

WELCOME
TO YOUR NEW
CAREER

OCM BOCES - CORTLAND SUMMER-FALL 2017 CATALOG

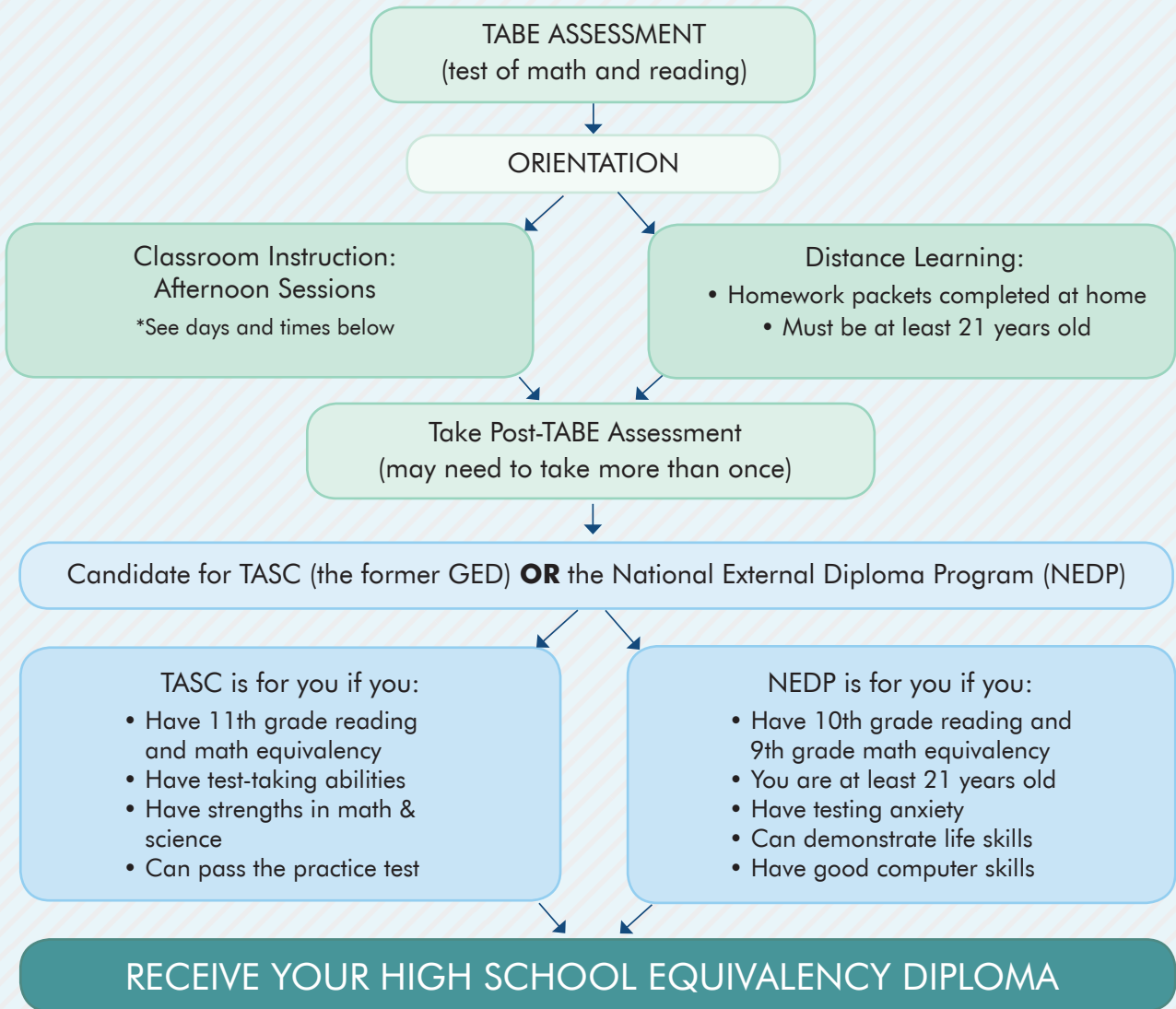
Now offering 7 full-time career training programs, more than 40 part-time night classes and high school equivalency and literacy programs.

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

OCMBOCES



The Road to Your **FREE** High School Equivalency Diploma



For more information, call (607) 758-5111 or text (607) 218-7189



OCM BOCES - Cortland
1710 NYS Rt 13
Cortland, NY 13045
Monday & Friday
12:00 - 3:30 p.m.



Cortland Works
99 Main St.
Cortland, NY 13045
Tuesday, Wednesday & Thursday
12:00 - 3:30 p.m.

TASC TEST DATES

July 14-15 - Liverpool
Aug. 4-5 - Cortland
Sept. 22-23 - Liverpool
Oct. 20-21 - Liverpool
Nov. 17-18 - Liverpool
Dec. 1-2 - Cortland

*Friday: Please arrive by 4:45 p.m.
Saturday: Please arrive by 7:45 a.m.*

TABLE OF CONTENTS

2 HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

7-14 FULL-TIME CERTIFICATION PROGRAMS

- 4 **ADMISSION REQUIREMENTS**
 - Academic Requirements
 - Financial Aid and Assistance
- 6 **OPEN HOUSE & JOB DEMAND**
- 7 **FULL-TIME PROGRAMS**
 - Automotive Technology
 - Cosmetology
 - Electrical Maintenance Technician
 - HVAC/R Technician
 - Medical Assisting
 - Office Technology
 - Bookkeeping & Accounting
 - Medical Office Assistant
 - Office Support Specialist
 - Administrative Support Specialist

15-19 PART-TIME CONTINUING EDUCATION CLASSES

- 15 **ART**
 - Landscape Drawing
 - Exploring Pastels
 - Jewelry Creations
 - Photography in the Digital Age
- 15 **COMPUTER TRAINING**
 - Microsoft Word
 - Microsoft Excel
 - Individual Computer Training
- 15 **CULINARY ARTS**
 - Beginner Cake Decorating

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.

- Intermediate Cake Decorating - Royal Icing
- Advanced Cake Decorating - with Fondant & Gum Paste

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

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

- 17 **PERSONAL DEVELOPMENT**
 - Bug Repellent Soap & Natural Bug Spray
 - Shampoo Bar Soap Making
 - Beginner Soap Making
 - Goat Milk Soap Making
 - Drop & Give Me 21
 - Art of Herbalism
 - Intro to Essential Oils & Aromatherapy
 - Advanced Essential Oils & Aromatherapy
 - Getting Paid to Talk

- 19 **RECREATION**
 - Drones & R/C Model Aviation
 - Beginning Yoga
 - Intermediate Yoga
 - Yoga with Weights
 - Safe in the Woods - Survival Tips
 - Tie Dying
 - T-shirt Scarf

- 20 **SEWING**
 - T-shirt Quilt Making
 - Sewing Basics
 - Fabric Scraps

- 21 **TRADE & INDUSTRIAL**
 - Navigating the Electrical Code
 - Intro to Refrigeration

22-26 INFORMATION & REGISTRATION

FULL-TIME CERTIFICATION PROGRAM ADMISSION REQUIREMENTS

ACADEMIC REQUIREMENTS

Every student is required to pass a **TABE (Test of Adult Basic Education)** test as a requirement of entrance into our adult programs. The test is free, takes about one hour and is given at **Open House every Wednesday at 5 p.m. in room C-112**. You can also call **607-758-1111** to schedule an appointment.

