Adult & Continuing Education of Sullivan County
Enhancing Our Community, One Family at a Time.

FALL 2014 COURSE CATALOG

Register Now!
Classes start in September

Call Now To Register!
(845) 295-4900 ext.1 | www.scboces.org
Sullivan BOCES: Adult & Continuing Education
22 St. John Street, Monticello, NY 12701
Success is within your reach at the Adult Education Program

Join us for our Open House to gather additional information about the fall course offerings.

OPEN HOUSE

Thursday, August 21st from 5:00 -7:00 PM

• Meet the Adult Education staff
• Meet some of the occupational and literacy instructors
• Meet a number of our partner agency representatives
• Ask your questions and prepare to take a class this fall

Did you miss the Open House?

You’re welcome to attend our REGISTRATION & INFORMATION Day on Wednesday, August 27th from 5:00 PM until 7:00 PM to enter classes starting in September, October, November or December.

OR

Call (845) 295-4913 to schedule a one-on-one appointment with our Adult Education Counselor.
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Course Locations

All classes are held at SJSEC unless indicated otherwise.

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<thead>
<tr>
<th>Location</th>
<th>Address</th>
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<tbody>
<tr>
<td>Monticello – SJSEC</td>
<td>St. John Street Education Center</td>
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<td>22 St. John Street, Monticello</td>
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<td>Liberty – RPEC</td>
<td>Rubin Pollack Education Center</td>
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<td>52 Ferndale-Loomis Road, Liberty</td>
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<td>Construction Technologies</td>
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<td>Career &amp; Tech Dining Room Lab</td>
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<td>Monticello – LVSC</td>
<td>Literacy Volunteers of Sullivan County</td>
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<td>63 North Street, Monticello</td>
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<td>CACHE – Liberty</td>
<td>63 South Main Street, Liberty</td>
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<td>SUNY Sullivan</td>
<td>112 College Road, Loch Sheldrake</td>
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<td>Kauneonga Lake Fire Hall</td>
<td>3574 State Route 55, Kauneonga Lake</td>
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<td>Daniel Pierce Library</td>
<td>328 Main Street, Grahamsville</td>
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<td>Fallsburg Library</td>
<td>12 Railroad Plaza, South Fallsburg</td>
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<td>Liberty Public Library</td>
<td>189 North Main Street, Liberty</td>
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<td>Livingston Manor Public Library</td>
<td>92 Main Street, Livingston Manor</td>
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<td>Past Perfect Book Store</td>
<td>Duggan Community Center</td>
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<td>3460 State Route 55, White Lake</td>
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<td>WSPL - Western Sullivan Public Library</td>
<td>19 Center Street, Jeffersonville</td>
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Join us for our Open House to gather additional information about the fall course offerings.

September 2014

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School is closed - no classes
No classes after 5:00 pm
Some people think fall is the time of winding down after a busy summer, heading toward a long winter. We believe fall is the time for renewal, for spectacular beauty, cool days of clear thinking and learning something new! Come join us in Monticello, Liberty, Fallsburg, Livingston Manor and Jeffersonville!

Our Adult & Continuing Education staff is always working to find classes you want and classes you need to take, along with excellent, experienced teachers who will be there for you. Hopefully, you will find something of interest and you will register today.

If you want a class that we don’t have, please let us know by sending an email to adulteducation@scboces.org.

See you at school!

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**Mission**

Sullivan County BOCES Adult and Continuing Education Program provides high quality educational, technical and vocational services to returning adults, out of school youth and those whose primary language is other than English. Our support services empower families with life skills and citizenship training to forge life-long home, school and community involvement. Commitment to our mission enables our clients to keep pace in a fast-changing, competitive world.

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**District Superintendent**

Lawrence Thomas

**Deputy Superintendent**

Susan Schmidt

**Adult & Continuing Education Principal**

Linda Blanton

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**Board of Education**

Ms. Linda Berkowicz, President
Fallsburg Central School

Mr. Simmie Williams III
Vice President
(At-Large)

Ms. Carol Bliefernich
Eldred Central School

Mr. Frank Conklin
Liberty Central School

Ms. Linda Fisk
Livingston Manor Central School

Mr. Richard Gordon
Monticello Central School

Dr. Kenneth Hilton
Sullivan West Central School

Mr. Scott Mickelson
Tri-Valley Central School

Ms. Carol Park
Roscoe Central School

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**Non-discrimination / Anti-harassment Policy**

The Sullivan County BOCES does not discriminate on the basis of an individual’s actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender, gender identity, sexual orientation (the term “sexual orientation” means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding Sullivan BOCES’ non-discrimination policies should be directed to the US Dept. of Education Office of Civil Rights or Sullivan BOCES, 6 Wierk Avenue, Liberty, NY 12754 attn:

Jennifer DeFrank
Compliance Officer-Employee Concerns
(845) 295-4057
jennifer.defrank@scboces.org

