 McEvoy Campus

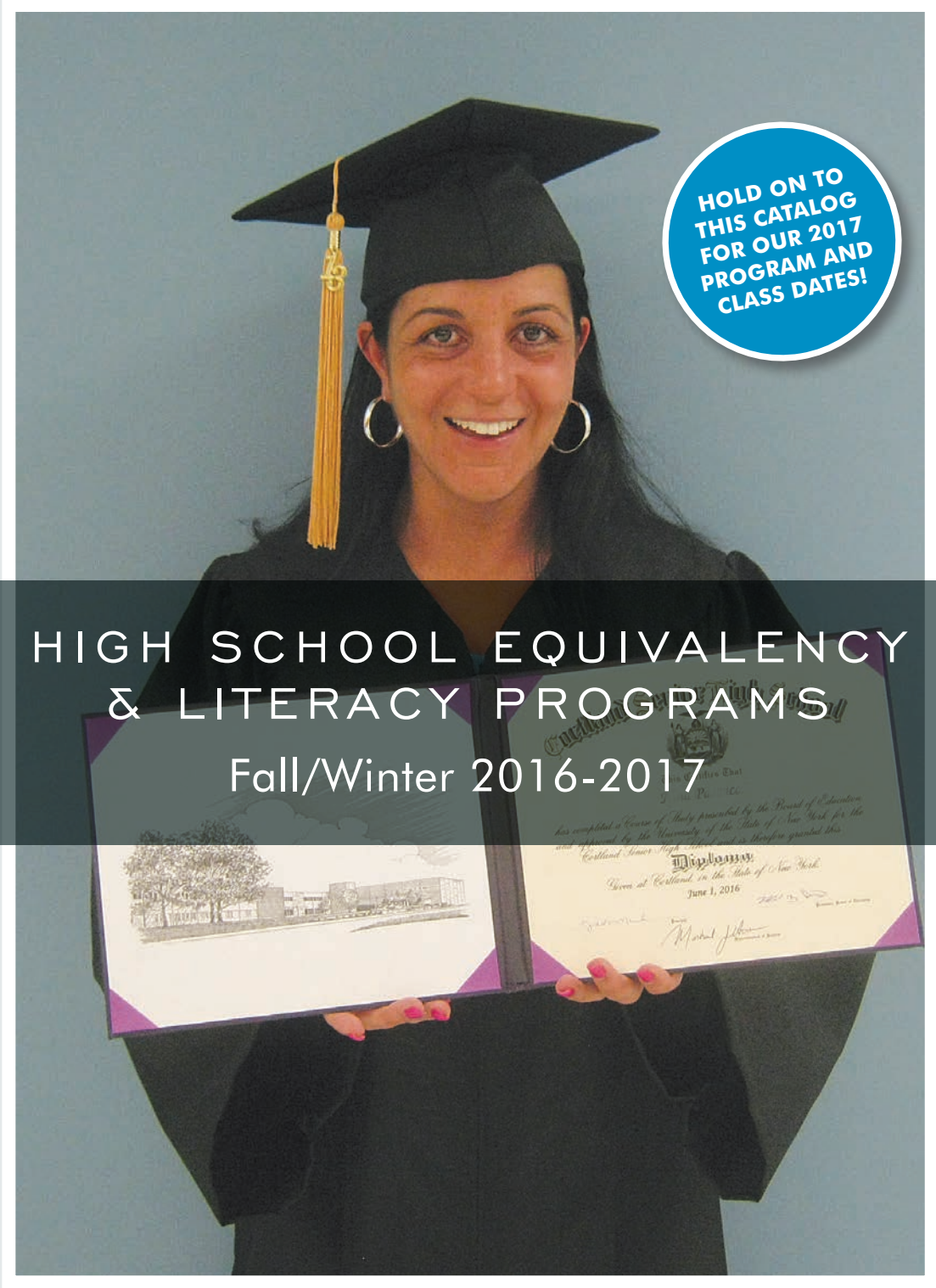
**CEMCREC0100-FA2016 \$39.00**  
**9/13/16-9/18/16** Tues., Thurs. & Sun.  
**Roger Fulton** 3 Sessions  
**7:00 PM - 9:00 PM Tues., Thurs, 3:00 PM Sun.**  
 McEvoy Campus

**AUTO BODY BASICS**

Automotive paints have a tough job protecting your car's body panels from the sun, dirt, rain and snow. Rust and dents are inevitable; learn how to keep your car's body looking its best. Get tips on preventing rust, and fixing dent and accident damage. You will learn the basics of body work, painting, dent pulling, metal finishing, applying body filler, refinishing (including water bourn paint and urethane), airbrushing and mig welding. You will get hands on experience using a Downdraft Spray Booth with state of the art HVLP (high volume, low pressure) spraying equipment.

**CEMCAUT0100-FA2016 \$200.00**  
**10/11/16-11/14/16** Monday & Tuesday  
**Dale Gendron** 10 Sessions  
**6:00 PM - 8:00 PM**  
 McEvoy Campus





# HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

Fall/Winter 2016-2017

New York State's High School Equivalency Exam is the TASC.

### WHAT DOES THAT MEAN FOR YOU?

- As of January 1, 2014 the GED® was no longer the test used in NY to earn a High School Equivalency diploma.
- GED® is the brand name of a test, just as Kleenex® is a brand name for tissues.
- The TASC (Test Assessing Secondary Completion™) replaced the GED®.
- The GED® is no longer offered anywhere in New York State.

