REGISTER ONLINE TODAY AT: WWW.OCMBOCES.ORG/ADULTED

ADULT TRAINING PROGRAMS
WINTER/SPRING 2022-23 COURSE CATALOG
OCM BOCES – LIVERPOOL & CORTLAND

CAREER TRAINING
Central Sterile Processing
Cosmetology
Construction
Dental Assisting
Electrical
HVAC/R
Medical Assisting
Office Technology
(Medical Billing & Coding)
Phlebotomy
Practical Nursing
Welding

PLUS
Part-time Evening Classes

FREE LITERACY CLASSES
■ English Speakers of Other Languages
■ High School Equivalency Diploma Programs

REMEMBER!
Hold on to this catalog through the winter and spring for program and class dates! See full course descriptions online.

“I really enjoyed the class, I am really enjoying what I’m doing, and I’m so glad I did it.”
CAITLYN SMITH - DENTAL ASSISTING

“My instructors & tutors were all supportive & really nice people... BOCES has been super.”
RACHEL BATTISTA - HIGH SCHOOL EQUIVALENCY DIPLOMA

Read more about our inspiring students on page 10.
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CAREER CERTIFICATION PROGRAMS

PART-TIME
DOZENS OF CLASSES

FREE HIGH SCHOOL EQUIVALENCY & LITERACY CLASSES

FOR BUSINESSES
CUSTOMIZED TRAINING

MISSION
We commit to provide our community with the highest quality education and training necessary to successfully meet the challenges and opportunities of the 21st century.

LEARN MORE
ATTEND AN OPEN HOUSE THAT STARTS AT 1 P.M. EVERY THURSDAY
OR
SCHEDULE AN IN-PERSON TOUR
CALL (315) 453-4455

CONTACT INFORMATION
General Information: (315) 453-4455 or 1-800-444-4406
Part-Time Class Information: (315) 453-4600
Part-Time Registration: www.ocmboces.org/adulted
Full-Time Admissions: (315) 453-4400
Literacy: (315) 453-4672
Business & Industry Training: (315) 453-4466

OCM BOCES LEADERSHIP
District Superintendent: Matthew L. Cook, Ed.D.
Deputy Superintendent: Colleen Viggiano
Director, Adult Education: Mari Ukleya
Coordinator, Training & Continuing Education: Matt Tarolli
Coordinator, Health Occupations: Tammy Blanchard, MS, RN
FREE HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS
VISIT WWW.OCMBOCES.ORG/ADULTED OR CALL 315.453.4672 TO LEARN MORE

HIGH SCHOOL EQUIVALENCY PREPARATION (GED)

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ADDRESS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVERPOOL</td>
<td>OCM BOCES Main Campus</td>
<td>Mon-Thurs 8:30 AM – 11:30 AM</td>
</tr>
<tr>
<td></td>
<td>110 Elwood Davis Road</td>
<td>Mon/Wed 12:30 PM – 3:30 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evening Classes: Mon/Wed 5:00 PM – 8:00 PM</td>
</tr>
<tr>
<td>CORTLAND</td>
<td>Cortlandville Campus</td>
<td>Wed/Fri 12:00 PM – 3:00 PM</td>
</tr>
<tr>
<td></td>
<td>1710 NYS Route 13</td>
<td></td>
</tr>
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</tbody>
</table>

For information, call (315) 453–4672.

GED TESTING
December 9 & 10 - Liverpool
See ged.com for more dates and information.

NATIONAL EXTERNAL DIPLOMA PROGRAM

The 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. Candidates must be 21 or older and have internet access.
For information, call (315) 433–2228 or (315) 453–4662.

DISTANCE EDUCATION

Do you want your high school equivalency diploma or improve your English but are unable to attend class? Prepare for the GED exam in your own home.
For more information, call (315) 453–4672 or (315) 453–4686 or (315) 453–4682.

ESOL CLASSROOM LOCATIONS & DISTANCE EDUCATION

English for Speakers of Other Languages (ESOL)
Learn English to get a job or enter training/college programs. Study reading, writing, and vocabulary. Practice pronunciation and conversation. All levels of classes available. Students can register in the ESOL classroom.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ADDRESS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIVERPOOL</td>
<td>OCM BOCES Main Campus</td>
<td>Mon/Wed 8:30 AM – 12:30 PM</td>
</tr>
<tr>
<td></td>
<td>110 Elwood Davis Road</td>
<td>Tues/Thurs 8:30 AM – 1:30 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evening Classes: Mon/Wed 5:30 PM – 8:30 PM</td>
</tr>
<tr>
<td>MANLIUS</td>
<td>Manlius Library</td>
<td>Tues/Thurs 9:30 AM – 12:30 PM</td>
</tr>
<tr>
<td></td>
<td>1 Arkie Albanese Avenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manlius</td>
<td></td>
</tr>
</tbody>
</table>

For more information, call Macey at (315) 453–4684 or (315) 453–4672.
FULL-TIME PROGRAM ADMISSIONS

ADMISSION PROCEDURE

It’s as easy as this:

1. Complete Individual Student Record Form (ISRF)
2. Achieve Minimum Required Score On The Test Of Adult Basic Education (TABE)
3. Apply For The Free Application For Federal Student Aid (FAFSA) Online

Forms & Information can be found @ www.ocmboces.org/adulted

MINIMUM SCORES REQUIRED ON THE TEST OF ADULT BASIC EDUCATION (TABE)

<table>
<thead>
<tr>
<th>TRAINING PROGRAM</th>
<th>TUITION*</th>
<th>GRADE EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>READING</td>
</tr>
<tr>
<td>Central Sterile Processing Technician</td>
<td>$8,060</td>
<td>10.0</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>$10,779</td>
<td>8.9</td>
</tr>
<tr>
<td>Construction Trades</td>
<td>$8,750</td>
<td>8.9</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>$8,900</td>
<td>10.9</td>
</tr>
<tr>
<td>Electrical Maintenance Technician</td>
<td>$9,960</td>
<td>10.0</td>
</tr>
<tr>
<td>HVAC/R Technician</td>
<td>$8,460</td>
<td>10.0</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>$14,150</td>
<td>Please see steps below</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>$8,260</td>
<td>10.9</td>
</tr>
<tr>
<td>Office Technology</td>
<td>$8,350</td>
<td>10.0</td>
</tr>
<tr>
<td>Welder/Fitter</td>
<td>$9,360</td>
<td>10.0</td>
</tr>
</tbody>
</table>

* Additional fees required for books, supplies & uniforms. See pages 5-8 for specific fee estimates for each full-time program.

PRACTICAL NURSING - ADMISSIONS PROCEDURE

Admissions is based on a point system and available seats.
The admissions process takes approximately 60 days to complete. Steps 1-4 will need to be completed in order by June 8, 2023.
Completing steps 1-6 does not guarantee admission into the program.

1. Complete an intake form (Individual Student Record Form) and return via email to wbuck@ocmboces.org. (This is not an application.) Please include which program you wish to attend. DO NOT include your social security number.
3. Once the intake form and FAFSA are completed and received, you will receive an email with TEAS payment and scheduling instructions. Please note: All TEAS tests are remote. You will need a laptop/desktop with a camera and microphone.
4. Achieve a 50% or greater on the TEAS* (Prior to 6/8/23).
5. Once you have completed steps 1-4, you will receive an email to complete the PN forms and return to the admissions office. PN forms received prior to this step will be discarded. The forms are PN application, PN Applicant Essay (handwritten), two (2) professional references (invalid if submitted by the applicant); and a copy of your High School Diploma/High School Equivalency Diploma or transcript. The deadline for all paperwork is July 1, 2023 – no exceptions.
6. Once all of the above forms have been received and approved, an interview will be scheduled with the Practical Nursing Department. Interviews are being conducted via zoom at this time.
7. The final step – once all of the above have been completed and you are accepted, financial aid will schedule an appointment.

*If you choose to retake the TEAS test, you can do so 21 days after your initial test date (if time allows prior to the 6/8/23 test deadline date) and will be able to retest one time (a maximum of two tests are allowed). Each exam costs $75. TEAS scores for the Fall 2023 program must have been taken after 9/1/2022 and before 6/8/23.
**GETTING STARTED: FINANCIAL AID RESOURCES**

**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.

**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: 315-453-4422 or 315-453-4677

**OUR COMMUNITY PARTNERS**

**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

**CORTLAND WORKS**

(Cortland County residents)
99 Main Street
Cortland, NY 13045
607-758-7585

**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

**WORKING SOLUTIONS ONE-STOP CAREER CENTER**

1006 Oneida Plaza Drive
Oneida, NY 13421
315-363-2400

**VETERAN SERVICES**

Post 9/11 GI Bill™
Phone: 1-888-GIBILL-1 or 1-888-442-4551

OCM BOCES Certifying Official:
315-453-4422

**PLACEMENT & SUPPORT SERVICES**

The Office of Student Services is located at the OCM BOCES Main Campus in Liverpool. It includes a career resource library, financial aid, admissions, and a full-time social worker. A variety of resources are available to assist with employment placement and counseling.

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REGISTER ONLINE TODAY AT: WWW.OCMBOCES.ORG/ADULTED
**CENTRAL STERILE PROCESSING TECHNICIAN**

The Central Sterile Processing Technician is responsible for the procurement of surgical supplies and sterile equipment. Central Sterile Processing Technicians provide support to all patient-care services, including diagnostic and surgical application in a health care facility. They are responsible for cleaning, decontaminating, processing, assembling, sterilizing, storing and distributing the medical devices required for patient care. The 24-week training program includes the basics of medical terminology, anatomy and physiology, microbiology, infection prevention and control, principles and methods of the sterilization process, cleaning, decontaminating, processing, packaging, distributing, storing and inventory control of sterile goods, instruments, trays and equipment. Also included is a 160-hour internship component at a local health care facility. Students completing the program can sit for the Healthcare Sterile Processing Association (HSPA) certification.

*Estimated cost for books, supplies, & uniform is $275, with another $125 in optional costs.*

**PRACTICAL NURSING**

This is your opportunity to join one of most in-demand health occupations in the country. As a Practical Nursing (PN) student, you will be challenged with a rigorous program of study that will prepare you for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Nursing faculty will cultivate an environment in which your success can be measured, validated and reproduced. With the foundations of knowledge and skills, you will become a well-qualified and safe practitioner. A review of the National Council Licensure Examination (NCLEX-PN) is included at the end of the program.

<table>
<thead>
<tr>
<th>Tuition: $14,150*</th>
<th>$8,060*</th>
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</thead>
<tbody>
<tr>
<td>Median student loan: $9,500</td>
<td>$3,404</td>
</tr>
<tr>
<td>Graduation Rate: 82%</td>
<td>75%</td>
</tr>
<tr>
<td>Job Placement Rate: 88%</td>
<td>76%</td>
</tr>
<tr>
<td>Program Length: 1 year (1143 hours)</td>
<td>678 hours</td>
</tr>
<tr>
<td>Start Date: September 2023</td>
<td>February 2023</td>
</tr>
<tr>
<td>End Date: August 2023</td>
<td>August 2023</td>
</tr>
<tr>
<td>Daytime M-F, 8:00 AM - 3:00 PM</td>
<td>T/TH, 5:00 PM - 9:00 PM</td>
</tr>
<tr>
<td>Clinical as assigned M/W/F, 8:00 AM - 3:00 PM</td>
<td></td>
</tr>
<tr>
<td>Additional Requirements: TEAS exam ($75), Physical, immunizations and BLS CPR</td>
<td></td>
</tr>
<tr>
<td>SOC Code: 29-2061</td>
<td>31-9093</td>
</tr>
<tr>
<td>HEGIS Code: 5209.20</td>
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</tbody>
</table>

*Subject to change. Estimated cost for books, supplies & fees is $366, with another $195 in optional costs.*

**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 high-quality health care. Students learn both the administrative and clinical aspects of working in the medical office, including: word processing, HIPAA requirements, medical office procedures, and medical billing including ICD-10 and CPT-4 coding. Clinical coursework includes infection control, vital signs, medical office laboratory tests, pharmacology, EKGs, medical specialty assisting, and phlebotomy. The program includes a four-week clinical experience in a health care facility. Upon completion, students can sit for the Certified Clinical Medical Assistant exam.