Dr. Debra Fuchs-Nadeau
Compliance Officer-Student Concerns
(845) 295-4030
Licensed Practical Nurse (LPN)
The Licensed Practical Nurse (LPN) Program provides students with both the theory and the clinical experience needed to pass the National Council Licensing Exam for Practical Nurses (NCLEX-PN). Students must pass each content area of the program and all practical clinical requirements. In addition, students must complete a minimum of 1,188-hours of instruction and be recommended by the LPN faculty for entrance to the licensing examination. This course prepares students for career opportunities in a variety of settings including: home health care agencies, hospitals, rehab centers, outpatient clinics, dialysis centers and doctor’s offices. Call for more information (845) 295-4900 ext.1. The course consists of 785.5-hours theory and 402.5-hours clinical.

Course Number: LPN001-14FSJS
Day/Date: M thru Th
Time: 5:30 PM– 9:30 PM
Sat. Clinical Rotation
Tuition: $12,000
Application/Entrance Fee: $100

New students entering into the LPN program are required to take a TEAS Test for admission.

Financial aid is available for eligible candidates!

Call for more information (845) 295-4941
Certified Nurse's Aide (CNA)
This program provides students with the necessary training to meet the requirements for the New York State Nurse's Assistant Certification. Upon successful completion of the required course hours and clinical experience and the passing of the NYS Department of Health Certificate Exam students will be qualified to work in hospitals, nursing homes, and residential health care facilities. Students will need a High School Equivalency Diploma to gain employment with this certification. If you do not have your High School Diploma please tell the Adult Education Counselor so that we can better accommodate your career goals. All students will be tested and interviewed. A 7th grade reading level is required for admission. The course consists of 100-hours lecture and 30-hours clinical.

Prerequisites:
1. A HS Diploma/GED® or actively working on High School Equivalency (HSE) and have a 7th grade reading level.
2. An interview is required prior to the start of class.
3. A reading & math assessment is required prior to enrollment. The assessment will be scheduled by your Adult Education Counselor.
4. Physical examination; PPD
5. Proof of Immunity; titers (rubella/rubeola/mumps/varicella)

Course Number: CNA040-14FSJS
Day/Date: M/W/F Oct. 1, 2014 – Dec. 8, 2014
Time: 1:00 PM – 5:00 PM

Tuition & Anticipated Expenses: $1,450 (books included)
Application/Testing Fee: $30 non-refundable
(Payable to SC BOCES Adult Education)

ESTIMATED ADDITIONAL EXPENSES:
Approximate Uniform Cost: $75
CPR for Health Occupations: $60
State Test: $115

Miscellaneous:
Make up time for absences incurred is available during scheduled Lab Hours at $5 per hour.

This class is NYSED ACCES approved for current Literacy Students.

HHHA/CNA - Homemaker-Home Health Aide / Certified Nurse's Aide #95
This 160-hour course provides students with the training to meet the requirements for the New York State Nurse’s Aide Certification. Learn the skills necessary to obtain employment in an acute care hospital, nursing home, residential health care facility, and/or home care agency. The course includes 30-hours clinical experience in an area health care facility. Upon completion of this course, the student will be eligible for one or both of the following:

Nurse’s Aide Certification earned upon:
1. Completion of course, and
2. Passing NYS clinical and written tests.

Homemaker-Home Health Aide Certification earned upon:
1. Signing on with a home care agency and
2. Completing 20-hours of supervised training at the agency.

Prerequisites:
1. A HS Diploma/GED® or actively working on High School Equivalency (HSE) and have a 7th grade reading level.
2. An interview is required prior to the start of class.
3. A reading & math assessment is required prior to enrollment. The assessment will be scheduled by your Adult Education Counselor.
4. Physical examination; PPD
5. Proof of Immunity; titers (rubella/rubeola/mumps/varicella)

This course consists of 130-hours lecture and 30-hours clinical.

Course Number: HHHA001-14FSJS
Day/Date: M/W/F, Sept. 10, 2014 – Dec. 8, 2014
Time: 8:30 AM–12:30 PM
Tuition: $1,800

ESTIMATED ADDITIONAL EXPENSES:
Approximate Uniform Cost: $75
CPR for Health Occupations: $60
State Test: $115

Miscellaneous:
Make up time for absences incurred is available during scheduled Lab Hours at $5 per hour.

All Health Occupations courses are approved by the Veterans Association for the GI bill.
Phlebotomy Technician Certification
This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. This program includes a clinical externship rotation for all students. To be eligible for the clinical rotation, students must successfully complete the 90-hour program, submit to a thorough background check, drug screening and meet other requirements. Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam. The course consists of 90-hours lecture and 40-hours clinical.