### OCM BOCES HELP

- The TASC replaced the GED®.
- New requirements for all students were implemented on January 1, 2014.
- The TASC is in the same format as the GED®.
- We offer literacy classes geared toward individual student academic levels.
- Day and evening classes are available.
- A distance-learning program is available for those who are unable to attend regular classes and are over 21.
- Classes are FREE of charge for students without a high school diploma or equivalency.

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Learn English to get a job or enter training/college programs. Study reading, writing, and vocabulary. Practice pronunciation and conversation. All levels of classes available. For more information, call **(607) 758-5111**.

#### THE CORTLAND FREE LIBRARY

**ESOL Class**  
**32 Church Street**

Please call (607) 758-5111 for details.

#### CORTLAND WORKS

**Literacy and TASC Class**  
**99 Main Street**

Tues/Wed/Thurs  
12:00 PM - 3:30 PM



# HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

## HSE (HIGH SCHOOL EQUIVALENCY) PREPARATION

Improve your skills in social studies, science, literature, math, and writing to pass New York State's TASC test to earn a high school equivalency diploma.

**For further information, call (607) 758-5111**

## NATIONAL EXTERNAL HIGH SCHOOL DIPLOMA PROGRAM

This web-based high school equivalency diploma program assesses student knowledge in eight competency areas including: Cultural Literacy, Health Literacy, Civic Literacy and Community Participation, Consumer Awareness and Financial Literacy, 21st Century Workplace Skills, Geography and History and Science, as well as foundation skills in communication and technology. Candidates work from home and meet weekly with an assessor. This program is designed for adults who have work skills, training and/or life experience. Must be 21 or older and have Internet access.

**For further information, call (607) 758-5111**

## DISTANCE LEARNING

Do you want your high school equivalency diploma but are unable to attend class? Prepare for the TASC exam in your own home. Materials will be sent to you through your local library. Teachers are available by phone for academic assistance. You must be at least 21 years old to be eligible.

**For more information, call (607) 758-5111**

CORTLAND COMMUNITY CENTER

**TASC Class**  
**90 Central Avenue**

Mon/Fri 12:00 PM - 3:30 PM



## KNOW OUR POLICIES

1. Every effort is made to conduct classes as listed in this catalog. However, circumstances sometimes make it necessary for classes to be canceled, postponed or combined, or for instructors and classrooms to be changed. We are sorry for any inconvenience this may cause you.
2. Classes must reach a minimum enrollment at least four business days prior to the start date. If it is necessary for OCM BOCES to cancel a class, you will be notified by phone or by mail. You may transfer to another class or receive a full refund or tuition voucher.
3. You are enrolled as soon as your registration and payment are received, unless you are otherwise notified. A receipt will not be mailed unless requested.
4. Fees for all classes must be paid in full at the time of registration. A \$20 fee will be charged on all returned checks.
5. If it is necessary for you to withdraw from a class, please notify us.
  - A. You will receive a refund (minus a \$10 processing fee) if notification is received at least four business days prior to the start of that class.
  - B. You will receive a tuition voucher (minus a \$10 processing fee) if notification is received less than four days prior to the start of that class and before the second class session. Your tuition voucher may be used toward any part-time OCM BOCES Continuing Education course within one year.
6. Our programs are open to all persons regardless of residency. OCM BOCES affirms the right of all citizens to participate equally in our programs regardless of race, religion, sex, age, national origin, or disability.
7. Students are expected to purchase textbooks and materials as mentioned in course descriptions. Textbooks can be purchased in the Registration Office at the Career Training Center. If your class is scheduled for the Henry Center, textbooks for those classes will also be made available at the Henry Center the first night of class. Occasionally, classes are canceled due to low enrollment. Please make sure your class is running prior to purchasing supplies or textbooks, as texts are not returnable.
8. All parking areas and lots are designated for student use.
9. Certificates will be awarded for successful completion of classes (based on 80% attendance).
10. Although some of our classes are taught by people who are practicing financial planners, salespersons, or actively involved in a business or profession that is related to the subject they teach, we only endorse their ability as instructors, not the value of any product or service they sell.
11. We assume students recognize the risk of physical injury or damage and that they agree to take responsibility for any personal accident that might occur in the course of any activity associated with an Adult Education program.



THREE WAYS TO REGISTER:



**ONLINE AT OCMBOCES.ORG**  
Click the registration button on the home page.

**WE WILL NEED:**

Name, address, phone number  
& email address

Course code & title

Visa/MC/Discover/American Express  
number and expiration date



**IN PERSON**

At the Center for New Careers.  
1710 NYS Route 13  
Cortland, NY 13045  
Mon-Fri 8:30 AM - 4:00 PM



**BY MAIL**

Complete the registration form  
below, enclose a check or money  
order payable to OCM BOCES  
Continuing Education and mail to:  
OCM BOCES  
Continuing Education Registration  
1710 Route 13  
Cortland, NY 13045

MAIL-IN REGISTRATION FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Mail to:  
OCM BOCES Continuing Ed Registration  
1710 Route 13, Cortland, NY 13045  
Make checks payable to OCM BOCES (No Cash)

MAIL-IN REGISTRATION FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Mail to:  
OCM BOCES Continuing Ed Registration  
1710 Route 13, Cortland, NY 13045  
Make checks payable to OCM BOCES (No Cash)

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Syracuse, NY



**The Center for New Careers at the McEvoy Center**

1710 NYS Route 13 • Cortland, NY 13045

[www.ocmboces.org](http://www.ocmboces.org)