<table>
<thead>
<tr>
<th>Tuition: $8,260*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Median student loan: $4,766</td>
<td></td>
</tr>
<tr>
<td>Graduation Rate: 96%</td>
<td></td>
</tr>
<tr>
<td>Job Placement Rate: 83%</td>
<td></td>
</tr>
<tr>
<td>Program Length: 780 hours</td>
<td></td>
</tr>
<tr>
<td>Start Date: February 2023</td>
<td></td>
</tr>
<tr>
<td>End Date: August 2023</td>
<td></td>
</tr>
<tr>
<td>Main Campus in Liverpool M-F, 8:00 AM-3:00 PM</td>
<td></td>
</tr>
<tr>
<td>Additional Requirements: Physical &amp; professional CPR testing fee</td>
<td></td>
</tr>
<tr>
<td>SOC Code: 31-9092</td>
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</tr>
<tr>
<td>U.S. Dept. of Labor: <a href="http://www.bls.gov/SOC">www.bls.gov/SOC</a></td>
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</tr>
</tbody>
</table>
**DENTAL ASSISTING**

This program is approved by the New York State Education Department Office of the Professions for licensure and certification purposes. The hands-on program format provides an excellent opportunity for those with an interest in the dental profession to begin a rewarding career. Students receive training in a well-equipped dental classroom/lab utilizing up-to-date 3D imaging and are trained on state-of-the-art Eaglesoft software. Coursework includes: sciences in dentistry, dental terminology, emergency care, infection control, preventive dentistry, clinical assisting and procedures, dental radiology, and a minimum 200 hours of internship experience in a dental office.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>$8,900*</th>
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</thead>
<tbody>
<tr>
<td>Median student loan:</td>
<td>$8,133</td>
</tr>
<tr>
<td>Graduation Rate:</td>
<td>81%</td>
</tr>
<tr>
<td>Job Placement Rate:</td>
<td>100%</td>
</tr>
<tr>
<td>Program Length:</td>
<td>900 hours</td>
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<tr>
<td>Start Date:</td>
<td>November 2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>July 2023</td>
</tr>
<tr>
<td>Additional Requirements:</td>
<td>Physical, health immunizations, Professional CPR and testing fee.</td>
</tr>
<tr>
<td>SOC Code:</td>
<td>31-9091</td>
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<tr>
<td>U.S. Dept. of Labor:</td>
<td><a href="http://www.bls.gov/SOC">www.bls.gov/SOC</a></td>
</tr>
</tbody>
</table>

*Subject to change. Estimated cost for fees, books & uniform is $510, with another $788 in optional costs.

**PHLEBOTOMY TECHNICIAN CERTIFICATION**

Students will be introduced to the field of a phlebotomy technician in physicians’ offices, hospitals, and other health-related facilities. Students will learn phlebotomy technician skills, including but not limited to the following: specimen collections, specimen processing and handling, laboratory operations (safety, quality control, etc.), and anatomy and physiology of the cardiovascular system. Students will also be introduced to infection control/universal precautions and a career development module. Anatomically correct arms are used in class for practice, but 50 sticks, 10 capillary sticks on live individuals are required to qualify for certification. Students will be offered 60 hours of theory and practice and will be required to complete 80 hours of clinical externship with a healthcare provider. (These hours will be outside of the listed classroom hours.) Health clearance documents will be required once accepted into the class. No medical experience needed. Textbook and testing fees are additional charges.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>$979*</th>
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<td>Graduation Rate:</td>
<td>TBD</td>
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<tr>
<td>Job Placement Rate:</td>
<td>TBD</td>
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<tr>
<td>Program Length:</td>
<td>140 hours</td>
</tr>
<tr>
<td>Dates:</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>January 10, 2023 to March 16, 2023 T/W, 5:30 PM – 8:30 PM</td>
</tr>
<tr>
<td>Spring</td>
<td>March 28, 2023 to May 31, 2023 T/W, 5:30 PM – 8:30 PM</td>
</tr>
<tr>
<td>Additional Requirements:</td>
<td>Health clearance documents, textbook and testing fees.</td>
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<tr>
<td>SOC Code:</td>
<td>31-9097</td>
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<tr>
<td>U.S. Dept. of Labor:</td>
<td><a href="http://www.bls.gov/SOC">www.bls.gov/SOC</a></td>
</tr>
</tbody>
</table>

*No financial aid available. Career training admission process does not apply. Contact OCM BOCES Adult Ed to register, 315-453-4600.

**COSMETOLOGY**

Cosmetology is an adult program designed to prepare students for a career in the appearance enhancement field. Classes follow the New York State approved curriculum required for taking the state licensing exams. The Cosmetology program offers students the opportunity to practice their skills during regular classes and clinics. An advanced placement option is also available to students who have already completed partial training.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>$10,779*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median student loan:</td>
<td>$6,501</td>
</tr>
<tr>
<td>Graduation Rate:</td>
<td>88%</td>
</tr>
<tr>
<td>Job Placement Rate:</td>
<td>67%</td>
</tr>
<tr>
<td>Program Length:</td>
<td>1,100 hours</td>
</tr>
<tr>
<td>Start Date:</td>
<td>September 2023</td>
</tr>
<tr>
<td>End Date:</td>
<td>June 2024</td>
</tr>
<tr>
<td>Dates:</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>January 10, 2023 to March 16, 2023 T/W, 5:30 PM – 8:30 PM</td>
</tr>
<tr>
<td>Spring</td>
<td>March 28, 2023 to May 31, 2023 T/W, 5:30 PM – 8:30 PM</td>
</tr>
<tr>
<td>Additional Requirements:</td>
<td>Health clearance documents, textbook and testing fees.</td>
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<tr>
<td>SOC Code:</td>
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<td>U.S. Dept. of Labor:</td>
<td><a href="http://www.bls.gov/SOC">www.bls.gov/SOC</a></td>
</tr>
</tbody>
</table>

*Subject to change. Estimated cost for fees, books & kit is $885.
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. Each one of these focus areas requires a four-week internship to complete the program. Students may specialize in one or more of the following areas:

**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 Google Suite, incorporating the administrative skills needed for a variety of office-related careers.

**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®, in addition to Google Suite.

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**MEDICAL BILLING & CODING**

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 as well as the current ICD-10-CM, along with computers and more general administrative skills. Class will also focus on electronic medical health care record management with state-of-the-art Medent software. Basic computer knowledge such as downloading files, accessing email, uploading files, and navigating the internet is recommended.

**BOOKKEEPING & ACCOUNTING**

Continue on to a concentration in 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®. Basic computer knowledge such as downloading files, accessing email, uploading files, and navigating the internet is recommended.

---

*Tuition: ................................................................. $8,350*
Median student loan: ........................................ $3,899
Graduation Rate: .................................................... 75%
Job Placement Rate: ............................................. 95%
Program Length: ............................................... 780 Hours
Start Date: ......................................................... February 2023
End Date: .......................................................... August 2023
M-F, 8:00 AM - 3:00 PM
SOC Codes: ................................................. 43-6014 • 43-3021 • 43-3031 • 43-9060
U.S. Dept. of Labor: .......................................... www.bls.gov/SOC

*Subject to change. Estimated cost for fees, books & supplies is $210.

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*Tuition: ................................................................. $8,350*
Median student loan: ........................................ $3,899
Graduation Rate: .................................................... 75%
Job Placement Rate: ............................................. 95%
Program Length: ............................................... 780 Hours
Start Date: ......................................................... February 2023
End Date: .......................................................... August 2023
M-F, 8:00 AM - 3:00 PM
SOC Codes: ................................................. 43-6014 • 43-3021 • 43-3031 • 43-9060
U.S. Dept. of Labor: .......................................... www.bls.gov/SOC

*Subject to change. Estimated cost for fees, books & supplies is $364.
WEMLER/FITTER

In this program, students will develop an understanding and proficiency in the areas of shop math, basic drafting, blueprint reading, safety, and the use of oxy-acetylene and plasma-arc cutting equipment. MIG (GMAW), TIG (GTAW), Flux-Core (FCAW) and Stick (SMAW) welding processes will be taught in all positions, as well as an introduction to basic pipe-welding processes. Training follows the standards set by the American Welding Society (AWS). The program includes job shadowing and a four-week internship. Upon completion of the program, students will have an opportunity to obtain AWS D1.1 Welder Qualification. Added Requirements: jacket, helmet, boots.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>$9,360*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median student loan:</td>
<td>$4,963</td>
</tr>
<tr>
<td>Graduation Rate:</td>
<td>83%</td>
</tr>
<tr>
<td>Job Placement Rate:</td>
<td>92%</td>
</tr>
<tr>
<td>Program Length:</td>
<td>812 hours</td>
</tr>
</tbody>
</table>

**Dates:**
- **Days:** February 2023 to August 2023
  - Main Campus: M-F, 8:00 AM - 3:30 PM
  - Thompson Road: M-F, 3:30 PM - 8:30 PM
- **Evenings:** May 2023 to October 2023

**SOC Code:** 51-4121
**U.S. Dept. of Labor:** www.bls.gov/SOC

*Subject to change. Estimated cost for fees, books, tool kit & exams is $836. *Cortland option based on enrollment.

ELECTRICAL MAINTENANCE TECHNICIAN

Students will receive training in basic shop math, hand and power tools, precision measuring instruments, electrical blueprints, the National Electrical Code standards and practices, OSHA, electrical theory, conduit bending, motors and NEMA designations. Students will also be eligible to earn National Fire Protection (NFPA) certification. A four-week work experience is included in the training program. According to U.S. Department of Labor statistics, the employment of electrical maintenance technicians is expected to increase with new technologies along with the large number of expected retirements in this field.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>$9,960*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median student loan:</td>
<td>$4,952</td>
</tr>
<tr>
<td>Graduation Rate:</td>
<td>82%</td>
</tr>
<tr>
<td>Job Placement Rate:</td>
<td>100%</td>
</tr>
<tr>
<td>Program Length:</td>
<td>810 hours</td>
</tr>
</tbody>
</table>

**Dates:**
- **End Date:** August 2023
  - M-F, 8:00 AM - 3:30 PM

**SOC Code:** 51-4121
**U.S. Dept. of Labor:** www.bls.gov/SOC

*Subject to change. Estimated cost for fees, books & kits is $816. *Cortland option based on enrollment.

CONSTRUCTION TRADES

This is a comprehensive introduction to all aspects of residential building construction from foundations to rough and finished carpentry. Skills will be taught through classroom instruction, job shadow experiences and a four-week internship with a local contractor, builder or home remodeling company. Topics will include hand and power tools, construction math, blueprint reading, masonry, rigging, electrical wiring, basic plumbing, framing, roofing, and finishing. Hands-on training and projects will reinforce all classroom learning. A student tool kit will be provided and will include the fundamental tools of the trade.