Course Number: PHL003-14FSJS
Time: 5:00 PM – 8:30 PM
Tuition: $1,599 + Certification Fee (if applicable)

Dialysis Technician
This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program

Course Number: DLT004-14FSJS
Day/Date: M/W Oct. 15, 2014 – Dec. 8, 2014
Time: 6:00 PM – 9:30 PM
Tuition: $999

EKG Technician Certification
This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. The course consists of 50-hours lecture and 80-hours clinical.

Course Number: EKG004-14FSJS
Day/Date: M/W Oct. 15, 2014 – Dec. 8, 2014
Time: 6:00 PM – 9:30 PM
Tuition: $999 + Certification Fee (if applicable)

Pharmacy Technician Certification
This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. In addition to classroom lecture and labs, this program includes a clinical externship through a local pharmacy. To be eligible for a clinical externship, students must successfully complete the 50-hour program, submit to a thorough background check, drug screening and meet other requirements. The course consists of 50-hours lecture and 80-hours clinical.

Course Number: PHT004-14FSJS
Time: 6:00 PM – 9:30 PM
Tuition: $999

All Health Occupations courses are approved by the Veterans Association for the GI bill.
Clinical Medical Assistant Certification
This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140-hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider.
To be eligible for the clinical rotation, students must successfully complete the 140-hour program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Medical Assistant (CCMA) national examination.

Medical Administrative Assistant Program
This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.
Note: This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam.

Course Number: MAA004-14FSJS
Day/Date: M/W Oct. 15, 2014 – Dec. 8, 2014
Time: 6:00 PM – 9:30 PM
Tuition: $999

Medical Billing and Coding
This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

Course Number: MBC003-14FSJS
Time: 6:00 PM – 9:30 PM
Tuition: $1,799 + Certification Fee (if applicable)

Did you miss the Open House?
You’re welcome to attend our Registration & Information Day on Wednesday, August 27th from 5:00 to 7:00 PM. We welcome your phone or email inquiries at any time. (845) 295-4913 or adulteducation@scboces.org

All Health Occupations courses are approved by the Veterans Association for the GI bill.
ICD-10 – Medical Coding Course
Effective October 2014, the US Department of Health and Human Services (HHS) will require that the standard ICD-9 code sets, which are used in medical billing and coding to report health care diagnoses and procedures, be replaced by ICD-10. This move from ICD-9 to ICD-10 will have a significant impact on healthcare providers and the process for which they receive reimbursement. This program will include a detailed review of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding system). Additional program elements include: differences between ICD-9 and ICD-10; federal regulation / compliance; using the ICD-10 Manual; how and when to use the ICD-10-PCS; issues surrounding the implementation of ICD-10; documentation challenges; analyzing electronic coding tools; coding from chart notes; coding from operative reports; and detailed hands on coding exercises and case studies using ICD-10.

This course is ideal for experienced students interested in a career in medical coding and for current coding professionals looking for an update and review of the issues and challenges they will face with the upcoming ICD-10 adoption.

Course Number: MCC003-14FSJS
Day/Date: M/W Oct. 15, 2014 – Dec. 8, 2014
Time: 6:00 PM – 9:30 PM
Tuition: $1,299

AHA BLS for Healthcare Professionals
This 3 1/2–hour course is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide rescue breathing and CPR, the use of an Automated External Defibrillator (AED), and relieve choking in adults, children, and infants in a safe, timely and effective manner. This course also covers two-person CPR, use of a bag-mask device, CPR with advanced airway, and providing care in a hospital or healthcare setting. The course is intended for certified or non-certified, licensed or non-licensed, healthcare professionals.

AHA Heartsaver AED (Adult, Child, Infant)
This 2 1/2-hour course (add $15 and 1/2 hour for optional Infant CPR) is designed to provide the average person the ability to recognize several life-threatening emergencies, provide rescue breathing and CPR, use an Automated External Defibrillator (AED), and relieve choking in adults and children, in an effective manner. This course is designed for all individuals who are not healthcare professionals. Healthcare professionals should take the AHA BLS for Healthcare Provider class.

Registration: (845) 295-4028 or (845) 295-4037

Did you Know....

According to the New York State Department of Labor, in the Hudson Valley

14%

of the current job openings (July 2014) are in the Healthcare Field.

All Health Occupations courses are approved by the Veterans Association for the GI bill.
Starting January 2015

Medical Assistant Career Track
Today’s dynamic medical practice needs health care professionals who possess both administrative and clinical skills. Health care professionals who can process incoming patients, manage medical billing processes, code on-going medical procedures for third party insurance reimbursement, draw blood and read EKG results are a diverse and invaluable resource to the medical practice. In response to the growing need for health care professionals with multiple skills, this course is designed to give students a full and comprehensive suite of administrative and clinical skills. The program includes the following:

- **EKG Technician**: 50 hours
- **Medical Administrative Assistant**: 50 hours
- **Medical Billing & Coding**: 50 hours
- **Medical Terminology**: 20 hours
- **Phlebotomy Technician**: 90 hours

After successful completion of the program, you will possess the skills required to perform multiple tasks in a complex and dynamic health care environment. The combined course provides the foundation for a highly marketable health care professional. It also qualifies students to take multiple national certification exams including the National Healthcareer Association (NHA) Exam, and specific national certification exams related to the fields covered in this course, such as AAPC, CPC/CPC-H Apprentice, AHIMA, CCA, CMAA, and more.