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

TRAINING PROGRAM	COST	GRADE EQUIVALENT	
		READING	MATH
Automotive Technician	\$7,570	10th	9th
Cosmetology	\$9,320	9th	9th
Electrical Maintenance Technician	\$9,030	10th	10th
HVAC/R Technician	\$7,680	10th	10th
Medical Assisting	\$7,500	11th	9th
Office Technology	\$7,500	10th	9th
Welder/Fitter	\$8,120	10th	10th

A **TABE Test Study Guide** can be located at the following link: www.studyguidezone.com/pdfs/tabeteststudyguide.pdf
Please plan on four weeks to complete the enrollment process.

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 5 p.m. Meet the instructors, tour the building and learn about program offerings and financial aid.



TABE ASSESSMENT

This is the entrance assessment for all students that is given at Open House - or you may call (607) 758-5111 or (607) 758-5195 for an appointment.



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 that are given out at Open House.



ATTEND FINANCIAL AID APPOINTMENT

A financial aid rep will call to schedule your appointment.



ENROLLED!



RECEIVE ACCEPTANCE LETTER!

FINANCIAL AID AVAILABLE

TYPES OF AID:

Federal Pell Grants: Money available that does not have to be repaid.

Student Loans: The U.S. Department of Education offers eligible students Direct Subsidized Loans and Direct Unsubsidized Loans. No credit check involved. These are need-based loans.

Parent Plus Loans: Loans available to parents of dependent students to help pay for college or career school.

LOCAL AGENCIES THAT CAN ASSIST WITH FUNDING YOUR EDUCATION:

Cortland Works

(Cortland County residents)
99 Main Street
Cortland, NY 13045
Contact Amy Buggs for information:
607-758-7585 ext. 3231

CNY Works

(Onondaga County residents)
960 James Street
Syracuse, NY 13203
315-473-8250

Tompkins Workforce New York

(Tompkins County residents)
Center Ithaca Building
171 East State Street
Ithaca, NY 14850
Contact Jackie Mouillesseaux-Grube for
information: 607-272-7570 ext.108

ACCES-VR

ACCES-VR (Adult Career and Continuing Education Services – Vocational Rehabilitation) may provide financial assistance for training costs to eligible individuals with disabilities.

Syracuse ACCES-VR Office (Cayuga, Cortland, Jefferson, Madison, Onondaga, Oswego counties)

315-428-4179 or 800-782-6164

Southern Tier ACCES-VR Office (Broome, Chenango, Chemung, Delaware, Otsego, Schuyler, Steuben, Tioga and Tompkins counties)

607-721-8400 or 800-888-5010

Veteran Services

Post 9/11 GI Bill
Phone: 1-888-GIBILL-1
or 1-888-442-4551
OCM BOCES Certifying Official:
315-453-4431

PAYMENT PLANS

Payment plans are available. David Smith, our financial aid examiner, will help you secure the best available financial aid package to suit your needs and help you attain your education goals.

Please call 607-758-5181 or 315-453-4422 to set up a financial aid appointment.



OCM BOCES is accredited through the Council on Occupational Education,
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081

ADULT EDUCATION OPEN HOUSE:

JOIN US EVERY WEDNESDAY AT 5:00 P.M. IN ROOM C-112.

OCM BOCES - Cortland - Center for New Careers
(607) 758-5111 • 1710 NYS Route 13 • Cortland, NY 13045

How to get here:

From the city of Cortland:

Take Clinton Ave./Rt. 13 towards East Homer. We are located ¼ mile past Yaman Park. Building is on the right.

From the south:

Take Rt. 81 North to Exit 11. Turn right on Rt. 13 East for ½ mile. Building is on the right.

From the north:

Take Rt. 81 South to Exit 11. Turn left on Rt. 13 East for ½ mile. Building is on the right.

From the east:

Take Rt. 13 West towards Cortland. We are located directly on the city line. Building is on the left.

What to do once you get to campus:

Adult Education is located in back of the OCM BOCES McEvoy building. Veer to the right at the end of the driveway and come around to the back of the building. Enter the doors that say "Center for New Careers at McEvoy." Open House is in room C-112.



OCM BOCES TRAINS ADULTS FOR CAREERS THAT ARE IN DEMAND

Every two years, the New York State Department of Labor publishes long-term, statewide occupational projections that cover a 10-year planning period (currently 2014-2024). These projections are intended to help individuals make informed education and career decisions and assist educators and training providers in planning for future workforce needs.

Long-term projections data for skilled trade occupations in New York State are impressive. From 2014 to 2024, the combined total job count in the skilled trades in New York is expected to grow by 116,270, or 17.0%. In addition, the skilled trades in New York State are expected to offer almost 25,000 openings each year, including 11,780 due to employment growth and 13,110 due to replacement need.

As noted above, many skilled trade occupations are high paying and do not require a college degree. Some examples include: electricians, HVAC mechanics and installers, machinery mechanics, and many skilled positions in the medical field.

Employers throughout New York State currently face labor shortages as they attempt to hire workers in the skilled trades. These worker shortages are expected to worsen in the coming years due to demographic factors (retiring baby boomers) and economic factors (increased demand for skilled trades workers).

As the average age in many skilled trade occupations continues to climb and older workers begin to exit the labor force, there are not enough trained individuals in the pipeline ready to replace retiring workers.

- Source: NYS Department of Labor Division of Research and Statistics June 2016 report.

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FULL-TIME
CERTIFICATION PROGRAMS
Summer - Fall 2017

AUTOMOTIVE TECHNICIAN

Automotive Technology is one of the fastest-filling programs at OCM 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: suspension and steering, engine performance, electrical and electronic systems and braking systems. Thanks to NAPA's donation of a digital vehicle inspection system, our students are now able to identify safety and maintenance issues by using an iPad or tablet, reducing paperwork, streamlining accuracy and enhancing communication between the garage, owner and customer.

The automotive industry generates annual wages and benefits estimated in excess of \$12 billion in New York State. Direct automotive employment in New York exceeds 30,000 jobs and another 200,000 employees work in auto-related businesses such as parts suppliers



and other contractors. According to the U.S. Department of Labor, changes in economic conditions generally have minor effects on the automotive service and repair business. Opportunities in the automotive industry should be plentiful in vehicle maintenance and repair occupations, especially for employees with formal automotive service technician training.

EMPLOYMENT INFORMATION

Based on data from the 2015-16 Council on Occupational Education (COE) report, students who graduated from this program had a 93% employment rate in the automotive technology field.

ONE STUDENT'S EXPERIENCE

I just wanted to say that the program has really helped me freshen up my skills that I have not used in years. I am grateful to have had Mike as an instructor. He has become a great role model for me. The program also helped me land two great jobs after class was complete. I'd recommend this program to anyone.

- Antoine S.

THE INSTRUCTOR

Mike Gregory has more than 25 years of experience as a Ford/Lincoln service technician, Certified Ford Senior Master Technician & ASE-Certified master technician. Mike served in the U.S. Navy Reserve SEABEES as a construction mechanic for more than six years.