**Operations:**
- **Tuition:** $8,750*
- **Median student loan:** $3,087
- **Graduation Rate:** 90%
- **Job Placement Rate:** 91%
- **Program Length:** 780 hours
- **Start Date:** February 2023
- **End Date:** July 2023
- **SOC Code:** 47-2000
- **U.S. Dept. of Labor:** www.bls.gov/SOC

*Subject to change. Estimated cost for fees, books, tool kit & exams is $596.

HVAC/R TECHNICIAN

Heating, ventilation, air conditioning and refrigeration (HVAC/R) is a technical and hands-on training program covering all critical aspects of the HVAC/R field. The program offers a combination of classroom, lab and field work under the supervision of an experienced, qualified instructor. Learn and understand refrigeration and cooling systems, electrical circuitry, electronic solid state control applications, and electric, gas and oil-fired heat and heat pumps as well as how to install, maintain, troubleshoot and repair both residential and commercial systems. Students work on fully operational cooling and heating systems in our well-equipped HVAC/R lab. Opportunities exist as entry-level service technicians, installation personnel, facilities maintenance technicians and commercial sales and service representatives. The EPA Universal Certification Exam for refrigerant handling is offered at an additional fee.

<table>
<thead>
<tr>
<th>Tuition:</th>
<th>$8,460*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median student loan:</td>
<td>$3,836</td>
</tr>
<tr>
<td>Graduation Rate:</td>
<td>81%</td>
</tr>
<tr>
<td>Job Placement Rate:</td>
<td>97%</td>
</tr>
<tr>
<td>Program Length:</td>
<td>715 hours</td>
</tr>
</tbody>
</table>

**Dates:**
- **End Date:** July 2023
  - M-F, 8:00 AM - 3:00 PM

**SOC Code:** 49-9020
**U.S. Dept. of Labor:** www.bls.gov/SOC

*Additional fees: OSHA exam, EPA

*Subject to change. Estimated cost for fees, books & kits is $836.
MEET OUR INSTRUCTORS

TRADES & TECHNOLOGY

LEWIS CARINCI is an AWS/ASME certified welder with 37+ years of experience in welding and fabrication. He has a degree from Herkimer Community College in business administration and a degree from Cornell University in county government laws and procedures. He also graduated from the Schenectady Modern Welding School.

LARRY CASEY is a graduate of Onondaga Community College with a degree in business administration. He has 30 years of experience working in the electronics and mechanical fields. He is a certified proctor for BPI and a certified EPA/HVAC technician.

GORDON MCCAFFER is a nationally certified AWS D11 Code Welder (#1402161W) with 38+ years of experience in welding, custom fabrication and manufacturing. He also holds a NYS DOT Welding Certification (all-position/unlimited thickness). Prior to OCM BOCES, he was an ASME code-qualified pressure-vessel welder for a large local manufacturer. This included 6G (all position) pipe welding using multiple welding processes. He is an OCM BOCES graduate and has an A.A.S. in Business from Onondaga Community College. He has been an AWS District Welding Educator of the Year. He has a NYS Adult Education Certification.

JOSEPH MIUCCIO has a master’s degree in vocational technical education and bachelor’s degree in industrial arts from SUNY Oswego. He holds Building Performance Institute (BPI) certifications in Building Analyst, Envelope Professional, Heating Professional and RESNET.

JUSTIN MUSA has owned and operated his own construction business in Syracuse, JSM Construction, since 2015. He previously worked at McClurg in Marcellus and as a carpenter apprentice at Erickson International in Syracuse. Musa has a bachelor’s degree in education from SUNY Cortland.

DAWN IOZZO has 35 years of experience in the salon industry. She holds a NYS Cosmetology License, certification for teaching Adult Education, as well as a certified NYS Cosmetology examiner. Dawn has been successful as a salon stylist/salon manager. She found her true passion for the industry as an educator and training manager at MATRIX/L’Oreal, where she facilitated advanced cutting and coloring programs to stylists in salons as well as training other trainers to train in salons.

OFFICE TECHNOLOGY

TBA

HEALTH OCCUPATIONS

NANCY CHAPPELL has more than 30 years of experience in the field. She graduated from the PIMA Medical Institute in Denver in 1989 and was certified by the Dental Assisting National Board in 1993. She has been a NYS Certified Dental Assistant since 2000.

JAMIE LEMESSURIER, NRCMA, is a 2011 graduate of the BOCES Medical Assisting Program. She has worked in a variety of medical settings, including general surgery, pain management and neurology. She excels in both the clinical and administrative sides of medical assisting.

PRACTICAL NURSING

COORDINATOR:

TAMMY BLANCHARD, MS, RN, received her bachelor’s and master’s degrees from Keuka College. She has more than 20 years of experience in nursing, including previous positions at St. Joseph’s Health, Loretto Health and Rehabilitation, and Crouse Hospital. In addition to health care, Tammy’s nursing career has also focused on the education and business aspects of the field.

INSTRUCTORS:

MICHELE CALIVA, MA, RN, completed her master’s degree training at the Naval Post Graduate School.

CAROL CHRISTENSEN, BSN, obtained her bachelor’s degree from Western Governors University in Utah and has more than 25 years of experience in the field.

STEPHANIE DELAHUNT, MSN, RN, holds a master’s degree in nursing from Excelsior College.

TIFFANI IROVANODO, RN, LPN, obtained her LPN through OCM BOCES, became an RN through Onondaga Community College, and is currently attending Chamberlain University in New Jersey for her bachelor’s degree (BSN) in nursing.

ALLYSON MALTZ, MS, obtained her master’s degree in nursing from Western Governors University in Utah.

BRENDA PARKER, BSN, RN, holds a bachelor’s degree in nursing from Excelsior College.

BETHANY PRICE, RN, BSN, became an RN through St. Joseph’s College of Nursing and obtained her bachelor’s degree in nursing (BSN) from SUNY Upstate Medical College of Nursing.

SUSAN SQUADRITO, MSN, BSN, RN, has a master’s degree from the University of New Hampshire and a bachelor’s degree in nursing from the Franciscan Missionaries of Our Lady University.

CAROL VIGLIOTTI, MS, BSN, RN, obtained a bachelor’s degree in nursing from Keuka College and a master’s degree in health services administration from The New School. She completed her vocational teacher education at SUNY Oswego. In addition, she holds a NYS Permanent Teaching Certificate in Licensed Practical Nursing and Business.

WAI-YIN, MS, RN, received her associate’s degree in nursing from St. Joseph’s College of Nursing and her master’s degree in nursing education from Le Moyne College in Syracuse and has more than 17 years of experience in the field. She also has a bachelor’s degree in science nutrition from Syracuse University and an associate’s degree in nursing from St. Joseph’s College of Nursing.

CENTRAL STEREILE PROCESSING

JAMIE DUBOIS, has worked as a sterile processing manager at Upstate Medical University since 2018 and has 17 years of experience in the field. She previously worked in and managed sterile processing departments at Auburn Hospital, Highland Hospital in Rochester, Riverside Regional Medical Center in Virginia and SUNY Upstate Medical Center. She holds a bachelor’s degree in business administration from Western Governors University.

PHLEBOTOMY

KAREN HENCHEN has been teaching phlebotomy part-time at OCM BOCES for 20 years and has worked in the nursing field over 30 years. She earned her LPN degree at OCM BOCES and is employed at St. Joseph’s Hospital. This class is co-taught with Jamie LeMessurier.
CAITLYN SMITH - DENTAL ASSISTING

Caitlyn Smith, 33, smiles brightly throughout her day as a dental assistant at Salt City Smiles, a dentist office off West Taft Road in Liverpool.

It is no coincidence: She loves her job, her co-workers, the patients, and the confidence she feels each day as she learns new skills and gains more experience. Her primary role is to assist Dr. Andrew J. Goss, the office’s sole practitioner, as he treats his patients. But she is also learning other roles, such as ordering supplies, making and changing appointments, and working at the front desk.

“It’s so much fun,” she said. “The days just fly by. It doesn’t seem like work to me because I love it so much.”

Smith started her career at Salt City Smiles after graduating in June 2022 from the Dental Assisting program at OCM BOCES. In addition to studying and learning hands-on skills in the OCM BOCES classroom and laboratory, students get the benefit of job shadowing opportunities and internships, which often lead to full-time jobs. Smith had 10 weeks of job shadowing through OCM BOCES, including a stop at Salt City Smiles. Later, Dr. Goss offered her a six-week internship and then a full-time job.

“It was a little nerve-wracking because I had never worked in a dental office before,” she said. “Now I know what I am doing and feel more confident in what I’m doing.”

Her journey to dental assisting — and OCM BOCES — was long. After graduating from Bishop Ludden High School in Syracuse, Smith worked at a daycare for 9 ½ years and then as a nursing assistant in a local nursing home for six years. At one point, she leafed through an OCM BOCES course catalog and thought about switching to dental assisting, a choice she had almost made before going into nursing. Smith signed up for a virtual Open House at OCM BOCES — COVID-19 restrictions had prevented in-person visits — and immediately signed up.

In and out of class, she worked hard. Smith found herself so interested in the profession, she “studied, studied, studied” and performed well, even though school had never been a huge passion. Her instructor, Nancy Chappell, who has 30 years of experience in the field, was knowledgeable, attentive, supportive, and connected to dozens of professionals who were constantly inquiring about the prospect of getting future employees from her class.

“She was the greatest,” Smith said. “She wanted everyone to do well; she wanted everyone to pass.”

Smith said she would recommend the Dental Assisting program “100 percent.”

RACHEL BATTISTA - HIGH SCHOOL EQUIVALENCY

Rachel Battista has spent her entire adult life caring for others, a labor of love that never seemed to end as family members suffered health problems or passed away. About 1½ years ago, however, she decided to do something for herself. Rachel picked up an OCM BOCES catalog, went online, and signed up for a free program to help her earn a high school equivalency diploma.

The National External Diploma Program (NEDP) was made for Rachel. Now 38 years old, Rachel had dropped out of high school as a 10th grader, not realizing how difficult it would be to go back. NEDP allows participants who are 21 or older and have life experience to get their high school equivalency diploma through a web-based curriculum. Students work online, from home, but meet weekly with an OCM BOCES “assessor” at the Liverpool campus to learn and stay on track. Students are assessed in eight competency areas, including cultural literacy, health literacy, civic literacy, community participation, consumer awareness, financial literacy, 21st-Century workplace skills, geography, history, science, and foundational skills in communication and technology.

Even before she qualified for the NEDP program, Rachel worked from home toward her GED — her high school equivalency diploma — with help from BOCES literacy instructors. One instructor, Martha Burns, helped Rachel review the math and reading skills she needed to pass the Test of Adult Basic Education (TABE). That test, in turn, qualified her for NEDP.

Even as she cared for her mother, who is recovering from health problems, Rachel said she was determined to find time to study and spend time online. She met her NEDP assessor, Lori Pallone, once a week. She occasionally got some extra tutoring.

In the end, she succeeded. By the fall of 2022, Rachel had passed all her competency tests and earned her diploma. That piece of paper — a symbol of her determination — has given her confidence to “only look forward, never look back,” she said, and pursue her goal of getting a job, being self-sufficient, and continuing her education in either the medical or legal field.

