

WELCOME TO
YOUR NEW
CAREER

WINTER-SPRING 2017 CATALOG

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

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

OCMBOCES





Every year, educators at OCM BOCES point to hundreds of success stories that emerge from our 15 full-time career training programs and more than 150 part-time evening classes, not to mention our literacy and High School Equivalency (HSE) programs. Here are just a few examples:

- A woman who lost her husband to brain cancer found inspiration from the nurses who cared for him and the entire family. She signed up for our LPN program at OCM BOCES, then graduated as the class valedictorian.

- Another woman dropped out of high school, lost her job and later suffered profound grief at the loss of her young daughter. She came to OCM BOCES to get her high school equivalency diploma, which set her

on the right path to further her education at Onondaga Community College.

- One young man found a well-paying manufacturing job after struggling with a career choice in high school. He turned to BOCES, which offers a full-time welding program.

The list goes on. OCM BOCES can offer an educational boost to anyone in our community who wants to embark on a new career, tackle a new skill, enjoy a new hobby or improve their professional and personal lives in any number of ways. We provide high-quality programming with excellent teachers and other professional staff. We work hard to match the right occupational skills with the needs of local employers.

Take a close look at this course catalog, which outlines an incredible variety of career-training programs in areas such as cosmetology and office technology, among other fields. Peruse our part-time continuing education programs if you are interested in anything from culinary arts to computer training to investing in your retirement. We have dozens of convenient and affordable classes aimed at one goal: improving your life.

At OCM BOCES, we are committed to your success and the success of our community. We hope to see you soon in one of our classrooms.

Sincerely,

A handwritten signature in blue ink that reads "Jody". The signature is written in a cursive, flowing style.

Jody F. Manning, Ed.D.
District Superintendent



CONTACT INFO

www.ocmboces.org

General Information: (607) 758-5111

Admissions Counselor: (607) 758-5195

Financial Aid Office: (607) 758-5181

Facebook: [facebook.com/cortlandocmboces.ae](https://www.facebook.com/cortlandocmboces.ae)



OCM BOCES LEADERSHIP

District Superintendent: **Jody Manning**

Assistant Superintendent for

Student Services: **Colleen Viggiano**

Director, Adult Education: **Mari Ukleya**

Coordinator, Adult Education: **Steve Duffy**

Coordinator, Health Occupations: **Crystal Smith**

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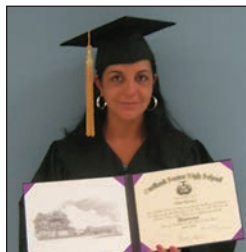
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HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

DID YOU KNOW?

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



There are many reasons to go back to school. Perhaps you want to improve your reading and writing skills, are looking to go to college, get a better job, or even show your family your success by example. Our job is to help you reach that goal!

Our instructors are New York State certified and experts in the field of Adult Education. We offer FREE classes at your level and convenient to your schedule. Please call us to help you find the right fit for classes!

WE ARE IN THE COMMUNITY



We now offer TASC, HSE and NEDP classes at the following locations:

OCM BOCES McEvoy Campus
1710 NYS Route 13
Cortland, NY 13045

TASC & Literacy Classes: Monday & Friday
12:00 - 3:30 p.m.



Cortland Works
99 Main St.
Cortland, NY 13045

TASC & Literacy Classes: Tuesday, Wednesday & Thursday
12:00 - 3:30 p.m.

Cortland Works is your employment one-stop for veteran employment services, unemployment services, employment counseling, soft skills training, and literacy services, among many other things.

TASC TEST DATES

December 16-17	Cortland	July 14-15	Liverpool
January 20-21	Liverpool	August 4-5	Cortland
March 17-18	Liverpool	September 22-23	Liverpool
April 7-8	Cortland	October 20-21	Liverpool
May 19-20	Liverpool	November 17-18	Liverpool
June 9-10	Cortland	December 15-16	Cortland
June 16-17	Liverpool		

Friday: Please arrive at 4:45 p.m.