Course Number: MAC001-14FSJS
Day/Date: TBA
Time: TBA
Tuition: TBA

“Our instructor was excellent and very helpful. She broke everything down so I could understand the different components of the course.”

Medical Assistant Career Track Student

Are you looking for a job with good income and flexibility while caring for a person who needs your help?

We have employers who are working with us to develop these programs to train you! We expect classes to begin in 2015.

Please call us at (845) 295-4913 or check our Facebook or web site at www.scboces.org for updates on course offerings.

EMT & CFR Refresher Classes

Emergency Medical Technician (EMT) & Certified First Responder (CFR) classes start August 2014 at Jeffersonville Ambulance Building

For more information call (845) 482-3110

Are you looking for a job with good income and flexibility while caring for a person who needs your help?

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For more information call (845) 482-3110

Are you looking for a job with good income and flexibility while caring for a person who needs your help?

We have employers who are working with us to develop these programs to train you! We expect classes to begin in 2015.

Please call us at (845) 295-4913 or check our Facebook or web site at www.scboces.org for updates on course offerings.

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Please call us at (845) 295-4913 or check our Facebook or web site at www.scboces.org for updates on course offerings.
CDL Commercial Driver Training Permit Preparation
Prepare for Class A & B CDL written test. This training will provide you with all relevant information including various endorsements. The course provides a review for the permit test. To obtain a NYS CDL you must meet certain requirements, including passing the USDOT medical exam.

Course Number: CDL007-14FSJS
Day/Date: Sat. Sept. 20, 2014 & Sept. 27, 2014
Time: 8:30 AM – 4:30 PM
Tuition: $190

Course Number: CDL008-14FSJS
Day/Date: Sat. Nov. 8, 2014 & Nov. 15, 2014
Time: 8:30 AM – 4:30 PM
Tuition: $190

CDL Class A and Air Brakes System
Learn the Federal DOT regulations covering commercial truck air brakes systems. The course covers the basics of system parts, function and detection of problems. This class will prepare you for the Air Brakes portion of the DMV written test for learner’s permit.

Course Number: CAB006-14FSJS
Time: 9:00 AM – 1:00 PM
Tuition: $110

Course Number: CAB007-14FSJS
Day/Date: Sat. Dec. 6, 2014 & Dec 13, 2014
Time: 9:00 AM – 1:00 PM
Tuition: $110

Basic Construction Skills
This course provides 240-hours with lessons on safety, basic residential electrical, basic plumbing, soldering, basic HVAC, masonry, carpentry, painting, finishing, grounds and a dash of solar panel installation. All of the components will build your entry level skills for jobs available today in Sullivan County. Funding available for eligible participants. Please contact our career counselors at (845) 295-4913 for details and start dates.

This course allows new participants to enroll on Mondays. The course would continue until you have completed the 240 hours.

Course Number: BCS002-14FSJS
Day/Date: M thru F On-Going
(Rotating Enrollment - you can start any Monday)
Time: 12:30 PM – 4:30 PM
Tuition: $2,350
Small Engine Maintenance
Regular maintenance and service are part of keeping a small engine in running condition. Master the tune-up procedures and schedules for small 2-stroke and 4-stroke engines. Change spark plugs, filters, and oil. Practice troubleshooting, maintenance, and repair of fuel and ignition systems. It’s always rewarding to repair your own equipment. Bring your motorcycle, snowmobile, lawn mower, chain saw, or other small engine to this hands-on class, as well as your owner's manual, tools, and eye protection. Learn skills you can utilize for years to come.

Course Number: SEM002-14FRPC
Time: 9:00 AM – 2:30 PM
Tuition: $110.00
Training Location: RPEC Auto Mechanics Shop

Introduction to Welding
Students learn all phases and dynamics of basic arc welding procedures, including oxy/acetylene cutting and welding, and grinding and fabrication of metals. Students are responsible to provide their own personal protective gear or purchase it from the instructor.

Course Number: TBD
Day/Date: TBD
Time: TBD
Tuition: $220 includes supplies and materials
Training Location: RPEC Natural Resources Shop

Please call (845) 295-4900 ext. 1 for more information.

This course is approved by the Veterans Association for the GI bill.

Register Early!
Our classes run based on enrollment. Registrations are due 10 Days before the start date of classes!