“Sometimes, your past makes you stronger, builds character,” she said. “It’s been really tough, but here I am now — I’ve got my diploma — and I definitely want to go further.”
ART

DRAWING BASICS
Explore pencil, charcoal, and pastel while drawing simple subjects. Drawing exercises will warm you up, and you will be delighted at your improvement. As you perfect some basic skills, you can begin to work with other media. Supplies required. Please call 315–453–4600 to obtain a supply list prior to class.

CEART0655Win6 1/12/23 – 2/2/23
CEART0655Spr6 3/16/23 – 4/6/23
Thursday $65.00
Patricia Slack 4 Sessions
6:30 PM – 9:00 PM Main Campus

PAINTING BASICS
Whether you have been a student of art in the past or have never picked up a brush, this class will guide you through everything you need to know to start painting. Discover how to mix colors, how color can set the mood, how to prepare your surface, and techniques for applying paint. You’ll be working with acrylics on canvas, but the concepts can apply to watercolor, oil, pastel, or decorative painting. Supplies needed. Please call 315–453–4600 to obtain a supply list prior to class.

CEART0658Win6 2/16/23 – 3/9/23
CEART0658Spr6 4/13/23 – 5/4/23
Thursday $65.00
Patricia Slack 4 Sessions
6:30 PM – 9:00 PM Main Campus

PAINTING WITH ACRYLICS
Learn to blend, shade, and highlight with acrylic paints! You will learn the basic strokes and advance to more complex strokes, blending and mixing colors, and choosing subjects for your work. Come to learn, paint and relax. Basic painting and drawing supplies required. Call 315–453–4600 to obtain a supply list prior to class.

CEART0664Spr6 4/11/23 – 5/2/23
Tuesday $65.00
Patricia Slack 4 Sessions
6:30 PM – 9:00 PM Main Campus

PAINTING WITH OILS
Learn the basics of oil painting to create original painted designs on canvas board or a canvas of choice. Bring a variety of visual references on your subject of choice to combine a variety of picture elements, integrating the elements and principles of design. Students will be provided a list of materials to bring to the class. Call 315–453–4600 to obtain a supply list prior to class.

CEART0667Spr6 5/11/23 – 6/1/23
Thursday $65.00
Patricia Slack 4 Sessions
6:30 PM – 9:00 PM Main Campus

OPEN ART STUDIO – NEW
In this very casual setting, you will be creating a masterpiece under the instruction of artist Patricia Slack. Please bring the drawing and/or painting medium of your choice — acrylics, watercolors, pencils, or pastels, etc. Draw and/or paint your subject of choice from visual references you wish to bring to class. Learn design composition skills based on the elements and principals of design, and learn to target and measure your growth using art criticism! Students may present digital uploads of completed art works for display in the gallery. Paint among your peers in a supportive, friendly and creative environment. (Students will please bring art materials of choice.)

CEART0663Win6 2/14/23 – 3/7/23
CEART0663Spr6 5/9/23 – 5/30/23
Tuesday $65.00
Patricia Slack 4 Sessions
6:30 PM – 9:00 PM Main Campus

CALLIGRAPHY
Learn the art of calligraphy to create hand-penned and painted lettering and graphic designs. Bring a favorite quote, prayer, song lyric, and related graphic images to combine word and picture through handmade stylized formats. Students will be provided a list of materials to bring to the class. Call 315–453–4600 to obtain a supply list prior to class.

CEART0640Win6 1/12/23 – 3/16/23
CEART0640Spr6 1/10/23 – 1/31/23
Tuesday $65.00
Patricia Slack 4 Sessions
6:30 PM – 9:00 PM Main Campus

JEWELRY & LAPIDARY
Learn how to cut and polish stone and set the results into your hand-made sterling silver setting. Learn to use saws and stone polishing equipment and basic soldering techniques. Basic tools and materials needed to complete your project will be discussed at the first class. Some tools available for use in class.

CEART0651Win6 1/12/23 – 3/16/23
Thursday $129
John Sweeney 10 Sessions
6:30 PM – 9:30 PM Main 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. Bring your adjustable digital or 35mm camera and instructions to class.

CEPER0619Win6 3/13/23 – 4/17/23
CEPER0619Spr6 4/24/23 – 5/5/23
Monday $95.00
Al Miles 6 Sessions
6:00 PM – 8:00 PM Main Campus

BUSINESS

ABC’S OF ACCOUNTING
This class will introduce you to basic accounting skills, the accounting equation—assets, liabilities and owner’s equity—and the rules of debits and credits. We will discuss a variety of business entities such as sole proprietorship, partnership, corporation and limited liability company. You will also learn about T-accounts to analyze business transactions as well as the correct terminology for use with accountants. Text required.*

CEBM0423Spr6 3/16/23 – 5/18/23
Thursday $139.00
Fred Intondi 10 Sessions
6:00 PM – 8:00 PM Main Campus

BETTER BUSINESS WRITING FOR TODAY
Create a positive impression with your customers, co-workers and management by learning to produce clear, concise business documents that are both effective and professional. Review spelling, word usage, punctuation and sentence structure needed to correctly write letters, memos, reports, proposals and minutes.

CEBUS0436Spr6 3/28/23 – 4/18/23
Tuesday $69.00
Mary Elizabeth Alberts 4 Sessions
6:30 PM – 9:00 PM Main Campus

* THERE IS AN ADDITIONAL FEE FOR REQUIRED TEXTS. ALL TEXTS ARE AVAILABLE AT FIRST CLASS UNLESS OTHERWISE NOTED.
CUSTOMER SERVICE SKILLS
In today's world, providing quality customer service is essential in all organizations and businesses. As a frontline employee, you are usually the first person a potential customer meets either in person or on the phone. Emphasis will be placed on responding to a customer’s needs and incorporating customer service—greeting customers, answering the telephone, transferring a call, message taking, solving problems, and handling complaints. Participants will share customer service experiences and identify key words that lead to either a positive or negative experience.

CEBUS0438Win6 1/31/23 – 2/7/23
CEBUS0438Spr6 5/2/23 – 5/9/23
Tuesday $49.00
Mary Elizabeth Alberts 2 Sessions
6:30 PM – 9:00 PM Main Campus

COMPUTERS
INTRO TO COMPUTERS
Become familiar with computers in a 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. Learn to create, save and retrieve a file and learn about creating and changing directories and drives. Become familiar with the terms such as “word processing,” “database,” and “spreadsheet,” among others, and how they relate to your new world of computer literacy. Now using Windows 10. Textbook required. No experience necessary.

CECOM5000Win6 1/9/23 – 2/6/23
CECOM5000Spr6 3/20/23 – 4/10/23
Monday $135.00
Jean Duva 4 Sessions
12:00 PM – 2:30 PM Main Campus

INTRO TO WINDOWS 10
This class offers an easy way to become familiar with the Windows system. Explore the basic features of Windows 10, including the task bar, desktop, start menu, developing shortcuts, drag-and-drop, recycle bin, and control panel. Create folders to manage files and documents. Use Explorer to locate files. Learn about installing or uninstalling hardware and software, plug-and-play, and other features of Windows. Create, delete, or rearrange icons. Customize your desktop and start menu. Learn about passwords and security within the Windows environment. Prerequisite: Introduction to computers or equivalent experience. Textbook required.* Please bring a flash drive to class.

CECOM5430Win6 2/13/23 – 3/13/23
CECOM5430Spr6 4/17/23 – 5/8/23
Monday $135.00
Jean Duva 4 Sessions
12:00 PM – 2:30 PM Main Campus

EXCEL® 2016 1
This class covers the basics of entering and editing entries, selecting cells and ranges, creating basic formulas and functions, absolute formulas, AutoSum, and multiple-sheet workbooks. Includes modifying columns, row heights, hiding columns and rows, text alignment, and printing entire worksheets and worksheet selections. Experience with Windows recommended. Textbook required.* Please bring a flash drive to class.

CECOM5521Win6 1/10/23 – 1/31/23
CECOM5521Spr6 3/21/23 – 4/11/23
Tuesday $145.00
Frank McCarthy 4 Sessions
6:00 PM – 8:30 PM Main Campus

W.O.W. WORK-OUT WEDNESDAY
Frank McCarthy
Instructor
Main Campus
$145/session
1 session, Wednesday 9:00AM – 4:00PM

W.O.W EXCEL® 2016 LEVEL 1
CECOM8004Win6 1/11/23
CECOM8004Spr6 3/22/23

W.O.W EXCEL® 2016 LEVEL 2
CECOM8007Win6 1/18/23
CECOM8007Spr6 3/29/23

Click here to register at www.ocmboces.org/adulted
CONTINUING EDUCATION

**INTRO TO AUTOCAD 2023 1 - NEW**
Increase your design and drafting skills using AutoCAD, the computer-aided drafting tool. Gain an understanding of AutoCAD by setting up files, navigating work space, and learning about drawing tools, hot keys, icon buttons, drawing and modifying concepts, orthographic drawings, layers, dimension styles, hatching, Xref and raster images. One computer per student. Prerequisite: Basic computer skills and understanding of basic drafting. Text required.*

CECOM5604Win6 4/14/23 – 2/18/23
CECOM5605spr6 3/18/23 – 4/29/23
Saturday $255.00
David Trembley 6 Sessions
8:00 AM – 12:00 PM Main Campus

**AUTO CAD 2023 2 - NEW**
Build on the skills gained in the basic AutoCAD class or elsewhere. Prerequisite: Basic AutoCAD or equivalent experience. Text required.*

CECOM5605Spr6 3/18/23 – 4/19/23
Saturday $255.00
David Trembley 6 Sessions
8:00 AM – 12:00 PM Main Campus

**BUILD A WEBSITE FOR FREE**
This hands-on class will give you the opportunity to create a website tailored to you. Promote your business, create a personal website for your friends and family, or help your local community organizations spread their message across the globe. You will receive the instruction and materials to build your own website in session and learn the skills that will allow you to edit and further develop the website in the future. Basic computer knowledge required. Please bring a 3” binder to first class.

CECOM0100Spr6 3/29/23 – 4/19/23
Wednesdays $79.00
Bonnie Strunk 4 Sessions
6:30 PM – 9:00 PM Main Campus

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**COSMETOLOGY**

**COSMETOLOGY SUMMER SESSION**
If you need:
- Additional hours to qualify for the State Board examination
- A refresher for the State Board written or practical exam
You may be interested in our Adult Ed Cosmetology summer session. Please contact Dawn at 315-453-4650 for additional information.

Dawn lozzo 1 Session
4:00 PM – 8:00 PM Main Campus

**MAKE YOUR OWN SPA DAY**
Make–n–take with essential oils. You deserve to be pampered and enjoy a fun evening. Join us to make these great creations using essential oils and other natural products. We will be making three take–home items to spoil and relax you. Bring your friends. Everything is more fun when you are with your tribe. Please bring $15 to class payable to the instructor.

CEPER1S00Spr6 3/22/23
Wednesday $39.00
Christine Taylor 1 Session
6:00 – 8:00 PM Main Campus

**SECRET MAGIC OF THE CORRECT COLORS**
Learn how to look younger, healthier, and thinner by wearing your correct colors! Bright, beautiful colors surround us everywhere, and their effect on our appearance is amazing! Find out how the seasonal color theory works and discover the best colors for you. You will receive a professional and individualized color analysis. You will leave knowing your best colors and how wearing your right colors can help you look 10 pounds thinner and years younger. Please bring $15, payable to the instructor, for materials needed.