Saturday: Please arrive at 7:45 a.m.

We have caring teachers who will work with you at your level!

Stop in, call or text us to start our FREE classes:

Phone: 607-758-5111 or Text: 607-218-7189

HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

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 or text (607) 218-7189

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 or text (607) 218-7189

FIND US ONLINE:

Web Site: ocmboces.org/adulted



Twitter: @CortlandBOCES



Facebook: facebook.com/cortlandboces.ae/

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.

OPEN HOUSE EVERY WEEK

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, PO Box 4754, Syracuse, NY 13221, (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."



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FULL-TIME CERTIFICATION PROGRAMS

Winter - Spring 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

Additional requirements: Physical, Professional CPR, and CCMA testing fee

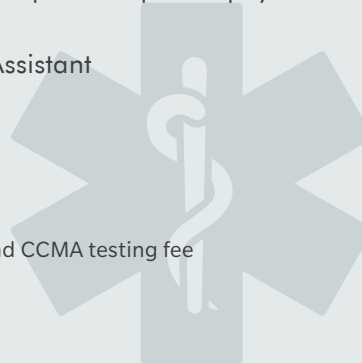
Winter Dates: Feb 2017-Aug 2017

Fall Dates: Aug 2017-Feb 2018

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

SOC Code: 31-9092

U.S. Dept. of Labor: 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

Additional Requirements: Exam Fee

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

*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:

Dawn Iozzo | Diane Morton

Fee: \$8,950*

Median student loan: \$5,500

Graduation Rate: 75%

Job Placement Rate: 89%

Program Length: 1,100 hours

Additional requirement: Licensing fee

Winter Dates: Feb 2017- Feb 2018

Feb 2018- Feb 2019

Days/Times: M-Th 2:30 PM - 7:30 PM,

F 2:30 PM - 6:30 PM

SOC Code: 39-5012S

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



DID YOU KNOW?

Our adult students, under the supervision of their instructors, can provide many salon services at substantial savings to you and your family. Please call (607) 758-5275 between 3:30 & 7 p.m. Mon -Thurs for your appointment or for additional information.

We have a full-service salon clinic available to the public on Thursdays.

- Shampoo, Set, Blow Dry **\$5**
- Shampoo, Haircut, Style **\$5**
- Kid's Haircut **\$2**
- Perm (includes cut & style) **\$25**
- Single-Process Color **\$15**
- Double-Process Color **\$30**
- Corrective Color **\$25**
- Highlights-Full Head **\$25**
- Highlights-Partial **\$15**
- Guylights **\$15**
- Facials **\$5**
- Makeup Application **\$5**
- Eyelash Extensions **\$5**
- Waxing Eye, Lip, Chin **\$5**
- Natural Manicure: **\$2**
- Natural Pedicure: **\$2**
- Paraffin Wax **\$3**
- Spa Pedicure **\$5**

*Tuition subject to change

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

Winter Dates: Feb 2017-Aug 2017

Fall Dates: Aug 2017-Feb 2018

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

*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
 Winter Dates: Feb 2017-Aug 2017
 Fall Dates: Sept 2017-Feb 2018
 Days/Times: M-Th 10:30 AM - 6:00 PM
 SOC Code: 49-3023
 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.

Fee: \$7,450*
 Median student loan: \$4,369
 Graduation Rate: 92%
 Job Placement Rate: 95%
 Program Length: 715 hours
 Additional fees: OSHA & EPA testing fees
 Winter Dates: Feb 2017-July 2017
 Fall Dates: Aug 2017-Feb 2018
 Days/Times: M-F 8:00 AM - 3:00 PM
 SOC Code: 49-9020
 U.S. Dept. of Labor: 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
 Additional fee: OSHA testing fee
 Winter Dates: Feb 2017- Jul 2017
 Fall Dates: Aug 2017 - Mar 2017
 Days/Times: M-F 8:00 AM - 3:00 PM
 SOC Code: 47-3013
 U.S. Dept. of Labor: www.bls.gov/SOC

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.