BY THE NUMBERS

Fee: \$7,570*
 Fall Dates: 9/25/17 - 4/20/18
 Days/Times: M-Th 10:30 AM - 6:00 PM
 Job Placement Rate: 93%
 Graduation Rate: 63%
 Program Length: 800 hours
 Winter Dates: Feb 2018-Sept 2018
 Median student loan: \$996.50
 SOC Code: 49-3023
 U.S. Dept. of Labor: www.bls.gov/SOC
 *Tuition subject to change

COSMETOLOGY

We remodeled just for you! Join us in our state-of-the-art salon that meets and exceeds industry standards. All of our equipment is new and features an updated reception area with modern stations for students to practice waxing, shampooing, manicuring and perfecting facials. Cosmetology is 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. We also work on work-place readiness skills, including resume preparation, mock interviews and a business plan portfolio. 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 needing to complete hours, are welcome.



EMPLOYMENT INFORMATION

Based on data from the 2015-16 Council on Occupational Education (COE) report, students who graduated from this program had a 100% employment rate in the cosmetology field.

ONE STUDENT'S EXPERIENCE

The BOCES cosmetology program prepared me very well for the licensing exams, and my teachers encouraged and inspired me to try new things and exercise my creativity. I learned a lot while in the program and I was encouraged to keep learning once I graduated. - Jen W.

Our Salon is Open to the Public

We have a full-service salon clinic available to the public on Thursdays once our students are ready. Our adult students, under the supervision of their instructor, can provide many salon services at substantial savings to you and your family. Please call (607) 758-5111 for additional information.

- Shampoo, Set, Blow Dry \$5
- Shampoo, Haircut, Style \$5
- Kid's Haircut \$2
- Perm (cut & style) \$25
- Single-Process Color \$15
- Double-Process Color \$30
- Corrective Color – Consultation Needed
- Highlights - Full Head \$25
- Highlights - Partial \$15
- Up-Do's/Formal Styling \$5

THE INSTRUCTOR

Tina VanBuren has been practicing cosmetology since 2002. She owned her own salon and continues to work at Running with Scissors in Oswego part-time to stay in touch with current trends and build on her skills. She also holds a B.S. in Vocational Education from SUNY Oswego and is working towards her master's degree.

BY THE NUMBERS

Fee: \$9,320*
Winter Dates: Feb 2018 - Feb 2019
Days/Times: M-Th 2:30 PM - 7:30 PM,
F 2:30 PM - 6:30 PM
Job Placement Rate: 100%
Graduation Rate: 83%
Program Length: 1,100 hours
Additional requirement: Licensing fee
Median student loan: \$4,799.50
SOC Code: 39-5012S
U.S. Dept. of Labor: www.bls.gov/SOC

*Tuition subject to change

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, electrical theory, conduit bending, motors, NEMA designations, electronics and digital devices. Students will obtain national OSHA 10 certification.



EMPLOYMENT INFORMATION

Based on data from the 2015-16 Council on Occupational Education (COE) report, students who graduated from this program had a 94% employment rate in the electrical maintenance field.

ONE STUDENT'S EXPERIENCE

This BOCES program gave me a chance at a career. Before I took this course, I was not making much money and couldn't see a way to make any more. I needed to do something different. So I took the Electrical Maintenance course and got hired from my internship on a job I really like. I earn more than I ever have. Highly recommend.

- Mike P.

THE INSTRUCTOR

David Wilbur is a Master Licensed Electrician. He is an IAEI/NCPCCI Certified Electrical Inspector. He has worked as an electrical and code enforcement officer and is NYS licensed to install, service and maintain security and fire alarm systems. David has more than 30 years of experience working as an electrician.

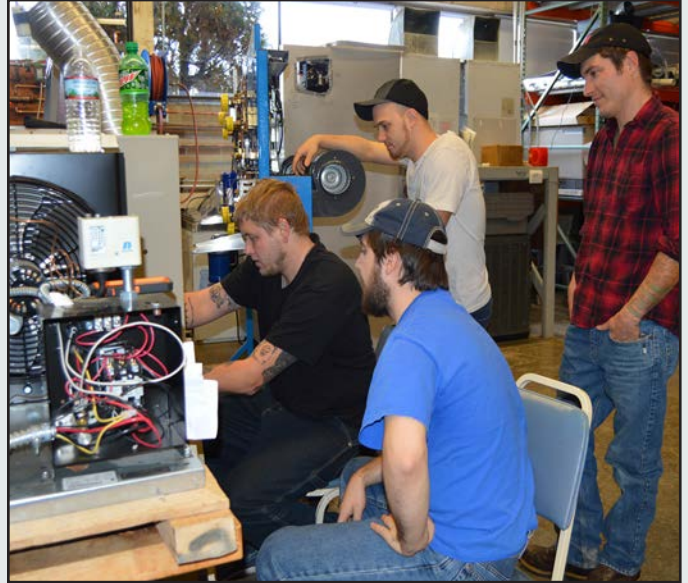
BY THE NUMBERS

Fee: \$9,030*
Fall Dates: 8/28/17 - 3/2/18
Days/Times: M-F 8:00 AM - 3:00 PM
Job Placement Rate: 94%
Graduation Rate: 67%
Program Length: 810 hours
Additional fees: OSHA testing fees
Winter Dates: 2/12/18-8/10/18
Median student loan: \$5,174
SOC Code: 47-3013
U.S. Dept. of Labor: www.bls.gov/SOC

*Tuition subject to change

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 program is a comprehensive, technical theory and hands-on training program covering critical aspects of the HVAC/R field. Students will 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 commercial and residential systems. Students work on fully operational cooling and heating systems in our well-equipped HVAC/R lab. Students will obtain certification in EPA 608 and OSHA 10 certification. These national certifications allow students to work in all 50 states.



EMPLOYMENT INFORMATION

Based on data from the 2015-16 Council on Occupational Education (COE) report, students who graduated from this program had a 95% employment rate in the HVAC/R field.

ONE STUDENT'S EXPERIENCE

When I started the BOCES program for HVAC/R in 2017, it changed my life forever. I was bouncing around from job to job, working under the table, wondering if I was going to make enough money to pay my bills. During the six-month program, not only did I gain the knowledge for a career, I also gained a family. The instructor was able to work with me on a personal level to help my understanding. This program helped steer me to a future of life fulfillment and a trade I could call my own. If you or anyone you know is looking to pursue a career where you love to go to work every day, make this leap. I did, and now I work for a wonderful company, ABC Refrigeration & Air Conditioning Inc. I can say I love my job. Thank you, BOCES.

- Anthony R., service technician

THE INSTRUCTOR

Dennis Walker has worked in the HVAC field for more than 19 years. He ran installation crews, performed HVAC service work, and managed a service department for more than five years. He is certified with the EPA as a technician and proctor. He holds several manufacturing certifications for service and installation.

BY THE NUMBERS

Fee: \$7,680*
Fall Dates: 8/28/17 – 2/9/18
Days/Times: M-F 8:00 AM - 3:00 PM
Job Placement Rate: 95%
Graduation Rate: 95%
Program Length: 715 hours
Additional fees: OSHA & EPA testing fees
Winter Dates: 2/12/18-7/20/18
Median student loan: \$4,821
SOC Code: 49-9020
U.S. Dept. of Labor: www.bls.gov/SOC

* Tuition subject to change

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 to assist with the delivery of quality health care. Medical Assistants have a deep impact as the front line in medical offices. Students learn the administrative and clinical aspects of working in a medical office, as well as basic phlebotomy skills.