CECOSO422Spr6 4/11/23
Tuesday $39.00
Dianne Stancampiano 1 Session
6:30 PM – 9:30 PM Main Campus

**I HAVE NOTHING TO WEAR! LEARN HOW TO LOOK 10 POUNDS THINNER & 10 YEARS YOUNGER**
Have a closet FULL of clothes and NOTHING to wear? Get the “skinny” on what wardrobe styles and silhouettes are most flattering no matter your shape and learn the art of dressing with ease. Learn your figure and how clothing can help your diet along through proportional dressing! How many of us can say we are a perfect size 8 or 10? How many times have you been able to buy a garment that needs no additional tailoring? Few of us have perfect figures, and that’s why proportional dressing is so important in creating a successful image. By recognizing and accepting your figure’s strengths and weaknesses, you can make adjustments to your wardrobe that will flatter and enhance your looks. Receive Personal Image Information that will recommend wardrobe, makeup, hair and accessories based on your physical characteristics, coloring and fashion personality. Please bring $25, payable to the instructor, for materials needed.

CECOSO450Spr6 4/25/23
Tuesday $39.00
Dianne Stancampiano 1 Session
6:30 PM – 9:00 PM Main Campus

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*THERE IS AN ADDITIONAL FEE FOR REQUIRED TEXTS. ALL TEXTS ARE AVAILABLE AT FIRST CLASS UNLESS OTHERWISE NOTED.*
GET YOUR GLAM ON, LEARNING MAKEUP LIKE A PRO

Unleash your inner beauty with a class on makeup application. Learn professional tips and tricks for a soft, finished makeup you can use. Does the selection of makeup make it difficult for you to decide what’s best for you? Learn what’s available and what to look for when purchasing makeup, and how to apply it correctly. Find ways to look your best. Products used in the class will be from TruAura Beauty, a clean, microbiome-friendly line. This class is best suited for ages 16 and up. We will follow mask mandates with CDC guidelines. (Bring your makeup bag and call 315-453-4600 for items needed for class.)

CECOS0420Spr6 3/21/23
Tuesday $39.00
Dianne Stancampiano 1 Session
6:30 PM – 9:30 PM Main Campus

CAKE DECORATING LEVEL I

Learn the skills to make and bake the perfect cake! This four-week course will give you step-by-step instructions for baking your first cake and presenting an enviable product. Our experienced instructor who is Wilton-certified, will walk you through the process of making the perfect icing and using the proper piping techniques to create lines, shapes, lettering, borders, flowers and more. You will quickly learn just how easy it is to make a perfect cake for any occasion! Please call 315–453–4600 to obtain a supply list prior to class.

CECAK0973Win6 1/11/23 - 2/1/23
CECAK0973Spr6 3/11/23 - 4/12/23
Wednesday $65.00
Traci Regan 4 Sessions
6:30 PM – 9:00 PM Thompson Road Campus

CAKE DECORATING LEVEL II

Discover one of the most satisfying and exciting ways to decorate a cake in this fun-filled, four-week course. In this class, our Wilton-certified instructor will teach you the basics of tinting, molding and shaping fondant. Learn how to perfectly cover a cake and create exquisite fondant and gum-paste flowers, bows, and more! Prerequisite: Introduction and More Cake Decorating class. Please call 315–453–4600 to obtain a supply list prior to class.

CECAK0975Spr6 5/17/23 – 6/7/23
Wednesday $65.00
Traci Regan 4 Sessions
6:30 PM – 9:00 PM Thompson Road Campus

CAKE DECORATING LEVEL III

Explore even more decorating techniques as our Wilton-certified instructor teaches you the skills of royal icing. Learn how to create exquisite icing flowers and sophisticated ways to bring your cake to life. Get ready to impress your family and friends with a perfectly decorated dessert complete with breathtaking flowers and an amazing basket-weave design. Must complete introduction to cake decorating prior to taking this class. Please call 315–453–4600 to obtain a supply list prior to class.

CECAK0974Win6 2/8/23 – 3/1/23
CECAK0974Spr6 4/9/23 – 5/10/23
Wednesday $65.00
Traci Regan 4 Sessions
6:30 PM – 9:00 PM Thompson Road Campus

CAKE POPS

Learn to make delicious, truffle-type cake pops for any occasion. This two–hour class will teach you how to turn cake, icing and chocolate into yummy works of art. Learn the techniques to making proper cake pops and how to dip them in chocolate successfully. Call 315–453–4600 to obtain a supply list prior to class.

CECAK0976Win6 3/2/23
CECAK0976Spr6 4/13/23
Thursday $40.00
Traci Regan 1 Session
6:30 PM – 9:00 PM Thompson Road Campus

FLOODED COOKIES

In this one-day class, you will learn how to create designer-frosted sugar cookies, otherwise known as “flooded” sugar cookies. This class will run for 2 1/2 hours and concentrate on the holiday or current season of the month. Six cookies will be provided per student to practice and decorate. Some cake decoration experience preferred but not necessary. Supplies needed for class. Please call 315–453–4600 or email sweet.stuff.confections@gmail.com to obtain the supply list.

CEBAK0001Win6 1/12/23
CEBAK0001Win6a 2/9/23
CEBAK0001Win6b 3/9/23
CEBAK0001Spr6 4/6/23
CEBAK0001Spr6a 5/11/23
CEBAK0001Spr6b 6/1/23
Thursday $40.00
Traci Regan 1 Session
6:30 PM – 9:00 PM Thompson Road Campus

FLOODED COOKIES LEVEL II

Take cookie decorating to the next level by learning the techniques to adding finishing touches to your cookies, including borders, flourishes, scroll work, embellishments, dimension, stenciling and more. Students are required to have taken the first-level course. Contact 315–453–4600 or email sweet.stuff.confections@gmail.com to obtain the supply list.

CEBAK0003Win6 2/16/23
CEBAK0003Spr6 3/23/23
Thursday $40.00
Traci Regan 1 Session
6:30 PM – 9:00 PM Thompson Road Campus
PART TIME

CONTINUING EDUCATION

DRIVER’S ED

This driver’s education program consists of 24 hours of virtual classroom instruction. The 24 hours of vehicle instruction must be completed with a licensed parent or guardian. Parent/guardian will be provided with a detailed curriculum/checklist that will allow them to document and attest that the student has received the 24 hours of combined in-vehicle instruction, observation and applied practice. This program is available only for high school students who are 16 years old before the first class and have a NY learner permit. Proof of age must be emailed to registrar prior to class. Attendance is required for all virtual classroom sessions. Please call or send your registration in early as class size is limited. Textbooks are required at an additional fee. Schedules follow the CNS/B’Ville school calendar. Snow days will also be followed by the schools as they list them. (Textbooks are available from OCM BOCES or can purchased on your own. ISBN: 978-0-13-367266-4)

Registration Winter deadline: 1/4/23

CECAR0201 Win6
Virtual
5:30 PM – 7:00 PM
Shelly Hilts
$329.00

Registration Spring deadline: 4/7/23

CEXNS0902 Spr6
Virtual
5:30 PM – 7:00 PM
Shelly Hilts
$329.00

5-HOUR PRE-LICENSING COURSE

ALL 5-HOUR CLASSES ARE VIRTUAL ONLY. We will be using the Zoom platform. Enrolled students must have a device with a camera and sound. All students must provide us with a valid email address. You will receive an email from Able 2 Driving on the night prior to class. If you fail to show up or call to reschedule, you will not receive a refund.

These 5-hour classes are for all ages.

CEXNS0904 Win6
2/22/23
CEXNS0904 Spr6
3/29/23
CEXNS0904 Spr6a
5/24/23

Wednesday
$45.00
Able 2 Driving
1 Session
4:30 PM – 9:30 PM
Virtual Off Site

PLEASE NOTE THE FOLLOWING CLASSES ARE ON TUESDAY

CECAR0100 Win6
1/10/23
CECAR0100 Win6a
1/24/23
CECAR0100 Win6b
2/7/23
CECAR0100 Win6c
2/21/23
CECAR0100 Win6d
3/7/23
CECAR0100 Win6e
3/21/23
CECAR0100 Spr6
4/11/23
CECAR0100 Spr6a
4/25/23
CECAR0100 Spr6b
5/2/23
CECAR0100 Spr6c
5/16/23
CECAR0100 Spr6d
5/30/23

Tuesday
$45.00
Able 2 Driving
1 Session
4:30 PM – 9:30 PM
Virtual Off Site

FINANCIAL

SOCIALLY RESPONSIBLE INVESTING

This class will introduce you to Socially Responsible Investing (SRI), also known as ethical or green investing. SRI allows you to build your investment portfolio while doing good. This course will cover topics such as: the differences in various SRI themes, what SRI is, how you can implement an SRI strategy in your investment portfolio, investment choices in the SRI arena, and what to look for in an SRI investment.

CEFJO0001 Spr6
4/17/23
Wednesday
$19.00
Robert Just
1 Session
6:30 PM – 8:30 PM
Main Campus

BACK TO BLACK: CREATING A DEBT-FREE LIFE

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 being free from your home mortgage, in five to seven years! Using simple linear math, critical path technology demonstrates how to eliminate debt and become financially independent. Please bring your list of debts so you can begin to implement your plan immediately. A workbook fee of $5 is payable in class.

CEFJO0011 Spr6
4/13/23
Thursday
$29.00
Lee Livermore
1 Session
6:30 PM – 8:30 PM
Main Campus

BUILDING 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.

CEFJO0009 Win6
2/23/23
CEFJO0009 Spr6
4/6/23
Thursday
$19.00
Mike Rienhardt
1 Session
6:30 PM – 8:30 PM
Main 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.

CEFJO0009 Win6
1/12/23
CEFJO0009 Spr6
3/23/23
Thursday
$19.00
Mike Rienhardt
1 Session
6:30 PM – 8:30 PM
Main 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, you can learn how to avoid the mistakes so many others make if you are armed with this simple, yet powerful retirement information.

CEFJO0013 Win6
2/9/23
CEFJO0013 Spr6
5/4/23
Thursday
$19.00
Mike Rienhardt
1 Session
6:30 PM – 8:30 PM
Main Campus

*There is an additional fee for required texts. All texts are available at first class unless otherwise noted.
INVESTING SUCCESS
Americans today are investing a record-low percentage of their income. At the same time, traditional methods of funding retirement have been in jeopardy. Do you want to turn the tide and be prepared for your financial future? If so, come and learn these critical concepts: understanding the market, the “Rule of 72”, top problems facing most investors, three factors to protect against, mutual funds, annuities and IRAs, and the three D’s of successful investing.

CEFIN0012Win6 1/26/23
CEFIN0012Spr6 4/20/23
Thursday $19.00
Mike Rienhardt 1 Session
6:30 PM - 8:30 PM Main Campus

PRINCIPLES OF GARDENING & LANDSCAPING
Understanding plants and their relationship with the environment is key to growing healthy plants. This class will provide an overview of plant structure and function, how to evaluate site conditions and select the right plants, how to conduct soil tests and apply soil amendments, introduce basic design principles, how to care for annuals and perennials, and show you how to safely and effectively manage pests and diseases. You will learn research-based gardening and landscaping practices that will reduce maintenance time and the use of synthetic pesticides and fertilizers. Taught by a New York state-certified nursery and landscape professional with gardening experience, you will receive quality information and valuable resources to help you build a beautiful, eco-friendly garden and landscape you can enjoy year round. This class will be virtual using the ZOOM platform.