Fee: \$7,800*
 Median student loan: \$3,123*
 Graduation Rate: 76%
 Job Placement Rate: 95%
 Program Length: 812 hours
 Additional fee: OSHA Exam
 Additional needs: jacket, helmet, boots
 Winter Dates: Feb 2017
 Fall Dates: Aug 2017
 Days/Times: M-F 2:00 PM - 9:00 PM
 SOC Code: 51-4121
 U.S. Dept. of Labor: www.bls.gov/SOC

FULL-TIME CERTIFICATION PROGRAM ADMISSION REQUIREMENTS

ACADEMIC REQUIREMENTS

The TABE Academic Assessment is free and is given every Tuesday at 9:00 a.m. and every Wednesday at 1:00 p.m. You can also 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	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 ASSESSMENT

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:

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.

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 in the Syracuse

area or (607) 721-8411 for the Ithaca area.

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.

Payment plans are available. Contact the Financial Aid Office at (607) 758-5181.

Need more information? Call (607) 758-5111.

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.

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

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



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.

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PART-TIME CONTINUING EDUCATION CLASSES

Winter - Spring 2017

INSTRUCTORS NEEDED:

We are looking for people to teach others in the fields of:

- Electrical work, home repair and plumbing
- Basic computer skills
- Computer programs such as: Adobe, Microsoft Office & QuickBooks

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

CALL (607) 758-5111

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-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:

CEMCART0400-FA2016A **\$55.00**
12/1/16-12/29/16 **Thursday**
Norma Jean Wood **5 sessions**
6:00 PM- 8:00 PM
 McEvoy Campus

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**
4/4/17-5/9/17 **Tuesday**
Al Miles **6 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!

Laurie Tebbe **\$75.00**
9:00 AM- 3:30 PM **Friday**
1 Session
 McEvoy Campus

CEMCBUS0002-WI2017 **2/24/17**
CEMCBUS0002-SP2017 **4/21/17**

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-WI2017 **\$35.00**
Jan-June 2017 **1 Session**
TBD
Varies
 McEvoy Campus



**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-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-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

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

CEMCCAK0100-SP2017 **\$50.00**
4/4/17-5/2/17 **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 and 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

CEMCCAK0101-SP2017 **\$40.00**
5/9/17-5/30/17 **Tuesday**
Nancy Buttino **4 Sessions**
6:00 PM- 8:00 PM
 McEvoy Campus Kitchen

ADVANCED CAKE WITH FONDANT & GUMPASTE

In this class, we will learn all about the different fondants and gumpaste available and how to cover both a round and square cake. Then we will make many different toppers for cakes. We also 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. A supply list will be made available prior to the first class.

CEMCCAK0200-SP2017 **\$40.00**
5/11/17-6/1/17 **Thursday**
Nancy Buttino **4 Sessions**
6:00 PM- 8:00 PM
 McEvoy Campus Kitchen

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-WI2017 **Tuesday**
1/10/17-1/17/17 **2 Sessions**

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

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

CEMCCAR0200-SP2017 **Wednesday**
5/17/17-5/24/17 **2 Sessions**

CEMCCAR0200-SU2017 **Tuesday**
6/6/17-6/13/17 **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-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**
- CEMCCAR0100-SP2017** **4/10/17**
- CEMCCAR0100-SP2017A** **4/24/17**
- CEMCCAR0100-SP2017B** **5/8/17**
- CEMCCAR0100-SP2017C** **5/22/17**
- CEMCCAR0100-SU2017** **6/5/17**
- CEMCCAR0100-SU2017A** **6/19/17**
- CEMCCAR0100-SU2017B** **7/10/17**
- CEMCCAR0100-SU2017C** **7/24/17**
- CEMCCAR0100-SU2017D** **8/14/17**
- CEMCCAR0100-SU2017E** **8/28/17**

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-SP2017 **\$89.00**
4/4/17-5/23/17 **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-WI2017 **\$39.00**
1/23/17 **Monday**
Voice Coaches Representative **1 Session**
6:30 PM - 9:00 PM
 McEvoy Campus

