

START A NEW CAREER IN AS LITTLE AS SIX MONTHS



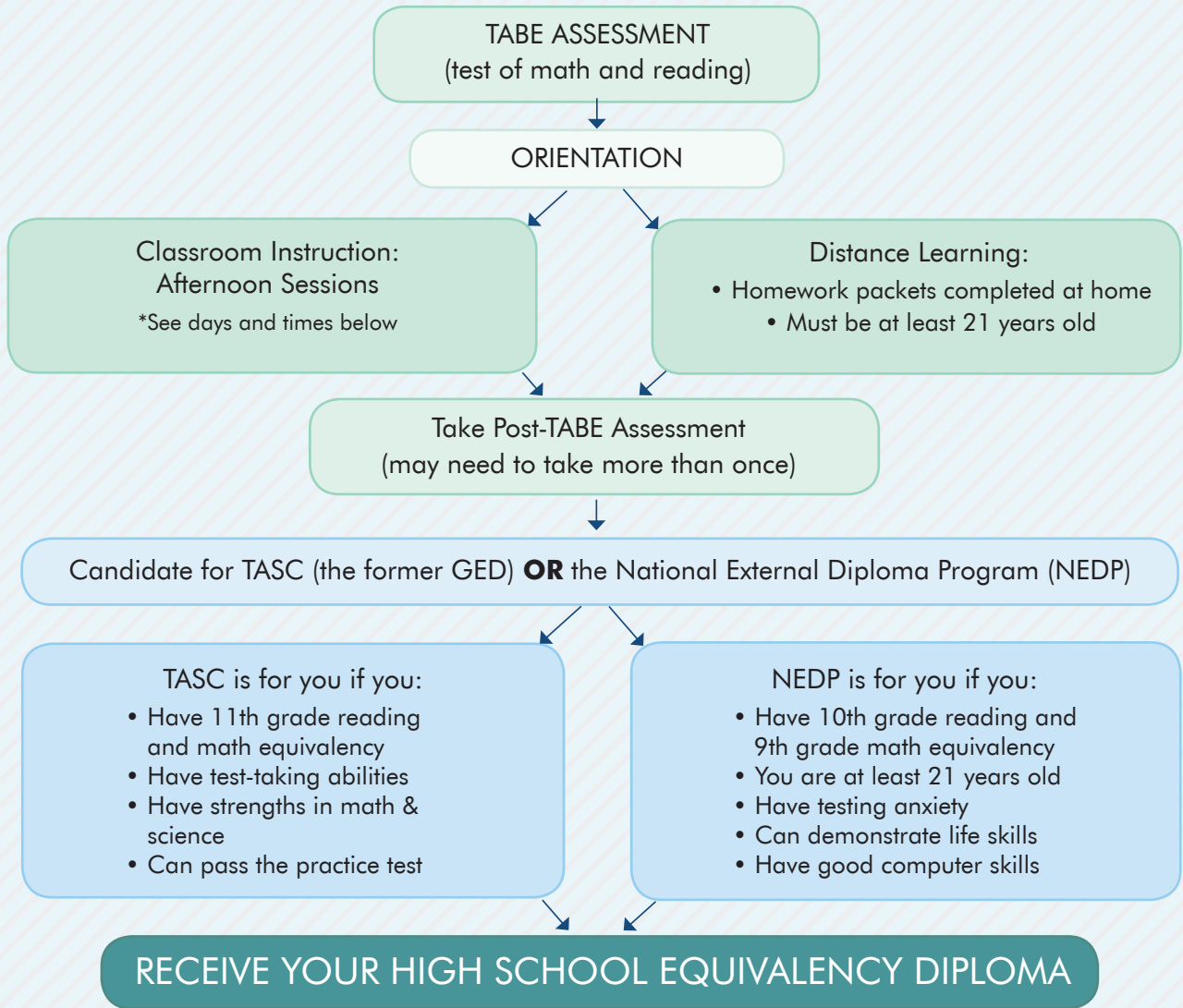
CORTLAND - ADULT TRAINING PROGRAMS
FALL & WINTER 2018 - COURSE CATALOG

AUTOMOTIVE TECHNOLOGY • MEDICAL ASSISTING

PLUS: FREE LITERACY & HIGH SCHOOL EQUIVALENCY PROGRAMS

FIVE-HOUR DRIVING COURSE

The road to your **FREE High School Equivalency Diploma**



For more information, call 607.758.5111.

JOIN US AT CORTLAND WORKS



Cortland Works Career Center
99 Main St.
Cortland, NY 13045
Wednesday & Friday
12:00 - 3:30 p.m.