CEFIN1180Win6Virtual 1/10/23
CEFIN1180Win6aVirtual 2/28/23
CEFIN1180Spr6Virtual 3/28/23
CEFIN1180Fall6aVirtual 5/2/23
Tuesday $49.00
Theresa Cangemi 1 Session
6:30 PM - 8:30 PM Virtual Off Site

HOME & GARDEN
CHAIR CANING
Here is your opportunity to restore a chair while developing an appreciation for the beautiful heritage craft of sewing cane. Work on a small piece of your choice. Your piece should be stained and varnished prior to caning. Please, no press-in or rush seats. Storage space is not available for your piece, so please be sure it can be carried back and forth to class. Caning materials can be purchased as a kit from the instructor. Prices depend on size of the project but begin around $45. Supplies will be sold the first night of class.

CEARTO606Spr6 4/12/22 - 5/10/22
Wednesday $60.00
John LaPointe 5 Sessions
6:30 PM - 9:00 PM Main Campus

KEEP YOUR HOUSEPLANTS ALIVE & THRIVING
Growing houseplants is a great way to garden indoors and use live plants for decorative purposes. The first class covers what indoor plants need to be healthy, how to select the right plants for your home, and will teach you how to properly care for them so they look their best. The second class addresses common houseplant pests and diseases and how to safely and effectively debug infested plants. This class is taught by a NYS Certified Nursery and Landscape Professional (CNLP) and is virtual using the ZOOM platform.

CEFLO0816Win6Virtual 2/21/23 - 2/23/23
Tuesday/Thursday $35.00
Pamela Wildridge 2 Sessions
6:30 PM - 8:00 PM Virtual Off Site

INTRODUCTION TO HOME INSPECTION
The home inspection industry is rapidly growing, and this new career could be waiting for you. This course will serve as an overview, addressing questions such as: What is a home inspector? How do I begin this new career? What are the New York State requirements? What are the kind of things I need to know to complete a home inspection? Come and learn how to be a professional educator for homeowners, helping them have peace of mind about protecting their investment.

CEHOM5000Win6 1/12/23
CEHOM5000Spr6 3/23/23
Thursday $39.00
Randy Luckette 1 Session
6:00 PM - 8:30 PM Main Campus
BUYING A NEW HOME?
HERE’S WHAT YOU NEED TO KNOW BEFORE!
Buying a home is an exciting and challenging endeavor. It requires finding the right neighborhood, agreeing on a purchase price, understanding the potential repair costs, and thinking about future equity options. In today’s market, all of this might have to be done without the eyes of a licensed home inspector, which is scary when you think about the proposed investment you are making. This course will help you identify what to look for when purchasing a home without a home inspector.

CEHOM5002Win6 2/9/23
CEHOM5002Spr6 4/13/23
Thursday $39.00
Randy Luckette 1 Session
6:00 PM – 8:30 PM Main Campus

INTRODUCTION TO FRENCH
Join a lively study of conversational French for the beginner. Textbook required.*

CELG1824Spr6 3/23/23 – 5/25/23
Thursday
Kathy Ackermann 10 Sessions
6:00 PM – 8:00 PM Main Campus

FRENCH LEVEL II
Continue to build upon your vocabulary, pronunciation skills, and reading and writing skills in this continuation of French – Level I. More nouns, more verbs and more conversation. Text required.

CELG1825Win6 1/12/23 – 3/16/23
Thursday $135.00
Kathy Ackermann 10 Sessions
6:00 PM – 8:00 PM Main Campus

CONVERSATIONAL ITALIAN
An introduction to Italian with basic grammar and practical expressions needed when traveling to Italy. Some writing and reading also included.

CELG1814Win6 1/23/23 – 4/3/23
CELG1814Spr6 4/17/23 – 7/10/23
Monday/Wednesday $129.00
Jim Skvorak 8 Sessions
6:15 PM - 8:15 PM 200 Main Campus

INFECTION CONTROL STANDARDS
OCM BOCES is certified to provide the required coursework for Infection Control Standards per the New York State Education Department and the Department of Health. This program will help licensed, registered and/or certified health professionals understand principles of blood-borne pathogen transmission in the workplace. It covers infection control and principles and professional standards of practice.

CEMED1171Win6 1/21/23
CEMED1172Win6l 3/4/23
CEMED1171Spr6 4/15/23
Saturday $59.00
Lynn Hallowell 1 Session
8:30 AM - 12:00 PM Main Campus

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) PREP CLASS
The Test of Essential Academic Skills (TEAS) is an admission requirement for the OCM BOCES Practical Nursing (PN) program. Students need at least a 50% on the test to enter the PN program. This class is a prep class to help obtain that goal. If you are not able to locate this version, one will be available for you to use in class with the deposit of your license or a valid credit card. This text must be returned at the end of the class.
We will be using the 2020 – 2021 Study Manual. This link will get you to the newest version of the book, which is still a great study guide.

CEMED1200Win6 1/14/23
CEMED1200Win6a 2/1/23
CEMED1200Win6b 3/1/23
CEMED1200Spr6 4/1/23
CEMED1200Spr6a 5/1/23
Saturday $30.00
Lynn Hallowell 1 Session
8:30 AM – 12:00 PM Main Campus

* THERE IS AN ADDITIONAL FEE FOR REQUIRED TEXTS. ALL TEXTS ARE AVAILABLE AT FIRST CLASS UNLESS OTHERWISE NOTED.
PERSONAL DEVELOPMENT

BALLOON TWISTING FOR ADULTS
Bring joy and laughter to any occasion with balloon sculptures. Balloon artist Ron Cain teaches the basics of balloon twisting. Students will learn how to make balloon animals, hats, bracelets, flowers, character figures, airplanes, and other shapes. Special twists and techniques will be taught that are only known to balloon experts. There is a $10 supply fee for balloons and balloon pumps.

CEPER1728Win6 1/10/23 – 1/24/23
Tuesday $55.00
Ron Cain 3 Sessions
7:00 PM – 9:00 PM Main Campus

MYSTERY WORLD: UNEXPLAINED CREATURES AND PLACES - NEW
Investigate strange creatures and UFOs. Learn about places of raw power like Stonehenge, the Pyramids of Giza and the Bermuda Triangle. Could King Tut’s Tomb and Crystal Skulls from an ancient Mayan civilization really be cursed? Discover mysterious tourist destinations for the Dark Traveler in you. How do cryptozoologists distinguish between Sasquatch, the Abominable Snowman, and Wild Men of legend? Is the Loch Ness monster really a plesiosaur? You be the judge after hearing stories of monster sightings and alien encounters. Magician, ghost hunter, and cryptozoologist Ron Cain discusses strange creatures of land, sea, and air, such as Hopkinsville goblins, the Mothman, Thunderbird, Kraken, and Chupacabra. Students will learn about Out-Of-Place Animals (OOPA), including Devil Monkeys, and Alien Big Cats (ABC) as well as a tiny human species nicknamed Hobbits on the Indonesian Island of Flores. Are we the children of ancient aliens? What are the signs that you may have been abducted by aliens and don’t even know it? Find out. Discover forgotten memories of paranormal experiences and cryptid encounters using a simple technique with ordinary cards. Also, students will discover their totem cryptid and how it can be used to their advantage. If cryptids and paranormal phenomena are real, why are they so hard to prove? Theories about supernatural hot spots, interference by ancient aliens and the connection between cryptid sightings and dimensional portals will be examined. $10 textbook fee collected at first class.

Thursday $55.00
Ron Cain 3 Sessions
7:00 PM – 9:00 PM Main Campus

DISCOVER THE TAROT
Discover the meaning and power of color in your life. Learn what colors are lucky for you and what they reveal about your personality and your future. Find out what colors are associated with chakras — energy points in the body — and what meditation techniques can be used to balance mind, body, and spirit. You will learn the meaning of gemstones and how they can divine the future and bring you power and energy. In addition to learning how to cast lucky stones and crystals, you will also learn the ancient art of throwing rune stones, engraved symbols used by Northern Europeans as an oracle. And finally, you will discover what colors are associated with your aura or energy field. You will finish by coloring your own personal aura graph. Ron shows how to divine the future by casting coins and dice. Find the psychic connection between sun-sign astrology, Chinese astrology, and Native American totems. Students will learn how to test their psychic abilities using ESP cards. These cards as well as ordinary cards can be used to predict your destiny with the Fortune Card ESP Layout, which will be taught. Other card layouts that will be discussed are the Psychic Layout, the Forgotten Dreams Layout, and the Mojo Coin and Card Spread, using coins and cards. For maximum enjoyment, students should have a deck of playing cards, string, tape, penny, and colored pencils or crayons. $10 textbook fee collected at first class.

CEPER1720Win6 3/7/23 – 3/21/23
CEPER1720Spr6 4/25/23 – 5/9/23
Tuesday $55.00
Ron Cain 3 Sessions
7:00 PM – 9:00 PM Main Campus

GATHERING OF GHOSTS
Professional magician, psychic, and ghost hunter Ron Cain takes you inside the world of ghosts and apparitions. Learn about the six types of ghostly encounters, including haunting hallucinations, out-of-body experiences, residual hauntings, poltergeists, malevolent entities, and the dearly departed. Discover why spirits return from the dead or become earth-bound. Ron sheds light on famous haunted houses like the Amityville Horror House and discusses local legends and international ghosts. Students will also be entertained with stories about hitchhiking ghosts, the Flying Dutchman, the Wild Hunt, and Hounds of the Underworld. Participants will feel forewarned and forearmed after learning how spirit guides communicate with us, how to see and speak to a ghost, and how to conduct a ghost hunt. You will also discover the five most common types of supernatural activity, how to investigate a haunted house and how to banish evil or unwanted spirits. Finally, students will learn two methods to contact spirits casting coins, and two techniques to tell ghostly fortunes using ordinary playing cards. Be prepared to share your own ghost stories and discover local haunts! $10 textbook fee collected at first class.

CEPER1716Spr6 5/16/23 – 5/30/23
Tuesday $55.00
Ron Cain 3 Sessions
7:00 PM – 9:00 PM Main Campus

KEEP TALKING: AN INTRODUCTION TO PROFESSIONAL VOICE OVER
Have you ever been told you have a great voice? This exciting class will explore aspects of voiceover work for television, film, radio, audio books, documentaries and the internet. We will cover how to prepare a demo, how to be successful, and how to earn a great income in this exciting field. Class participants will have a chance to record a commercial script under the direction of our voicecoaches.com producer.

CEPER1975Win6virtual 1/25/23
Wednesday $45.00
CEPER1975Spr6 3/22/23
Wednesday $45.00
CEPER1975Sum6 5/16/23
Tuesday $45.00
Creative Voice Development 1 Session
6:30 PM – 9:00 PM Main Campus

FINDING YOUR PSYCHIC SELF
Psychic and magician Ron Cain teaches the fine art of fortune-telling and the seven steps needed to develop your psychic ability. Fine tune your “sixth sense” by delving into palmistry, numerology, card reading, and dowsing. Use a pendulum. Unlock your intuition through dream interpretation, hypnosis, and meditation. Learn about auras (energy fields around your body), chakras (energy points in your body), and color analysis. Students will color their own aura graph. Ron shows how to divine the future by casting coins and dice. Find the psychic connection between sun-sign astrology, Chinese astrology, and Native American totems. Students will learn how to test their psychic abilities using ESP cards. These cards as well as ordinary cards can be used to predict your destiny with the Fortune Card ESP Layout, which will be taught. Other card layouts that will be discussed are the Psychic Layout, the Forgotten Dreams Layout, and the Mojo Coin and Card Spread, using coins and cards. For maximum enjoyment, students should have a deck of playing cards, string, tape, penny, and colored pencils or crayons. $10 textbook fee collected at first class.