The Early Bird gets the Worm!!
Our dedicated staff is ready to help you succeed with your learning plan. WE ARE HERE FOR YOU!

Call our Adult Education Counselors at (845) 295-4913 to make an appointment and get started right away!
8-Hour Pre-Assignment Training for Security Guards
This class satisfies the minimum criteria recommended by the New York State Security Guard Advisory Council and leads to a training certificate required for employment as a security guard.

Course Number: SGT012-14FSJS
Day/Date: M/W  Sept. 15, 2014 & Sept. 17, 2014
Time:  5:30 PM – 9:30 PM
Tuition:  $80

Introduction to QuickBooks
This class will get you started with the basic applications of one of the most popular accounting software programs. Students should have some familiarity with accounting concepts.

Course Number: IQB003-14FSJS
Time:  6:00 PM– 8:00 PM
Tuition:  $125

On-the-Job Training for Security Guards
New York State Security Guard Program statute mandates the successful completion of a sixteen hour On-The-Job Training (OJT) Course for Security Guards that generally relates to the security guard’s duties, nature of the workplace and the requirements of the security guard company. This mandate has been ongoing since early 1994. This course is a requirement for all security guards in New York State and must be completed within 90 days of employment/application submission for Department of State security guard registration.

Course Number: OJT004-14FSJS
Day/Date: M/W  Sept. 29, 2014 - Oct. 8, 2014
Time:  5:30 PM – 9:30 PM
Tuition:  $185

Basic Business Office Skills / Career Readiness
This 60-hour class, offered every other month throughout the year, will orient students with little or no experience to a professional work environment. The class includes hands on computer skills along with work readiness skills. Students will learn the basics of keyboarding, word processing, using office equipment, communication at the workplace, and learn skills to develop situational judgment. Upon completion students may, at an additional cost, take the National Work Readiness Credential Test developed by the National Chamber of Commerce.

Course Number: BOS004-14FSJS
Day/Date: M thru F, Oct. 6, 2014 - Nov. 3, 2014
Time:  12:30 PM – 3:30 PM
Tuition:  $495 + Credential Fee
The National Work Readiness Credential fee for one test and one retest is $100.

This class is NYSED ACCES approved for current Literacy Students.

Home Firearm Safety Course
A hands-on pistol permit safety course from the National Rifle Association. You will learn basic firearms safety and will handle a variety of real handguns. An NRA instructor and firearms dealer with over 35 years of handgun experience will familiarize you with handguns, their working parts and their safe handling and storage.

Training Location: Kauneonga Lake Fire Hall
Tuition:  $65

Course Number: HFS015-14FKLF
Day/Date: Sat. Sep. 27, 2014
Time:  9:30 AM – 1:30 PM

Course Number: HFS016-14FKLF
Day/Date: Sat. Oct. 25, 2014
Time:  9:30 AM – 1:30 PM

Course Number: HFS017-14FKLF
Day/Date: Sat. Nov. 15, 2014
Time:  9:30 AM – 1:30 PM

Course Number: HFS018-14FKLF
Day/Date: Sat. Dec. 20, 2014
Time:  9:30 AM – 1:30 PM

Did you miss the Open House?
You’re welcome to attend our Registration & Information Day on Wednesday, August 27th, 2014 from 5:00 to 7:00 PM.
We welcome your phone or email inquiries at any time.
(845) 295-4913 or adulteducation@scboces.org

This course is approved by the Veterans Association for the GI bill.
Office Procedures and Management (OPM)  
Is a unique course that offers a mock office setting where the student can develop his or her computer and typing skills while interacting with other students. The course is designed so that a student will have marketable skills at the end of the course along with a certificate of completion. Each module is self-paced with individualized instruction. A Skills Assessment & Career Plan interview is available at no cost. QuickBooks, a computer based bookkeeping program is also offered to qualified students. You may enroll at any time.

Course Number: OPM010-14FSJS  
Day/Date: M thru W 8:00 AM to 4:00 PM and  
Th/F 8:00 AM to 12:00 PM  
You may enroll at any time.  
Hours: 250 classroom hours  
Tuition: $2,570 (does not include books)  
Funding is available for eligible individuals

Individual modules include:
- MS Publisher  
- MS Access  
- Intro to Computer/Internet  
- Typing Refresher  
- QuickBooks 1 and 2  
- MS Excel  
- MS Word  
- Civil Service Prep

Modules can be purchased individually.  
Please contact our Adult Education Counselors for options (845) 295-4913.

This class is NYSED ACCES approved for current Literacy Students.

Did you Know....

According to the New York State Department of Labor, in the Hudson Valley 11% of the current job openings (July 2014) are in the Office, Clerical and Secretarial Fields.

Are you interested in becoming a teacher?

You can start your path based on NYS Education Department Certified Teacher guidelines right here in Sullivan County at SUNY Sullivan. Starting this fall the Liberal Arts and Sciences offers an approved Associates Program in Childhood Education.