TASC TEST DATES

August 3 & 4 - Cortland
Sept. 21 & 22 - Liverpool
Oct. 19 & 20 - Liverpool
Nov. 16 & 17 - Liverpool
Dec. 7 & 8 - Cortland

*Please arrive by
4:45 p.m. on
Fridays.*

*Please arrive by
7:45 a.m. on
Saturdays.*

5-Hour Pre-Licensing Course

5-HOUR PRE-LICENSING PROGRAM - 5HRS - \$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. Register by going online at ocmboces.org/adulted or giving us a call at 607-758-5111. Prepayment is required. Please arrive 15 minutes before class to sign in. You **MUST** bring your permit. Dates may be subject to change. Instructor: ABLE II Driving School

July 2	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-SU2018
July 16	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-SU2018A
July 30	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-SU2018B
August 13	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-SU2018C
August 27	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-FA2018
September 10	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-FALL2018
September 24	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-FA2018A
October 1	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-FA2018B
October 22	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-FA2018C
November 19	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-FA2018E
December 3	Monday	4:00 PM - 9:00 PM	CEMCCAR0100-WI2018

HOW TO FIND US

Center for New Careers, 1710 NYS Route 13, Cortland NY 13045

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."

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.

The Center for New Careers at the McEvoy Center

1710 NYS Route 13 • Cortland, NY 13045

(607) 758-5111 • www.ocmboces.org/adulted



facebook.com/cortlandboces/ae/

@CortlandBOCES

FULL-TIME CERTIFICATION PROGRAM ADMISSION REQUIREMENTS

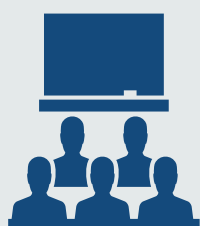
Every student is required to pass a TABE (Test of Adult Basic Education) test as a requirement of entrance into our adult programs. The test is free and takes about one hour. Just call 607-758-5111 to schedule an appointment.

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

TRAINING PROGRAM	COST	GRADE EQUIVALENT	
		READING	MATH
Automotive Technician	\$8,046	10.0	9.0
Medical Assisting	\$7,910	10.9	8.9

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



WELCOME

Feel free to stop by our office at 1710 NYS Route 13 in Cortland if you have any questions or would like to meet any of our staff.



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!



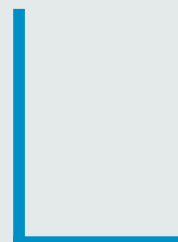
TABE ASSESSMENT

This is the entrance assessment for all students. Call (607) 758-5111 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.



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 Career Center

(Cortland County residents)
99 Main Street
Cortland, NY 13045
607-756-7585

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
607-272-7570

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. Our financial aid office will help you secure the best financial aid package to suit your needs and help you attain your education goals. Contact them with your financial aid questions at:

607-758-5181 or 315-453-4422

Financial Aid Counselor David Smith



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

REGISTER ONLINE: WWW.OCMBOCES.ORG/ADULTED

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 Automotive Service Excellence (ASE) 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 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 SEA-BEES as a construction mechanic for more than six years.

BY THE NUMBERS

Fee: \$8,046*
 Days/Times: M-Th 2:00 PM - 9:00 PM
 Fall/Winter: Sept 2018 - Feb 2019
 Job Placement Rate: 93%
 Graduation Rate: 63%
 Program Length: 800 hours
 Median student loan: \$996.50
 SOC Code: 49-3023
 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 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: \$7,910*
 Fall Dates: Aug 2018 - Feb 2019
 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
 Fall Dates: Aug 2018 - Feb 2019
 Median student loan: \$4,714
 SOC Code: 31-9092
 U.S. Dept. of Labor: www.bls.gov/SOC

*Tuition subject to change

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 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.

NEW: 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:

- On or before the first day of class, a full refund minus the \$50 processing fee will be issued.
- Up to 5% of the program hours offered, the student is entitled to an 80% refund.
- Up to 20% of the program hours offered, the student is entitled to a 50% refund.
- Up to 30% of the program hours offered, the student is entitled to a 25% refund.
- Over 30% of the program hours offered, no refund will be given.

Refunds, when due, shall be made within 45 days of the last day of attendance if written notification of the 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 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 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:

Director, Adult Education

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 Human Resources/School Attorney with offices at 110 Elwood Davis Road, Liverpool, NY 13088 (phone number 315-433-2631; e-mail jbufano@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)