CEPER1720Win6 3/7/23 – 3/21/23
CEPER1720Spr6 4/25/23 – 5/9/23
Tuesday $55.00
Ron Cain 3 Sessions
7:00 PM – 9:00 PM Main Campus

CEPER1728Win6 1/10/23 – 1/24/23
Tuesday $55.00
Ron Cain 3 Sessions
7:00 PM – 9:00 PM Main Campus

CEPER1975Win6virtual 1/25/23
Wednesday $45.00
CEPER1975Spr6 3/22/23
Wednesday $45.00
CEPER1975Sum6 5/16/23
Tuesday $45.00
Creative Voice Development 1 Session
6:30 PM – 9:00 PM Main Campus

Click here to register at www.ocmboces.org/adulted
SELF HYPNOSIS
All hypnosis is self hypnosis, and this training will give the basic or advanced student a better understanding of how they are hypnotized every day. This class will include instructional information and active participation. Students will use hypnosis during class on their individual topics. Everyone will learn to use their self hypnosis for relaxation, forgiveness, stress release, and communication skills.

CEPETO0775Spr6 4/3/23 – 4/17/23
Monday
Joshua Kirnie
6:00 PM – 8:00 PM
Main Campus
$75.00
3 Sessions

INTRODUCTION TO DOG TRAINING - NEW
This course will provide students with an understanding of a dog’s drives and character traits, how to identify them, and how they affect his/her training. Students will also learn the difference between positive reinforcement training and compulsion training (as well as other training theories). This course is designed for everyone from first-time dog owners to those working with dogs professionally. This course is strictly classroom. Please bring a 3 ring notebook with plastic sheets. PLEASE DO NOT BRING YOUR DOGS TO CLASS.

CEPET1000Win6 1/24/23 – 2/2/23
Tuesday/Thursday
Joseph Szakacs
6:30 PM – 8:30 PM
Main Campus
$120.00
4 Sessions

ENERGY WORK WITH ANIMALS
Anyone can do energy work. Learn what it takes and how it can help your pets. Animals are naturally very open to giving and receiving energy. Think how calming it is to sit quietly with your pet. That is a basic part of energy. Learn how to be focused and more effective for both you and your pets. (Methods based on Reiki, no attunements.)

CEPET0001Spr6 4/12/23
Wednesday
Chris Taylor
6:00 PM – 8:00 PM
Main Campus
$45.00
1 Session

SAFELY USING ESSENTIAL OILS WITH DOGS
Calming fear and anxiety, skin care, non-toxic pest repellent and general wellness — all can be achieved for dogs using essential oils. But not all oils are safe for dogs. Learn which oils to use and how to apply them safely. We will be using Young Living essential oils in class. Optional: You can order essential oils at www.essentialoilsbychris.com.

CEPET0002Spr6 4/26/23
Wednesday
Chris Taylor
6:00 PM – 8:00 PM
Main Campus
$45.00
1 Session

LIVING WITH A TIMID OR FEARFUL DOG
Help your dog be confident when he faces his fears. Living with a timid or fearful dog can be heartbreaking and frustrating. You can help. Learn many different ways to make your dog more calm and confident by discussing the triggers, behaviors and methods of calming to put together a plan to make both your lives easier.

CEPET0003Spr6 5/10/23
Wednesday
Chris Taylor
6:00 PM – 8:00 PM
Main Campus
$45.00
1 Session

DOGS & 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 drones’ 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 quad copters, indoor flyers to giant scale models. No model purchase is necessary prior to class.

CERC0604Spr6 3/29/23 – 4/19/23
Wednesday
Joe Chovan
6:00 PM – 8:00 PM
Main Campus
$55.00
4 Sessions

AMERICA’S BOATING COURSE
Plan to learn before you get on the water. This course includes an introduction to types of boats, boating law, boat safety equipment, safe boating practices, navigation, trailering and storage. We will also discuss boating problems such as accidents, rescues, emergency radio calls and engine problems. You will be well-prepared before you take that first step into the water. This course is taught by the U.S. Power Squadron. Participants will purchase a coursework book from the instructor at the first class for $35. Final exam will be given at the last class.

CERC2010Win6 1/18/23 – 2/15/23
CERC2010Spr6 3/15/23 – 4/12/23
Wednesday
Tess Freedman
6:00 PM – 8:00 PM
Main Campus
$39.00
5 Sessions
U.S. Power Squadron

HOW TO READ A NAUTICAL CHART - THE BASICS
If you love boating and have the desire to confidently navigate the waters around the world, you will first need to familiarize yourself with chart symbols and the information contained with a Nautical Chart. “How to Read a Nautical Chart – The Basics” is a hands on course and we will provide: NOAA Chart 14802, Clayton to False Ducks (Eastern Lake Ontario to the Thousand Islands) a parallel ruler, mechanical pencil, dividers and a workbook. Each student will actively work on their chart as we navigate through the five sections of this course, solving problems associated with identifying Aids to Navigation, measure distances, using the Compass Rose and using Latitude and Longitude to locate a position.

CERP9000Win6 1/18/23 – 2/15/23
Wednesday
Capt. Gregory Bennett
6:00 PM – 8:00 PM
Main Campus
$60.00
5 Sessions

FIRST MATE - SAFE RETURN
First Mate Safe Return is a boating safety course developed by boaters for boaters to help address the question, “What would I do if something should happen to my Skipper while we are out on the water?” This course is designed to review some of the fundamental skills a ‘First Mate’ should have to more confidently take control of an emergency situation should the Skipper become disabled for whatever reason. We cover situations & topics such as: Medical Emergencies, Flooding, Fire, VHF radio procedures, Man Overboard, Boat Handling, Anchoring & Docking, Use of a Compass, Distress Communication, Rules of the ‘road’, PFD’s, Four basic knots to know, Aids to Navigation (ATONS)

CERP9001Spr6 5/17/23 – 6/7/23
Wednesday
Capt. Gregory Bennett
6:00 PM – 8:00 PM
Main Campus
$75.00
4 Sessions

*THERE IS AN ADDITIONAL FEE FOR REQUIRED TEXTS. ALL TEXTS ARE AVAILABLE AT FIRST CLASS UNLESS OTHERWISE NOTED.
BALLROOM DANCING - BASIC
Be the hit on the dance floor at your next social event! Discover new opportunities for fun and exercise as you develop your skills in social ballroom dancing. This class features the most popular dances, including the foxtrot, cha-cha, waltz, swing and rumba. Sign up with someone; a partner is needed. Cost is per couple.
CEREC1280Win6 1/19/23 – 2/23/23
Thursday $145.00
Walt Medicis Associates 6 Sessions
7:00 PM – 8:30 PM Thompson Rd. – Alt Building

BALLROOM DANCING - INTERMEDIATE
Continue your social ballroom dance skills to learn new steps and variations. This class includes some additional focus on partnering and styling. In addition to the foxtrot, cha-cha, waltz, swing, and rumba, some tango and polka may be introduced. Sign up with someone, a partner is needed. Cost is per couple.
CEREC1283Spr6 5/4/23 – 6/8/23
Thursday $145.00
Walt Medicis Associates 6 Sessions
7:00 PM – 8:30 PM Thompson Rd. – Alt Building

COUNTRY TWO-STEP
The “Country Two-Step” is the most fun dance for country music folks. With its constant rhythm of quick and slow dance moves, it’s easy to learn and remember. There are several more moves and dance positions to share with a partner as you move around the dance floor. Sign up with someone, a partner is needed. Cost is per couple.
CEREC1286Win6 2/15/23 – 3/8/23
CEREC1286Spr6 5/17/23 – 6/7/23
Wednesday $145.00
Walt Medicis Associates 4 Sessions
7:00 PM – 8:30 PM Thompson Rd. – Alt Building

COUNTRY TWO-STEP LEVEL II
The “Country Two-Step” is the most fun dance for country music folks. With its constant rhythm of quick and slow dance moves, it’s easy to learn and remember. There are several more moves and dance positions to share with a partner as you move around the dance floor. Sign up with someone, a partner is needed. Cost is per couple.
CEREC1286Win6 1/19/23 – 2/23/23
CEREC1286Spr6 3/22/23 – 4/12/23
Wednesday $145.00
Walt Medicis Associates 4 Sessions
7:00 PM – 8:30 PM Thompson Rd. – Alt Building

SWING DANCE
No matter what type of music you like, you can dance the swing to it! Swing dance is fast, energetic and a great way to dance at many social events, parties and clubs. You’ll learn basic steps, turns and partnering to get you up and dancing. The most popular and widely used forms of swing dance are taught in this class. Sign up with someone; a partner is needed. Fee is per couple.
CEREC1260Win6 1/18/23 – 2/8/23
CEREC1260Spr6 3/22/23 – 4/12/23
Wednesday $145.00
Walt Medicis Associates 4 Sessions
7:00 PM – 8:30 PM Thompson Rd. – Alt Building

BELLY DANCING
Enjoy this creative, feminine alternative to aerobics — a delightful, low-impact cardiovascular workout that offers a variety of movement while creating figure 8s, circles, spirals, undulations and vibrations throughout the body. Belly dancing is great exercise for all women of any size or age. Please wear loose-fitting clothes. Bare feet required.
CEREC1261Spr6 4/6/23 – 5/11/23
Thursday $85.00
Pam McGrath, Maya Studio 6 Sessions
7:15 PM – 8:15 PM Main Campus

YOGA FLOW FOR FITNESS & RELAXATION
This class offers a traditional Hatha Yoga approach combined with modern day Yoga Flow practice. The class is designed to strengthen the body, create flexibility and relax the mind. Emphasis is on a personalized approach to yoga postures through movement and breath and provides challenge for experienced students. Suitable for all level of students to improve quality of life and deepen self-awareness. Please bring your own yoga mats for class.
CEREC0705Spr6 3/28/23 – 5/16/23
Tuesday $85.00
Linda Rudnick-Smith 8 Sessions
7:15 PM – 8:15 PM Main Campus

BEGINNER ADULT KARATE/SELF-DEFENSE
We will cover the basic elements of karate and self-defense: blocks, kicks, punches and stances. We will also focus on flexibility, balance and overall mental wellness, as well as proper eating. Karate uniforms available for purchase on site. Class at Salt City Karate & Kick Boxing, 1900 Brewwerton Rd., Mattydale.
CEREC1000Win6 1/23/23 – 2/27/23
CEREC1000Spr6 3/20/23 – 4/24/23
Monday $85.00
Jeffrey Bertolo, Salt City Karate 6 Sessions
6:00 PM – 7:00 PM Salt City Karate

T'AII CHI CH'UAN LEVEL 1
A wonderful yet easy workout for both the body and mind. This beginner-level class will include warm-ups, breathing, and relaxation techniques in the form of 20 movements. Suitable for all ages. Be sure to wear comfortable clothing.
CEREC0507Win6 1/11/23 – 3/1/23
CEREC0507Spr6 3/1/23 – 5/16/23
Wednesday $95.00
Pam McGrath, Maya Studio 6 Sessions
7:15 PM – 8:15 PM Main Campus

T'AII CHI CH'UAN LEVEL 2
T’ai Chi is a wonderful and easy workout for both the body and the mind. This next-level class will include warm-ups, breathing and relaxation techniques in the form of 20 movements and the next 20 movements. The practice of T’ai Chi is suitable for all ages. Wear comfortable clothing.
CEREC0509Spr6 3/14/23 – 5/2/23
Tuesday $95.00
Patrick Favalvo 8 Sessions
6:00 PM – 7:00 PM Main Campus

Click here to register at www.ocmboces.org/adulted
TRADITIONAL KICKBOXING
Learn the art of kickboxing through this station-based format. Training involves heavy-bag drills, focus-pad drills, speed-bag development and kick-shield strikes. Get a high-calorie burn. Sparring drills are incorporated in a safe and controlled manner. Kickboxing gloves required and may be purchased on site. Class at Salt City Karate & Kick Boxing, 1900 Brewerton Rd., Mattydale.