Administrative coursework includes word processing, HIPAA requirements, medical office procedures, medical ethics, medical billing (including ICD-10 and CPT-4 coding), scheduling and medical insurance authorizations. Clinical course study covers phlebotomy, vital signs, infection control, basic medical office laboratory tests, ECG's, assisting with physical exams and minor office procedures. CPR certification is also offered. The course fee includes two sets of scrubs, a



lab coat, and a stethoscope. Upon successfully completing the program, students are qualified to sit for the national Certified Clinical Medical Assistant examination. Students are required to pass a physical exam prior to the course.

EMPLOYMENT INFORMATION

Based on data from the 2015-16 Council on Occupational Education (COE) report, students who graduated from this program had a 71% employment rate in the Medical Assistant field.

ONE STUDENT'S EXPERIENCE

The medical assistant course was the most direct way for me to enter the medical field, and I am so glad I made the decision to do so. I now have a job that I thoroughly enjoy with full benefits and great weekday hours. I think the best part about this program is how versatile you become once you're certified. There are so many directions that you can choose to go in when beginning your career.

-Andi R.

THE INSTRUCTOR

Lori Bell holds a B.S. in secondary education from Pensacola College. She has 22 years of teaching experience and seven years of administrative experience as a school principal. She has practiced for several years as an administrative and clinical medical assistant. She has been with OCM BOCES since 2015.

BY THE NUMBERS

Fee: \$7,500*
Fall Dates: 8/28/17 - 2/23/18
Days/Times: M-F 8:30 AM - 3:30 PM
Job Placement Rate: 71%
Graduation Rate: 77%
Program Length: 780 hours
Additional requirements: Physical, Professional CPR, and CCMA testing fee
Winter Dates: 2/12/18-8/3/18
Median student loan: \$4,714
SOC Code: 31-9092
U.S. Dept. of Labor: www.bls.gov/SOC

*Tuition subject to change

OFFICE TECHNOLOGY

Begin with the office basics of keyboarding, letter writing, business English, filing, and the use of office machines, including desktop computers, copiers, and multi-line telephone systems. Students may specialize in one or more of the following areas:

MEDICAL BILLING & CODING

Now teaching MEDENT - the #1 billing software in Central New York! Learn necessary medical and technological skills for entry-level medical billing and coding. The curriculum includes training in medical terminology, anatomy and physiology, medical office administration and medical billing and coding, utilizing the new ICD 10-CM along with computers and more general administrative skills. Class will also focus on electronic medical health care record management using the nationally recognized and state-of-the-art MEDENT software.

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®.

ADMINISTRATIVE SUPPORT SPECIALIST

This training program will focus on the skills necessary for mid- to upper-level office support positions such as administrative assistant, executive secretary, legal secretary, medical secretary, and general secretary. The focus is on extensive Word proficiency and also incorporates Excel®, PowerPoint® and Access®, depending on the clerical position of interest.

OFFICE SUPPORT SPECIALIST

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

EMPLOYMENT INFORMATION

Based on data from the 2015-16 Council on Occupational Education (COE) report, students who graduated from this program had a 100% employment rate in the Office Technology field.

ONE STUDENT'S EXPERIENCE

I learned a lot from the Office Technology program and was offered a job right after my internship. Being older and going back to school - it was a little scary, but everyone made me feel comfortable and encouraged me every step of the way. I wish I took advantage of this great opportunity years ago.

- Debbie

THE INSTRUCTOR

Barbara Rainville holds a B.S. in NYS Business/Distributive Education from SUNY Oswego, NYS Adult Education Certification, and NYS Certification as a Coordinator of Cooperative Work-Study Programs. She has 22 years of business workforce experience and 15 years of teaching experience

BY THE NUMBERS

Fee: \$7,500*
Fall Dates: 8/28/17 - 2/23/18
Days/Times: M-F 8:30 AM - 3:30 PM
Job Placement Rate: 100%
Graduation Rate: 90%
Program Length: 780 Hours
Winter Dates: 2/12/18 - 8/3/18
Median student loan: \$2,234
SOC Codes: 43-6014 • 43-3021 • 43-3031 • 43-9060
U.S. Dept. of Labor: www.bls.gov/SOC
*Tuition subject to change

WELDER/FITTER

In this intensive, hands-on training program, students will develop 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 pipe welding processes. Training follows 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.



ONE STUDENT'S EXPERIENCE

I took the welding course at BOCES because I like to work with my hands and the fabricating end of it makes me feel a sense of accomplishment. The class has been extremely helpful in developing a skill set I can take to a job, and the teacher has been more than patient and helpful with helping me develop this skill set.

- Candace J.



THE INSTRUCTOR

Brett Stanburg has 30 years of experience in the welding field in a wide variety of areas: military, nuclear power, aerospace, transportation, manufacturing and repair of gas turbine power systems. Brett has also held various instructor/trainer positions through his diverse career.

BY THE NUMBERS

Fee: \$8,120*

Fall Dates: 8/28/17 - 3/2/18

Days/Times: M-F 2:00 PM - 9:00 PM

Program Length: 812 hours

Additional fee: OSHA Exam

Additional needs: jacket, helmet, boots

Winter Dates: 2/12/18-8/10/18

Median student loan: \$3,123*

SOC Code: 51-4121

U.S. Dept. of Labor: www.bls.gov/SOC

*Tuition subject to change

ART

BEGINNING LANDSCAPE DRAWING USING DIFFERENT MEDIA 8HRS (4 SESSIONS) \$64

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. Bring your pencils (graphite and colored), pens, charcoals, erasers and papers. Instructor: Jan Kelly.

July 19 - August 9
6:30 PM - 8:30 PM

Wednesday
CEMCART0301-SU2017

EXPLORING PASTELS 10HRS (4 SESSIONS) \$69

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. **The materials list will be given out the first night of class so please wait before making purchases.** Instructor: Jan Kelly

August 15 - September 5
6:30 PM - 9:00 PM

Tuesday
CEMCART0303-SU2017

JEWELRY CREATIONS 10HRS (5 SESSIONS) \$74

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. Instructor: Norma Jean Wood

July 6 - August 3
6:00 PM - 8:00 PM

Thursday
CEMCART0400-SU2017

August 31 - September 28
6:00 PM - 8:00 PM

Thursday
CEMCART0400-SU2017A

October 5 - November 2
6:00 PM - 8:00 PM

Thursday
CEMCART0400-FA2017

November 30 - December 28
6:00 PM - 8:00 PM

Thursday
CEMCART0400-FA2017A

PHOTOGRAPHY IN THE DIGITAL AGE 12HRS (6 SESSIONS) \$99

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. Instructor: Al Miles

September 12 - October 17
6:00 PM - 8:00 PM

Tuesday
CEMCART0100-FA2017

COMPUTER TRAINING

BASIC COMPUTER COURSE 10HRS (4 SESSIONS) \$99

Take the mystery out of computers! This course is for those who have limited or no knowledge of computers and want to learn in a relaxed, non-threatening setting. In this hands-on class, you will learn about the basic hardware of a PC and become skilled at using a mouse and the point-and-click method. Learn to create, save and retrieve a file. Learn about creating and changing directories and drives. Text book additional. Instructor: Nancy Clark