CEMCPER0500-SP2017 **\$39.00**
5/30/17 **Tuesday**
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-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-WI2017 **\$19.00**
3/8/17 **Wednesday**
Mike Rienhardt **1 Session**

6:30 PM - 8:30 PM

McEvoy Campus

CEMCFIN0004-SU2017 **\$19.00**
7/19/17 **Wednesday**
Mike Rienhardt **1 Session**

6:30 PM - 8:30 PM

McEvoy Campus

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-WI2017 **\$19.00**
2/8/17 **Wednesday**
Mike Rienhardt **1 Session**

6:30 PM - 8:30 PM

McEvoy Campus

CEMCFIN0001-SU2017 **\$19.00**
6/14/17 **Wednesday**
Mike Rienhardt **1 Session**

6:30 PM - 8:30 PM

McEvoy Campus

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

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. 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.

CEMCFIN0002-SP2017 **\$19.00**
5/10/17 **Wednesday**
Mike Rienhardt **1 Session**

6:30 PM - 8:30 PM

McEvoy Campus

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-SP2017 **\$19.00**
4/12/17 **Wednesday**
Mike Rienhardt **1 Session**

6:30 PM - 8:30 PM

McEvoy Campus



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

INTRODUCTION TO ESSENTIAL OILS & AROMATHERAPY

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. Charlene Dahl is a licensed Massage therapist, Esthetician and Nationally Certified Aromatherapist for more than ten years. Learn how essential oils can be used therapeutically for cold/flu, seasonal allergies, hay fever, skin care, digestive health, emotional and physical symptoms. Charlene will also share information on quality of oils and how to purchase therapeutic grade oils. Each student will have the opportunity to create a 1 ounce aromatherapy blend to take home.

CEMCPER0001-SP2017 **\$59.00**
4/6/17 **Thursday**
Charlene Dahl **1 Session**
6:00 PM - 8:30 PM
 McEvoy Campus

ADVANCED ESSENTIAL OILS & AROMATHERAPY

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. Charlene Dahl is a licensed Massage therapist, Esthetician and Nationally Certified Aromatherapist for more than ten years.

CEMCPER0002-SP2017 **\$59.00**
5/4/17 **Thursday**
Charlene Dahl **1 Session**
6:00 PM - 8:30 PM
 McEvoy Campus



DRONES & R/C MODEL AVIATION

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.

CEMCREC0110-WI2017 **\$49.00**
1/4/17-1/25/17 **Wednesday**
Joe Chovan **4 Sessions**
6:00 PM - 8:00 PM
 McEvoy Campus

CEMCREC0110-WI2017A **\$49.00**
3/8/17-3/29/17 **Wednesday**
Joe Chovan **4 Sessions**
6:00 PM - 8:00 PM
 McEvoy Campus

YOGA FOR FITNESS & RELAXATION - LEVEL 1

The Hatha Yoga class offers a traditional approach designed to strengthen the body, create flexibility and relax the mind. Gentle stretching with an emphasis on learning the postures, back strengthening and posture alignment at a slow pace. A gentle yet powerful series of balancing, stretching, and mild inverted postures will follow. The class ends with breathing exercises and a guided relaxation to bring a sense of well-being. This class is suitable for students beginning the practice of Yoga or with minimal experience. Do Yoga and get healthy. . .

CEMCREC0220-SP2017 **\$89.00**
2/8/17-3/29/17 **Wednesday**
Linda Rudnick-Smith **8 Sessions**
5:30 PM - 6:45 PM
 McEvoy Campus

YOGA FLOW - LEVEL 2

This class combines traditional Hatha Yoga with modern Yoga Flow approach. The practice builds on the basic Yoga postures. A series of deeper balancing, stretching, back bending, twisting & inverted variations will be taught. This practice finishes with Deep Relaxation, breathing practices, & concentration meditation, which will induce deep calm & simultaneously invigorate the students. Suitable for students with yoga experience and are looking for a challenging yoga practice. Come and experience benefits of Yoga.