SUNY Sullivan is all about choice. Choose from degree and certificate programs that will lead you to some of today’s most promising careers. Contact Sari Rosenheck, Director of Admissions, for assistance in choosing the academic path that’s best for you, whether it’s setting you up to go right into the workplace or creating a career pathway that will lead you to your Bachelor’s degree.

Call Admissions at (845) 434-5750 ext. 4287 to make your appointment today!  
www.sunysullivan.edu
English for Speakers of Other Languages (ESOL)

Beginner / Intermediate / Advanced / Civics & Citizenship

All students must PRE-REGISTER before attending classes!

Classes are offered in Monticello and Liberty

Call our Adult Education Counselors for an appointment (845) 295-4913

What to expect when you join an ESL class...

- Are you beginning to learn English? The Sullivan County BOCES classes will focus on vocabulary, survival English and fluency. They will use structured lessons, games, lively activities, music and humor to explore and participate in life in the United States.

- Do you speak English but have difficulty reading or writing in English? You will benefit from techniques that focus on how to participate in your community.

- Students are encouraged to prepare for obtaining citizenship and employment.

- All students will be exposed to the core values of democracy, freedom of expression, and the rule of law. Civics instruction is based upon the principles expressed in the Declaration of Independence and the Bill of Rights.
New York State High School Equivalency (HSE)
(Formerly known as the GED® Program)

Our dedicated staff is ready to help you succeed with your learning plan.

WE ARE HERE FOR YOU!

New York State has initiated a new pathway to earning your High School Equivalency Diploma (HSE). Our programs are designed to prepare you to take the New York State approved test - TASC™ (Test Assessing Secondary Completion). Having a New York State High School Equivalency Diploma is one of the most important steps in the pathway toward career, educational, lifelong well-being and success.

Liberty Library Location
You may attend an Orientation/Intake for this location and all other Distance Learning (GRASP) programs.

Intakes will be available from 10:00 AM - 1:00 PM on the following Saturdays:

- August 2
- September 6
- October 4
- November 1
- December 6

Call to schedule an appointment for your intakes (845) 295-4913

To register for classes, call (845) 295-4913 to schedule an intake appointment.

After intake and orientation, an assessment test will be scheduled.

St. John Street Education Center Classes
M thru F 9:00 AM - 12:00 PM
M thru F 12:30 PM - 3:30 PM

Community Classes
(Call for the most up to date information)

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Th</td>
<td>4:00 PM – 7:00 PM Liberty Library (*See below)</td>
</tr>
<tr>
<td>M/W</td>
<td>6:00 PM – 9:00 PM SUNY Sullivan</td>
</tr>
<tr>
<td>F</td>
<td>10:00 AM - 4:00 PM (New York State Plus class)</td>
</tr>
<tr>
<td>M</td>
<td>4:00 PM – 7:00 PM Fallsburg Library (*See below)</td>
</tr>
<tr>
<td>M</td>
<td>12:00 PM – 3:00 PM Livingston Manor Library (*See below)</td>
</tr>
<tr>
<td>T</td>
<td>4:00 PM - 7:00 PM Daniel Pierce Library Grahamsville (*See below)</td>
</tr>
<tr>
<td>T/Th</td>
<td>1:00 PM – 4:00 PM Past Perfect Book Store Duggan Community Center</td>
</tr>
<tr>
<td></td>
<td>10:00 AM - 4:00 PM Western Sullivan Public Library Jeffersonville Branch</td>
</tr>
</tbody>
</table>

* These classes are Distance Learning Home Study Programs with a weekly 3-hours tutoring session.
Distance Learning Program - GRASP (Giving Ready Adults a Study Program)
The “at home study program” requires 7th grade math and reading levels. Students must be at least 21 years old to register. Call for Orientation/Intake appointment or visit our Livingston Manor Library, Daniel Pierce Library, South Fallsburg Library or Liberty Library class for more details.

Distance Learning/GRASP students attending at any Sullivan BOCES Adult Education location, will be expected to consistently drop off and pick up packets at least every two (2) weeks, schedule six (6) hours to work on homework each week, and (optionally) attend the three (3) hour session as scheduled at your location, as discussed with your teacher.

High School Equivalency in Spanish
Study for the New York State official High School Equivalency (HSE) Diploma test in Spanish. Our teachers in both Monticello and Liberty are trained to assist you. Please call the Adult Education Counselors at (845) 295-4913 for more information.

Do you need individualized Tutoring or Tutor Assistance?
The Sullivan County Literacy Volunteers offers programs to assist you.