August 10 - August 31
6:00 PM - 8:30 PM

Thursday
CEMCCOMP0100-SU2017

WORD 2010 LEVEL I 10HRS (4 SESSIONS) \$99

Here's your chance to work with this unique word processing software. It's user friendly and graphically capable of desktop publishing. With this new version, discover the ease with which you can create, edit, add and delete graphics, as well as printing documents for both the office and home. Prerequisite: Windows experience. Text book additional. Instructor: Nancy Clark

September 7 - September 28
6:00 PM - 8:30 PM

Thursday
CEMCCOMP0200-FA2017

WORD 2010 LEVEL II 10HRS (4 SESSIONS) \$99

This continuation of Word 2010 will cover the more advanced features of the MS Word package. Topics included: headers and footers, columns, files, mail merges, graphics, and working with templates. Prerequisite: Word Level I. Text required. Instructor: Nancy Clark

October 5 - October 26
6:00 PM - 8:30 PM

Thursday
CEMCCOMP0500-FA2017

EXCEL 2010 LEVEL I 10HRS (4 SESSIONS) \$99

This class familiarizes you with the basics of entering and editing entries, selecting cells and ranges, creating basic formulas and functions, absolute formulas, auto sum and multiple-sheet workbooks. Also presented will be modifying columns and row heights, hiding columns and rows and changing text alignment, printing entire worksheets and worksheet selections. Experience with Windows is recommended. Text book additional. Instructor: Nancy Clark

November 1 - November 22
6:00 PM - 8:30 PM

Wednesday
CEMCCOMP0400-FA2017

EXCEL 2010 LEVEL II 10HRS (4 SESSIONS) \$99

Build upon the basic concepts of Level 1 and learn to create, move, size and embed column, bar and line charts. Create templates, lock and unlock cells, protect worksheets and workbooks, copy and move worksheets and use linked formulas between worksheets and create hyperlinks within the workbook. Learn to sort worksheet rows, freeze heading and split a worksheet window, locate insert and manipulate clipart and Smart Art. Prerequisite: Excel Level I. Text required. Instructor: Nancy Clark

November 29 - December 20
6:00 PM - 8:30 PM

Wednesday
CEMCCOMP0600-FA2017

INDIVIDUAL COMPUTER TUTORING 1HR (1 SESSION) \$35

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.

July-December
Time Varies

CEMCCOMP0001-2017

CULINARY ARTS

BEGINNING CAKE DECORATING 10HRS (5 SESSIONS) \$55

We will learn how to level and torte a cake, both short and tall cakes. We will be using Wilton tips and how to use the new Russian cake decorating tips. We will be making flowers such as daisies, pansies, daffodils and more, including the rose. You will be able to put borders on your cake and the basket weave. We will decorate cupcakes and make a cupcake cake and fill them. Instructor: Nancy Buttino

September 19 - October 17
6:00 PM - 8:00 PM

Tuesday
CEMCCA0100-FA2017

**INTERMEDIATE CAKE DECORATING 8HRS
(4 SESSIONS) \$45**

Take your cakes to the next level and learn the different ways of tiering your cakes. We will be using royal icing to make morning glories, roses, poinsettias and other flowers and string work. We will also learn to make gelatin balls to top your cake and we will learn brush embroidery and painting on your cakes. Instructor: Nancy Buttino

October 24 - November 14 Tuesday
6:00 PM - 8:00 PM CEMCCAK0101-FA2017

**ADVANCED CAKE WITH FONDANT & GUMPASTE
8HRS (4 SESSIONS) \$45**

We will learn all about the different fondants and gumpaste available and how to cover both a round and square cake and then we will make many different toppers for cakes. We learn how to make many flowers, including the rose and lily. All you need to know to start this class is how to ice a cake. A supply list will be made available prior to the first class. Instructor: Nancy Buttino

October 26 - November 16 Thursday
6:00 PM - 8:00 PM CEMCCAK0200-FA2017

DRIVING

**INSURANCE & POINT REDUCTION 6HRS
(2 SESSIONS) \$45**

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. Instructor: Joanne Rainbow-Wafer

July 10 - July 17	Monday
6:00 PM - 9:00 PM	CEMCCAR0200-SU2017A
August 2 - August 9	Wednesday
6:00 PM - 9:00 PM	CEMCCAR0200-SU2017B
October 11 - October 18	Wednesday
6:00 PM - 9:00 PM	CEMCCAR0200-FA2017
November 13 - November 20	Monday
6:00 PM - 9:00 PM	CEMCCAR0200-FA2017A
December 6 - December 13	Wednesday
6:00 PM - 9:00 PM	CEMCCAR0200-FA2017B

**5-HOUR PRE-LICENSING PROGRAM 5HRS
(1 SESSION) \$40**

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 to take a driving test. Sign up at ocmboces.org, call or stop in to register. **Pre-payment is required.** Please arrive 15 minutes before class to sign in and you **MUST** bring your permit. Dates may be subject to change. Instructor: ABLE II Driving School

July 10	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-SU2017B
July 24	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-SU2017C
August 14	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-SU2017D
August 28	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-SU2017E
September 11	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-FA2017
September 25	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-FA2017A
October 16	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-FA2017B

October 30	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-FA2017C
November 13	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-FA2017D
November 27	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-FA2017E
December 11	Monday
4:00 PM - 9:00 PM	CEMCCAR0100-FA2017F

FINANCIAL

**BACK TO BLACK: CREATING A DEBT-FREE LIFESTYLE
3HRS (1 SESSION) \$34**

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! Please bring your list of debts and you can begin to implement your plan immediately. A workbook fee of \$5 is payable in class. Instructor: Lee Livermore

August 10 Thursday
6:30 PM - 9:30 PM CEMCFIN0100-SU2017

**BUILD YOUR FINANCIAL HOUSE 2HRS (1 SESSION)
\$19**

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, and protect your income. Instructor: Mike Rienhardt

July 19	Wednesday
6:30 PM - 8:30 PM	CEMCFIN0004-SU2017
December 6	Wednesday
6:30 PM - 8:30 PM	CEMCFIN0004-FA2017

HOW MONEY WORKS 2HRS (1 SESSION) \$19

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. Instructor: Mike Rienhardt

October 11 Wednesday
6:30 PM - 8:30 PM CEMCFIN0001-FA2017

INVESTING AT RETIREMENT 2HRS (1 SESSION) \$19

Over the next few years, more than 82 million people in the United States will be entering retirement. 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. Instructor: Mike Rienhardt

September 13 Wednesday
6:30 PM - 8:30 PM CEMCFIN0007-FA2017

INVESTING SUCCESS 2HRS (1 SESSION) \$19

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

November 8 Wednesday
6:30 PM - 8:30 PM CEMCFIN0002-FA2017

CONTINUING EDUCATION

PART-TIME CLASSES

MARRIAGE AND MONEY 2HRS (1 SESSION) \$19

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! Instructor: Mike Rienhardt