CEMCREC0230-SP2017 **\$89.00**
2/8/17-3/29/17 **Wednesday**
Linda Rudnick-Smith **8 Sessions**
7:00 PM - 8:15 PM
 McEvoy Campus





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

NEED MORE INFORMATION? CALL 315-453-4600 OR GO TO OCMBOCES.ORG AND CLICK ON "ADULT EDUCATION"



THE CENTER FOR LEGAL STUDIES

- 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



McEvoy Campus
1710 NYS Route 13, Cortland, NY 13045
ocmboces.org
(607) 758-5111



99 Main Street
Cortland, NY 13045
(607) 756-7585
<http://cortland-co.org/cortlandworks/cortlandhome.asp>
Email: employed@cortland-co.org

WORKING TOGETHER TO KEEP CENTRAL NEW YORK WORKING

VISIT OUR WEBSITES FOR MORE INFORMATION

- Employment Listings
- Career Assessment Guides
- College Catalogs
- Job Search Information
- Internet
- Workshops
- Computers
- Resumé Preparation
- Multimedia Resources for Careers and Employment
- Representatives from the Department of Labor

BUSINESS & INDUSTRY CUSTOMIZED WORKFORCE TRAINING

- Technical Skills
- Computer Skills
- Office & Professional Skills
- Certification Program
- Supervisory Skills & Leadership Training
- Assessment and Evaluation Services
- Competitive Pricing
- Company-Focused
- Flexible Scheduling
- On- and Off-Site Offerings



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.



FOR MORE
INFORMATION
(607) 758-5111

Register Online at
www.ocmboces.org

MEET OUR INSTRUCTORS

OFFICE TECHNOLOGY

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.

HVAC/R TECHNICIAN

Dennis Walker worked in the HVAC field for over 16 years, all with the same company. He ran install crews, performed HVAC service work, and managed the service department the last 5 years. He is certified with the EPA as a technician, and Proctor. He holds several manufacturing certifications for service and installation.

AUTOMOTIVE TECHNOLOGY

Michael Gregory has 25 years of Automotive Technology Experience. He is a Ford/Lincoln Senior Master Service Technician, ASE-Certified Master Technician and Certified NYS DMV Inspector.

MEDICAL OFFICE ASSISTANT

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.

COSMETOLOGY

Dawn Iozzo has been practicing cosmetology for the past 30 years. She started her career working in a salon and then became the Educational Consultant and Territory Manager for MATRIX for 16 years. She has been teaching for OCM BOCES since 2012.

Diane Morton has been practicing and working in the cosmetology field for the past 34 years. She has been teaching Cosmetology at OCM BOCES for the past 27 years. She is a certified Adult Education Instructor.



Web: ocmboces.org/adulted

Twitter: [@CortlandBOCES](https://twitter.com/CortlandBOCES)



Facebook: facebook.com/cortlandboces.ae/

MORE INFORMATION

GENERAL INFORMATION FOR PART-TIME CONTINUING EDUCATION CLASSES

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.

STUDENT CONDUCT - FULL-TIME PROGRAMS

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 [John Placito at jplacito@ocmboces.org](mailto:jplacito@ocmboces.org) or call 315-453-4439.

ACCREDITED THROUGH COE

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

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

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 SYSTEM

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:



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Click "Adult Education: Part-Time
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WE WILL NEED:

Name, address, phone number
& email address

Course code & title

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



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Cortland, NY 13045
Mon-Fri 8:30 AM - 4:00 PM
Please bring exact amount.

OVER THE PHONE

(607) 758-5111



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Complete the registration form
below, enclose a check or money
order payable to OCM BOCES
Continuing Education and mail to:
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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: _____

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Make checks payable to OCM BOCES (No Cash)

MAIL-IN REGISTRATION FORM

Name: _____

Date: _____

Address: _____

City: _____ Zip: _____

Email: _____

Home # _____ Cell # _____

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Course # _____ Title: _____

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