Our partner in literacy improvement is the Literacy Volunteers of Sullivan County. Sometimes a student will benefit from having the one-on-one support of a volunteer and not want to attend classes. Sometimes a student can benefit from both! Literacy Volunteers of Sullivan County 501(c) (3) is a not-for-profit organization that provides a variety of free services to help people achieve personal goals through literacy. Through a trained corps of volunteer tutors, the mission is to foster and enhance family literacy, assist adults functioning at low levels of literacy and further proficiency in English as a second language. It is our shared goal to halt the rising tide of illiteracy in Sullivan County. They are located at 63 North Street, Monticello.

Call (845) 794-0017 or email at lvascny@gmail.com

TASC™ Examination Schedule

September 12 & 13
November 21 & 22

Applications for the TASC™ examination are processed through the Adult & Continuing Education Program.

Applications may be obtained at the St. John Street Education Center in Monticello. Public testing is held on scheduled Friday evenings and Saturdays. Candidates desiring a different arrangement due to religious observance, handicap, or disability may apply for a special modification of the exam.

Exams are given at Rubin Pollack Education Center, 52 Ferndale-Loomis Rd., Liberty

Call our Adult Education Counselors at (845) 295-4906 or 295-4913 for the TASC™ Exam schedule or to make an appointment and get started right away!

SULLIVAN BOCES IS AN APPROVED TESTING SITE FOR THE TASC™ EXAM.

The best way to prepare for this HSE/TASC™ Exam is by taking HSE classes with the Adult & Continuing Education Program at Sullivan BOCES.
Want to go to College?  
Need a High School Equivalency Diploma first?

Our FREE literacy classes can prepare you for obtaining the diploma and for your COLLEGE ADMISSIONS TESTS too!!

Call our Adult Education Counselors at (845) 295-4913 to make an appointment and get started right away!

Sullivan BOCES also offers Free* TASC™ Preparation classes at SUNY Sullivan on the following days.

**Fri.**  10:00 am - 4:00 pm  
Location: G011B

**Mon. & Wed.**  6:00 pm - 9:00 pm  
Location: G011B

* Classes are free for students 21 years of age and older. Students younger than 21 must meet certain criteria to enroll.

Do you have a question?  
Not sure what to do?  
Want to register for a test?

Our Adult Education Counselors are here to help you!

Call (845) 295-4913, visit us at the St. John Street Education Center or email us at adulteducation@scboces.org

The TASC™ is free to New Yorkers who need a New York State High School Equivalency Diploma. Testing accommodations for those with special needs can be requested and will be determined by CTB/McGraw Hill, the publisher of the test. The test will continue to be offered in English and Spanish. To find other testing locations and the required forms visit www.acces.nysed.gov/aep.

The New York State Department of Education website – www.engageNY.org – will be adding an Adult Education section during this coming school year. Everyone is invited to look at this site and see the work being done to assist all New Yorkers with becoming college and career ready!
Grant Writing I
Do you think you can write a grant but don't know where to look or how to begin? This introductory session focuses on concepts and skills that writers need to develop in order to write a persuasive and successful grant application.

Course Number: GW1003-14FSJS
Day/Date: M Oct. 6, 2014
Time: 6:00 PM – 8:00 PM
Tuition: $35

Grant Writing II
The focus of this session will be advanced grant writing concepts and skills, including needs statements, goals and objectives, the evaluation process and project timelines. Students will develop a concept paper outlining a project they would like to have funded. Grant seeking using web technology will be covered.

Course Number: GW2003-14FSJS
Day/Date: M Oct. 20, 2014
Time: 6:00 PM – 8:00 PM
Tuition: $35

Grant Writing III
Grant administration procedures will be discussed including budgeting, reporting, monitoring progress on goals and objectives and evaluation. Students may bring their proposal to class for peer and instructor review.

Course Number: GW3003-14FSJS
Day/Date: M Nov. 3, 2014
Time: 6:00 PM – 8:00 PM
Tuition: $35

Notary Public Prep
This fast-paced prep of topics includes notarial acts, professional ethics and conduct, and principles of notarizing action, along with test-taking tips and handouts. An applicant for licensure must be at least 18 years of age and a U.S. citizen at the time of application. Licensing requires a State exam. Additional licensing fee of $15 payable by check or money order to the Dept. of State is required for admission to the exam. Call (845) 295-4900 ext. 1 for more information.

Course Number: TBD
Day/Date: TBD
Time: TBD
Tuition: TBD

Spanish for Professionals
This must-have course is for business owners, supervisors, managers, and staff of any industry including governmental, public, not-for-profit or private business. Learning how to communicate in Spanish will increase your productivity, performance and profitability. Call (845) 295-4900 ext. 1 for more information.