August 16
6:30 PM - 8:30 PM

Wednesday
CEMCFIN0003-SU2017

PERSONAL DEVELOPMENT

BUG REPELLENT SOAP & ALL NATURAL BUG SPRAY 3HRS (1 SESSION) \$39

Together we will join in to make one castille batch (5 pounds) of a special scented soap with essential oils that repels bugs (mosquitoes, fleas and ticks) for people and their pets. This is perfect for gardeners and even gentle enough for your pet. Maria will show you how to transform it into a lotion that can also be used as a bug repellent. Second project is a take-home, all-natural bug spray. A supply fee of \$30 is payable to the teacher the day of class. Instructor: Maria Gelnett

July 10
6:00 PM - 9:00 PM

Monday
CEMCPER0205-SU2017

SHAMPOO BAR SOAP MAKING 3HRS (1 SESSION) \$39

Together we will join in to make one castille batch (5 pounds or approximately 17 bars) of a special, all-natural shampoo bar. This is totally free of synthetic detergents with a hair-care essential oil blend, tussah silk fiber and raw egg yolks to give your bars an extra conditioning and the benefits of Vitamin A, D and E. Each student takes home the recipe and some fresh soap. A supplies fee of \$20 is payable to the teacher the day of class. Instructor: Maria Gelnett

September 11
6:00 PM - 9:00 PM

Monday
CEMCPER0204-FA2017

BEGINNER SOAP MAKING 3HRS (1 SESSION) \$39

Make healing, old-fashioned soap while learning the history of soap making. Each student will learn how to make their choice of a 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 for supplies, payable to the instructor. Instructor: Maria Gelnett

October 16
6:00 PM - 9:00 PM

Monday
CEMCPER0200-FA2017

GOAT MILK SOAP MAKING 3HRS (1 SESSION) \$39

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. A 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 for supplies, payable to the instructor. Instructor: Maria Gelnett

November 13
6:00 PM - 9:00 PM

Monday
CEMCPER0201-WI2017

DROP AND GIVE ME 21 4HRS (4 SESSIONS) \$44

Are you ready to lose weight and feel great? Whether you want to tighten up your tummy, lose those last 10 pounds, or finally feel confident in your own skin, we can help you get there. You can turn your goals into reality. In 21 days, we can do it together. Stop dieting, no counting or measuring. Just learn a new way to eat and pick healthful food. Purchase of a book will be discussed in class. Lucretia Hudzinski, the instructor, is a certified weight loss consultant.

July 11 - August 1
6:00 PM - 7:00 PM

Tuesday
CEMCPER0004-SU2017

ART OF HERBALISM 21HRS (7 SESSIONS) \$125

Explore the fascinating world of herbs! We will focus on making salves, teas and tinctures using six groups of herbs - lavender; lemon-scented herbs; valerian; spearmint and 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. Instructor: Norma Jean Wood

July 11 - August 22
6:00 PM - 9:00 PM

Tuesday
CEMCPER0601-SU2017

September 5 - October 17
6:00 PM - 9:00 PM

Tuesday
CEMCPER0601-FA2017

November 7 - December 19
6:00 PM - 9:00 PM

Tuesday
CEMCPER0601-FA2017A

INTRODUCTION TO ESSENTIAL OILS & AROMATHERAPY 2 1/2HRS (1 SESSION) \$59

This class will introduce you to the use of essential oils including safe use, blending and dilution guide lines, aromatherapy recipes and the therapeutic benefits of essential oils. Learn how essential oils can be used therapeutically for cold/flu, seasonal allergies, hay fever, skin care, digestive health, emotional and physical symptoms. Each student will have the opportunity to create a 1-ounce aromatherapy blend to take home. Charlene Dahl is a licensed massage therapist, esthetician and nationally certified aromatherapist.

September 14
6:00 PM - 8:30 PM

Thursday
CEMCPER0001-FA2017

ADVANCED ESSENTIAL OILS & AROMATHERAPY 2 1/2HRS (1 SESSION) \$59

You will be building on what you have learned in the Introductory Aromatherapy class. We will be adding more essential oils to blend with. Learn how to blend therapeutically using additional oils. You will also be able to take home with you a 1-ounce blend. The prerequisite for this class is Introductory to Aromatherapy with Charlene. Instructor: Charlene Dahl

October 12
6:00 PM - 8:30 PM

Thursday
CEMCPER0002-FA2017

GETTING PAID TO TALK 2 1/2HRS (1 SESSION) \$39

This is an upbeat and realistic introduction to voiceovers, also known as voice acting! Everyone in class will have the opportunity 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 voiceover business. Instructor: Voice Coaches Representative

August 15
6:30 PM - 9:00 PM
October 10
6:30 PM - 9:00 PM

Tuesday
CEMCPER0500-SU2017
Tuesday
CEMCPER0500-FA2017

RECREATION**DRONES & R/C MODEL AVIATION 8HRS
(4 SESSIONS) \$49**

This introductory level class will give you the "right stuff" to enter the high-flying world of model aviation! Drones seem to be everywhere, and we will explore their roles for the hobbyist and beyond. Learn the basics of radio control systems, propulsion, model selection, craftsmanship, and maintenance/repair of your models. Experience all model types from helicopters to quadcopters, indoor flyers to giant scale models. No model purchase is necessary prior to the class. Instructor: Joe Chovan

August 2 - August 23**6:00 PM - 8:00 PM****November 29 - December 20****6:00 PM - 8:00 PM****Wednesday****CEMCREC0110-SU2017****Wednesday****CEMCREC0110-FA2017****BEGINNING YOGA 10HRS (8 SESSIONS) \$89**

Come to a great yoga class to enjoy. You will learn basic yoga exercises and routines. Each class consists of warmups, a main yoga theme of the day and relaxation that focuses on individual needs. This includes breathing techniques, stretching, and body strengthening exercises, restorative poses and stress release. The benefits include improvement in overall health and quality of life. All levels welcome. Please bring your own sticky back yoga mat. Instructor: Linda Rudnick-Smith

September 13 - November 1**5:30 PM - 6:45 PM****Wednesday****CEMCREC0220-FA2017****INTERMEDIATE YOGA 10HRS (8 SESSIONS) \$89**

For your experienced "Yogis." The Intermediate Yoga class is best for experienced yoga practitioners who enjoy more challenging poses. Focus will be on yoga routines with alignment, body strength, inverted and balance poses. Format includes warmups with breathing techniques and yoga flow routines. A guided relaxation concludes the class utilizing meditation techniques. Yoga nourishes the mind and improves health of your body. Please bring your own sticky back yoga mat. Instructor: Linda Rudnick-Smith

September 13 - November 1**7:00 PM - 8:15 PM****Wednesday****CEMCREC0230-FA2017****YOGA WITH WEIGHTS FOR SUMMER 5HRS
(4 SESSIONS) \$45**

This summer class combines yoga postures with light weights. It is a great way to strengthen and tone your upper body and balance with yoga stretches for lower body. The format of the class starts with warmups and stretching, then breathing exercises and classical yoga asanas (exercises) including use of small weights. The class always ends with a guided relaxation, so students feel stronger, energized, and relaxed. Students are encouraged to go at their own pace to feel the benefits. Please bring your own sticky back yoga mat and small dumb bells about 2 or 3 lbs. Instructor: Linda Rudnick-Smith

August 1 - August 22**5:30 PM - 6:45 PM****Tuesday****CEMCREC0240-SU2017****SAFE IN THE WOODS – TIPS, TECHNIQUES AND
ADVICE FOR SAFETY AND SURVIVAL 6HRS
(3 SESSIONS) \$39**

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 that range 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. 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. The instructor is Roger Fulton, the author of many hiking, biking and kayaking books and a Master Naturalist. He brings a wealth of experience and training to this course.