CEREC1001Win6 1/26/23 – 3/2/23
CEREC1001Spr6 3/23/23 – 4/27/23
Thursday $85.00
Jeffrey Bertolo of Salt City Karate
6:45 PM – 7:45 PM Salt City Karate

AIR CONDITIONING & REFRIGERATION 3
Here’s your opportunity to gain hands-on experience by trouble-shooting line equipment and trainers, including heat pumps, air conditioners, electrical systems and various motor relay and control systems. Text required. Prerequisite: AC&R II or equivalent.

CEIND1404Sum6 8/1/23 – 8/31/23
Tuesday/Thursday $209.00
Joseph Miuccio 10 Sessions
5:00 PM – 8:00 PM Main Campus

REFRIGERATION TRANSITION & RECOVERY REVIEW & CERTIFICATION TEST
This review course and exam are EPA-approved and sponsored by ACA/FSU. The review portion covers information required for certification in Type I (Small Appliance), Type II (High-Pressure Appliance) and Type III (Low-Pressure Appliance). The principles covered in the text will be reviewed prior to the test given at the end of the second session. Pick up your text (included in fee) at Main Campus prior to class.*

CEIND1420Win6 4/26/23 – 5/3/23
CEIND1420Sum6 8/23/23 – 8/30/23
Wednesday $209.00
Joseph Miuccio 2 Sessions
5:00 PM – 8:00 PM Main Campus

BASIC ELECTRICITY
Students will become familiar with the theory and concepts of voltage, current resistance, and power with their relationship thru Ohm’s law. The class will discuss AC and DC circuits, and measurement tools for voltage, current, resistance, and power, and the materials used to connect devices into circuits. Students will participate using circuit simulators and laboratory work with resistors, capacitors, inductors, magnetism, transformers. Students will calculation power efficiency and the phase angles between voltage and current for RL and RC circuits. We will also discuss, electrical power generators and distribution, AC and DC motors and controls, tuned circuits, oscillators. Calculator needed. Networked Laptop or tablet required for online documentation and labs welcome.

CEELE0702Win6 1/11/23 – 2/15/23
CEELE0702Spr6 4/10/23 – 5/10/23
Monday/Wednesday $199.00
Michael Birdsall 10 Sessions
6:30 PM – 9:30 PM Main Campus

ELECTRONICS, ROBOTICS AND AUTOMATION
This class will discuss and complete lab work on the fundamental components of electronics with a focus on robotics and automation. We will discussion power supplies, using semiconductors, including diodes, PNP, and NPN transistors. We will explore Digital Logic, and Op–Amps, Micro Controllers using the C++ programming languages and networks that connect them for use in a world with the internet of things (IOT). The labs will use the Arduino hardware and software development environment (IDE). The class will complete an exercise to understand and enhance the controls and function of the four-wheel drive ROVER. Networked Laptops required. With USB port. Arduino kit required Prerequisite: Basic Electricity.

CEELE0704Win6 2/22/23 – 3/27/23
CEELE0704Spr6 5/17/23 – 6/26/23
Monday/Wednesday $199.00
Michael Birdsall 10 sessions
6:30 PM – 9:30 PM Main Campus

* THERE IS AN ADDITIONAL FEE FOR REQUIRED TEXTS. ALL TEXTS ARE AVAILABLE AT FIRST CLASS UNLESS OTHERWISE NOTED.
WELDING I
Welding I provides instruction and hands-on experience in the use of arc welding and gas (oxy/acetylene) equipment, in addition to a study of welds and metals most commonly used in the trade. Additional required supplies include: safety glasses, work boots, long pants, heavy long-sleeved shirt or welding jacket, and welding gloves. Text required. Please bring notepad and pen/pencil to first class.

CEIWEL2115Win6 1/12/23 – 2/14/23
Tuesday/Thursday 349.00
Courtney Wise 10 Sessions
6:30 PM – 9:30 PM Main Campus

WELDING II
Set up to further your welding skills, with instruction and hands-on experience with out-of-position work from flat to an incline of 45 degrees or more. Both arc and gas welding will be covered. Prerequisite: Welding I or equivalent experience.

CEIWEL2117Win6 2/16/23 – 3/21/23
Tuesday/Thursday $349.00
Courtney Wise 10 Sessions
6:30 PM – 9:30 PM Main Campus

WELDING III
For the experienced welder — here’s your opportunity to concentrate on improving your welding techniques. Help with MIG, TIG, pipe, all position welding and any other specific welding problem will be available. Prerequisite: Welding I/II or equivalent experience.

CEIWEL2119Fall6 11/17/22 – 12/22/22
CEIWEL2119Win6 3/23/23 – 4/25/23
Tuesday/Thursday $349.00
Courtney Wise 10 Sessions
6:30 PM – 9:30 PM Main Campus

WELDING TEST
For more information, call 315-453-4600.

CEIWEL2000Win5 NYS DOT $195.00
10/5/22 Wednesday
CEIWEL2002Win5 AWS D1.1 $295.00
CEIWEL2000Sum6 NYS DOT $195.00
3/1/23 Wednesday
CEIWEL2002Sum6AWS D1.1 $295.00
Gordon McCaffer 1 Session
8:30 AM – 4:00 PM Main Campus


PART-TIME

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 Thompson Road Campus, textbooks for those classes will also be made available at the Thompson Road Campus 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.

FULL-TIME

STUDENT CONDUCT - FULL-TIME

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 315-453-4400.

FINANCIAL AID & REFUNDS - FULL-TIME

Adult students at OCM BOCES may be eligible to receive many different forms of financial aid. A typical financial aid package may look something like this:

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Tuition</td>
<td>$9,867</td>
</tr>
<tr>
<td>Average Pell Grant</td>
<td>$4,171</td>
</tr>
<tr>
<td>Student Loan</td>
<td>$5,722</td>
</tr>
</tbody>
</table>

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.

Please call (315) 453-4422 in Liverpool.

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

VETERANS’ REFUND POLICY

Students not accepted by the school and students who never begin the program are entitled to a full refund of all tuition and fees paid.

In the case of student withdrawal after the commencement of classes, the school shall retain $10.00 of the registration fee plus a percentage of tuition and fees, which are prorated on a day to day basis. The refund is based on the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.

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.

WITHDRAWAL OR DISMISSAL FROM SCHOOL & REFUND POLICY

To withdraw from school after beginning attendance, student must notify program coordinator of intent in writing, in person, or by phone. If withdrawal or dismissal occurs after the start of the program, tuition
liability will accrue as follows:
- Withdrawal prior to the first day of class will require a $50 processing fee
- The student will be responsible for cost of supplies already issued or fees previously applied
- Up to 5% of authorized program hours offered, 20% of tuition will be charged
- Up to 20% of authorized program hours offered, 50% of tuition will be charged
- Up to 30% of authorized program hours offered, 75% of tuition will be charged
- Over 30% of authorized program hours offered, 100% of tuition will be charged

Tuition payments of more than $5.00 in excess of the amount owed will be made within 45 days of the last date of attendance.

VA PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation Affairs (VA) Post 9/11 students using U.S. Department of Veterans

CREDIT EVALUATION POLICY FOR VA RECIPIENTS

OCM BOCES will inquire about the previous education and training of each veteran or veterans who are eligible for benefits and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

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 on hands-on evaluations, tests, quizzes and in-class assignments.

- Students cannot miss more than 10% of the total hours of their respective programs (5% for PN program). All arrivals and departures are recorded in our attendance system.
- Students must maintain a 75% average or better to maintain enrollment and qualify for internship/completion. Students who do not meet the 75% average requirement will be placed on academic probation for a period of time, and a written plan for remediation must be followed before the student is allowed to complete their internship.
- Students who withdraw or are dismissed must submit a written plan of correction for successful completion and satisfy all financial obligations. Re-admission packets are reviewed by a committee to consider re-admission.

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 above 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.

GRIEVANCE PROCEDURE - FULL-TIME

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 PN Students Only: PN may also grieve directly to the Office of The Professions. The appropriate addresses are (PN 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 procedures.

A complaint of this nature must be filed by the consumer/individual within one year from the occurrence of the grievance.

continued
Full-time policies continued

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 (www.council.org)
  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 WIOA 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 Education
  Main Campus
  OCM BOCES
  PO Box 4754
  Syracuse, NY 13211

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 ensure 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 (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.
MAIL-IN REGISTRATION FORM

Name: _____________________________________________
Address: ____________________________________________________________________________
City: __________________________  Zip: ________________________________________________
Email: ____________________________________________________________________________
Home # _____________________________  Cell # _____________________________
Course # __________________________  Title: _________________________________________
Course # __________________________  Title: _________________________________________

Mail to:
OCM BOCES Continuing Ed Registration
PO Box 4754, Syracuse NY 13221
Make checks payable to OCM BOCES (No Cash)

MAIL-IN REGISTRATION FORM

Name: _____________________________________________
Address: ____________________________________________________________________________
City: __________________________  Zip: ________________________________________________
Email: ____________________________________________________________________________
Home # _____________________________  Cell # _____________________________
Course # __________________________  Title: _________________________________________
Course # __________________________  Title: _________________________________________

Mail to:
OCM BOCES Continuing Ed Registration
PO Box 4754, Syracuse NY 13221
Make checks payable to OCM BOCES (No Cash)
LOCATIONS:

Main Campus
110 Elwood Davis Road, Liverpool NY 13088

Cortlandville Campus
1710 NYS Route 13, Cortland NY 13045

Courses also held at Thompson Road Campus and other locations.

(315) 453-4455 | ocmboces.org/adulted

OPEN HOUSE:
EVERY THURSDAY AT 1 P.M.
110 ELWOOD DAVIS ROAD, LIVERPOOL NY 13088

OR SCHEDULE AN IN-PERSON TOUR, (315)453-4455
Visit ocmboces.org/adulted & click on Full-Time Certification Programs.

HOW TO FIND US

ARTS & CRAFTS
MUSIC APPRECIATION
CREATIVE MOVEMENT
ACTIVITIES
PUPPET SHOWS
COMPUTER SKILLS
COOKING
MATH & SCIENCE
LANGUAGE ACTIVITIES

LOOKING FOR A GREAT HALF-DAY PRESCHOOL?

3 DAYS per WEEK PRESCHOOL PROGRAM at OCM BOCES on Thompson Road
Starting this school year, tuition fees have been WAIVED.

CALL 315-431-8407

THE CRAYON BOX

FULL-TIME CAREER CERTIFICATION PROGRAMS
PART-TIME CLASSES
HIGH SCHOOL EQUIVALENCY & LITERACY CLASSES