September 12 - September 17**Sunday (Optional)****CEMCREC0100-FA2017****October 17 - October 22****Sunday (Optional)****CEMCREC0100-FA2017A****Tuesday, Thursday****7:00 PM - 9:00 PM****Tuesday, Thursday****7:00 PM - 9:00 PM****TIE DYING 5HRS (2 SESSIONS) \$39**

Love tie-dyed clothing but not quite sure how to get the look you want? Attend this tie-dying class and create a one-of-a-kind piece. Please bring a cotton shirt you can use. This class could be messy; dress accordingly. Second session is for picking up finished item. Instructor: Nancy Clark

August 2 - August 9**6:00 PM - 8:30 PM****Wednesday****CEMCREC0001-SU2017****T-SHIRT SCARF 2 1/2HRS (1 SESSION) \$25**

This is a good way to repurpose old T-shirts and make an eye-catching scarf. Please bring three to four T-shirts with you that can be cut up. Use T-shirts from your child's soccer team or any other sport and make an enjoyable keepsake. Instructor: Nancy Clark

October 25**6:00 PM - 8:30 PM****Wednesday****CEMCREC0002-FA2017****SEWING****TEE SHIRT QUILT MAKING 4 1/2HRS
(3 SESSIONS) \$39**

Many of us have T-shirts that have special meaning, even if we don't wear them anymore. Consider making them into a special keepsake for yourself or a treasured gift for a loved one. Gather all those special T-shirts together and make a T-shirt pillow, wallhanging, or quilt of any size! If you know how to use a sewing machine, it's easier than you think. Join Nancy Thompson, a retired elementary school teacher who has been sewing since SHE was in elementary school.

Session One: Set Up - Choose which T-shirts to use, fuse them to interfacing, and cut the panels.

Session Two: Let's Get Sewing! - Sew sashing to your panels and sew the quilt together. Add borders if desired.

Session Three: Finishing Touches - Layer your quilt top with batting and backing and tie your quilt. Get help from others in the old-fashioned quilting bee spirit, if you wish. Start binding your quilt. Walk away with a finished, or almost finished, one-of-a-kind masterpiece!

October 3 - October 17**6:30 PM - 8:00 PM****Tuesday****CEMCSEW0007-FA2017****SEWING BASICS 2 1/2HRS (1 SESSION) \$25**

Learn to sew on a button or repair your favorite shirt. You will need a needle and thread. Please also bring with you two or three garments that need a button or mending. Join us and discover how easy and resourceful sewing can be.

Instructor: Nancy Clark

October 11**6:00 PM - 8:30 PM****Wednesday****CEMCSEW0008-FA2017**

CONTINUING EDUCATION



FABRIC SCRAPS RUG 2 1/2HRS (1 SESSION) \$25

Attend this class to learn how to make a unique rug from fabric scraps. Bring your scraps with you from projects you have done in the past and turn them into a rug that will keep your feet off the cold floor. Bring needle and thread. Instructor: Nancy Clark

November 16
6:00 PM - 8:30 PM

Thursday
CEMCSEW0009-FA2017

TRADE AND INDUSTRIAL NAVIGATING THE 2017 NATIONAL ELECTRICAL CODE® (NEC) 20HRS (8 SESSIONS) \$220

This electrical training course helps electricians, technicians, maintenance and HVAC personnel by introducing non-electrical personnel to the topic with a practical introduction to the NEC®. The NEC® is the most widely used installation and construction code in the world, and anyone who handles electrical systems should understand it. This course will provide anyone working with electricity with the most up-to-date, best practices for safe installation and maintenance of electrical systems and equipment. It will also keep technicians of all levels up-to-date and help novices acquire the experience necessary to put the code to use. David Wilbur is IAEI/NCPCCI Certified Electrical Inspector. Students will be required to have either the 2014 or 2017 National Electrical Code Book.

July 11 - August 3
6:00 PM - 8:30 PM

Tuesday, Thursday
CEMCTRAD0006-SU2017

INTRODUCTION TO REFRIGERATION 24HRS (4 SESSIONS) \$500

Course will cover proper recovery of refrigerants, charging refrigerants into the unit, proper evacuation practices, and troubleshooting commercial refrigeration. Class will end with EPA 608 certification test on the last day. Tuition includes study guide and online EPA test. Students will have a fully functioning lab with working commercial refrigeration units and necessary tools.

July 25 - July 28

8:00 AM - 3:00 PM

August 15 - August 18

8:00 AM - 3:00 PM

Tuesday, Wednesday, Thursday & Friday

CEMCTRAD0007-SU2017

Tuesday, Wednesday, Thursday & Friday

CEMCTRAD0007-SU2017A



INSTRUCTORS NEEDED:

We are looking for people to teach others and share their expertise.
Give us your ideas for a course and we may run it!

CALL (607) 758-5111

OCM BOCES ALSO OFFERS BUSINESS & INDUSTRY TRAINING

CUSTOMIZED WORKFORCE TRAINING

- Technical Trades/Skills
- Computer Skills
- Office & Professional Skills
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ON-SITE TRAINING PUTS YOU IN CONTROL

When you choose OCM BOCES as your on-site training partner, you are in complete control. With the assistance of our expert consultants, we provide the speaker, the program content, date, time and location. In other words, your employees hear the message you want from a trainer at a time and place most convenient for you.

We customize training to address your organization's specific challenges and to meet your team's unique needs, so your employees learn job-related skills they can put to work immediately. OCM BOCES can develop a program exclusively for your organization.



Please Call
(607) 758-5111
for more
information.

PART-TIME COURSES: GENERAL INFORMATION

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 OCM BOCES Main Campus. 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.

FULL-TIME PROGRAMS - STUDENT CONDUCT

Our expectations for student conduct in full-time certification programs is outlined in detail in our Student Handbook. As a student at OCM BOCES, you are expected to conduct yourself in a professional manner at all times. You will not engage in any behavior that endangers the safety and welfare of others, violates their rights or violates state statutes. To get a complete copy of the Student Handbook, please email Steve Duffy at sduffy@ocmboces.org or call 607-758-5111.

FULL-TIME PROGRAMS - FINANCIAL AID & REFUNDS

FINANCIAL AID

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:

Average Tuition:	\$7,593
Average Pell Grant:	\$3,956
Student Loan	\$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.

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

Refunds when due will be made without requiring the request from the student.

Refunds when due shall be made within 45 days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student or from the date the institution terminates the student or determines withdrawal by the student.

OCM BOCES will not provide refunds of \$5.00 or less.



OCM BOCES is accredited through the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (770) 396-3898 or (800) 917-2081

INFORMATION

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.

Onondaga-Cortland-Madison BOCES offers specialized, short-term clock hour training programs and is a non-credit bearing institution. Therefore, the institution does not allow students to transfer between programs within the facility.

TRANSFER POLICY FOR FULL-TIME PROGRAMS

TRANSFER FROM OTHER INSTITUTIONS:

Onondaga-Cortland-Madison BOCES offers specialized, short-term, clock-hour training programs and is a non-credit bearing institution. Therefore, with the exception of the Cosmetology Program, we do not allow students to transfer credits or clock hours from other institutions. (See below for Cosmetology transfer students.)

TRANSFER WITHIN THE INSTITUTION:

Due to the specialized content in each of our vocational training programs, clock hours attended are only applicable to each individual program. No transfer between training programs is accepted. Students are free to withdraw from a program and re-apply to another at the next scheduled start date. Acceptance to the new program will be based upon fulfilling all prerequisites and available space.

TRANSFER POLICY (COSMETOLOGY PROGRAM ONLY):

Students transferring from another institution must provide official transcripts of any previous education received, including documented clinical hours. A prospective student's clinical competency skills will be assessed by the cosmetology instructor to determine his or her level of proficiency. The instructor and/or program coordinator will then determine the number of OCM BOCES clock hours required to complete the New York State licensing requirements. Tuition will be prorated based on the number of hours to be completed. Transfer students will be responsible for providing all kit supplies, including a mannequin.

Please Note: Transfer students must be enrolled for a period of 100, 300 or 700 clock hours.

ACADEMIC CALENDAR & GRADING

Full-time certification courses generally begin in the fall and winter. Please see specific programs for detailed start/end dates. Part-time courses run throughout the academic year. Specific class times/dates are noted in this course catalog.

Grading is based upon hands-on evaluations, tests, quizzes and in-class assignments.

GRIEVANCE PROCEDURE FOR FULL-TIME PROGRAMS

If you or any Onondaga-Cortland-Madison BOCES division of Adult/ Continuing Education Program applicant/participant or other interested party have a grievance involving the program or treatment by any staff member, subcontractor's staff or any other person, regulation or WIOA or other program operation, you should notify the case manager or designated staff person of the program or department of the nature of the complaint. If, however, you feel your complaint may involve fraud, abuse or any other criminal activity, you have the right to notify the United States Secretary of Labor directly. When a complaint is reported to the Secretary of Labor (those regarding fraud, abuse or other criminal activity), the grievant must additionally submit a written notification to the Director of Career, Technical and Adult Education at Onondaga-Cortland-Madison BOCES and the New York State Department of Labor in the case of a WIOA program.

For LPN Students Only: LPN may also grieve directly to the Office of The Professions.

The appropriate addresses are **(for LPNs only):**

Director of Adult Education

Main Campus

PO BOX 4754

Syracuse NY 13221

New York State Department Office of the Professions

89 Washington Ave

Albany, NY 12234

For complaints not involving fraud, abuse or other criminal activity, please adhere to the following procedure.

GRIEVANCE PROCEDURE (CONTINUED)

A complaint of this nature must be filed within one year of the occurrence of the grievance.

a. A complaint is a signed statement, which contains information that, if true, indicates in sufficient detail that there has been a violation. If State or local laws, regulations or guidelines are relevant, then citations should also be included.

b. Complaints must be sent in writing to the Director of Adult Education. Upon receipt of the written complaint, the Director of Adult Education or a designated staff representative will perform an investigation. This investigation will be made following adequate advance notice to the parties involved, will include the gathering of information through interview and examination of records concerning each allegation of the complaint, and will provide appropriate opportunity for the complainant and for OCM BOCES to present evidence concerning the allegations.

c. Within five (5) days after the receipt of the complaint, the Director of Adult Education, or a designated staff representative, will provide to the complainant a written summary of the complaint and notice of procedures to be followed in resolving the complaint.

d. Within thirty (30) days after receipt of a complaint, the Director of Adult Education or a designee responsible for investigation of the complaint shall conclude the investigation, transmit a written decision and contact the parties.

e. If you feel that the decision made is not satisfactory, you may request a review of your complaint by the District Superintendent of the Onondaga-Cortland-Madison BOCES. This request must be made within ten (10) days of receiving a decision or within ten (10)

days of the date you should have received a decision. The District Superintendent or his/her designee will make a decision within thirty (30) days of receiving the request to review the complaint.

f. If you do not receive a decision from the District Superintendent within thirty (30) days of the date your original request was filed with him/her or you feel the decision made is not satisfactory, you may request a review of your complaint by the school's accrediting entity:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

(770) 396-3898 or (800) 917-2081

You must exhaust all steps at the institutional level before seeking resolution from the Council.

If you need help with your grievance, the program, or department will assign someone to help you. You will always be allowed to have your own counsel or other representative assist you. Where there are allegations regarding the WIA program and there are other allegations whose resolutions are provided for under other legislation or collective bargaining agreements you may proceed simultaneously in both places. If there are any questions regarding procedures, contact:

Supervisor, Adult Student Services

Main Campus

PO BOX 4754, Syracuse NY 13221

NON-DISCRIMINATION NOTICE

The BOCES shall not discriminate on the basis of age, sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, marital status, military status, veteran status, disability, or under the Boy Scout Act in the educational programs or activities which it operates, or against any employee or applicant seeking a position of employment or admission to a BOCES program. The BOCES will be in full compliance with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990).

Appropriate procedures shall be developed to insure the implementation of these rules and regulations concerning civil rights. The Board shall appoint a Civil Rights Compliance Officer to coordinate civil rights activities applicable to the BOCES (see subheading below).

Civil Rights Compliance Officer

The Civil Rights Compliance Officer is the Director of Personnel and Labor Relations, with offices at 6820 Thompson Rd, Syracuse, NY (phone number 315-433-2629; e-mail mpettitt@ocmboces.org). The Civil Rights Compliance Officer shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990) for any student, parent, employee or applicant. For civil rights discrimination claims based on race, color, national origin, sex, age and/or disability, a complainant can, at any time, also contact the Office of Civil Rights Phone: 646-428-3900/800-421-3481.

THREE WAYS TO REGISTER:



ONLINE AT OCMBOCES.ORG
Click "Adult Education: Part-Time
Classes," then "Enroll Now"

WE WILL NEED:

Name, address, phone number
& email address

Course code & title

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



IN PERSON

Center for New Careers
1710 NYS Route 13
Cortland, NY 13045
Mon-Fri 8:30 AM - 4:00 PM
Please bring exact amount.

OVER THE PHONE

(607) 758-5111



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)

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Directions: Adult Education is located in back of the OCM BOCES McEvoy building. Veer to the right at the end of the driveway and come around to the back of the building. Enter the doors that say "Center for New Careers at McEvoy." Open House is in room C-112.

Steve Duffy, Adult Education Coordinator (607) 758-5111
Adult Education Support Staff (607) 758-5111
Patricia Regin, Admissions Counselor (607) 758-5195
David Smith, Financial Aid Counselor (607) 758-5181

The Center for New Careers at the McEvoy Center

1710 NYS Route 13 • Cortland, NY 13045
(607) 758-5111 • www.ocmboces.org/adulted



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