Course Number: TBD
Day/Date: TBD
Time: TBD
Tuition: TBD

“The grant writing course was extremely helpful. Now I can write a small grant for my church.”
—Grant Writing Student

Sullivan County Employers!
If you are looking for employees who show up on time, and have verification of the skills you need, then you are looking for our graduates! Call (845) 295-4913 and see how we can help you connect to our students & your future employees!
**Dog Obedience**
Participants will work with their dogs in class and at home. Dogs must be over 4 months and have proof of rabies and canine distemper. The first session (6:00 – 8:00 PM) of class will include a demonstration (please do not bring your dog). After the first session, participants will be required to purchase a suitable training collar and leash appropriate for their individual dogs. Please list dog’s name, breed and age. **First class is 2 hours without dogs.**

*Course Number: DOB006-14FRPC*
*Location: RPEC Parking Lot*
*Day/Date: T Sept. 23, 2014 – Nov. 25, 2014*
*Time: 6:00 PM – 7:00 PM, (No class Nov. 11th)*
*Tuition: $135*

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**Basic Digital Photography**
Just in time for those holiday photo albums and greetings! Learn the basic setting of your digital camera and how to group, organize, manage and download your pictures to a computer. The training will focus on picture editing and electronic sharing. Bring your camera and please let us know what make and model it is when registering for this class. Call (845) 295-4900 ext. 1 for more information.

*Course Number: TBD*
*Day/Date: TBD*
*Time: TBD*
*Tuition: TBD*

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**Advanced Digital Photography**
Learn about the different software programs that provide more advanced editing options. Class time will focus on customizing images through retouching, blending and editing, free-form drawing, making borders and applying 3D effects. Students will learn how to create photo collages and photo montages, repair damaged photos, and package digital photo albums for family and friends. Call (845) 295-4900 ext. 1 for more information.

*Course Number: TBD*
*Day/Date: TBD*
*Time: TBD*
*Tuition: TBD*

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**Shine Like a Star!**
Nervous in social settings, speaking in front of a large crowd or at job interviews? You can change that and develop your artistic talent in the process! Improve your poise, your confidence and your self-presentation in this theatre arts class. You will have a lot of fun while stimulating imagination, developing thinking and listening skills, strengthening retention and comprehension, increasing awareness of others, and promoting creativity and language development. Theater games, terminology and improvisation will boost your comfort level “in the spotlight”. Get away from the tensions of the real world and live the magic of the stage. Join in and discover a new you.

*Course Number: SLS001-14FSJS*
*Day/Date: M Sept. 29, 2014 – Dec. 8, 2014*
*Time: 7:00 PM – 9:00 PM*
*Tuition: $90*

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*Our dedicated staff is ready to help you succeed with your learning plan.  
WE ARE HERE FOR YOU!*

Call our Adult Education Counselors at (845) 295-4913 to make an appointment and get started right away!
Ballroom 101*
This 12-session course is designed for the beginner to intermediate. If you are new to ballroom dancing or need to “brush-up”, this course is for you.
The curriculum will include a variety of Ballroom and Latin Dances. The instructional style allows for individual attention. If you have always wanted to learn how to dance, our very social, no pressure, have-fun-as-you-learn classes will lead you straight to the dance floor! Dance genres to choose from include Waltz, Fox Trot, East Coast Swing Salsa, Cha-Cha, Merengue, Rumba, Bachata, American Tango and Samba.

Course Number: DLS004-14FSJS
Time: 7:15 PM – 8:45 PM
Tuition: $140

*Dance classes make more sense when you have a partner!!
Register two students for $250 and save $30 off the full tuition price. So kick up your heels and learn to dance!

“I loved the ballroom dancing class; it was so enjoyable.”
Ballroom Dancing Student

Chair Yoga for Seniors
Yoga is an exercise for every life phase, and anytime is the right time to begin. Use deep breathing and physical movement to increase your flexibility and improve strength and relaxation. Experience is not necessary. You bring an open mind; we provide the physical support and gentle pace.

Course Number: CYS003-14FSJS
Day/Date: Th Oct. 2, 2014 – Nov. 20, 2014
Time: 12:00 PM – 1:00 PM
Tuition: $65

Yoga for You & Me
If you can breathe and own a body, then you can learn Yoga. An open mind is all you need to begin. Bring a mat, but no experience is necessary.

Course Number: YYM001-14FSJS
Day/Date: Th Sept. 22, 2014 – Nov. 24, 2014
Time: 6:00 PM – 7:00 PM
Tuition: $65

Tai Chi Chuan
Tai Chi Chuan has been recognized for thousands of years as both a method of self-cultivation and an unsurpassed form of self-defense. It is gentle and easy to do. It can help calm the emotions, focus the mind and strengthen the immune system.

Course Number: TCC005-14FSJS
Day/Date: W Sept. 24, 2014 – Nov. 12, 2014
Time: 12:00 PM – 1:00 PM
Tuition: $65

Register Early!
Our classes run based on enrollment. Registrations are due 10 Days before the start date of classes!

The Early Bird gets the Worm!!
Are you excited about the future of Sullivan County?  
We can customize training for your needs!

If you are looking for a class we offer to be held at your place of business, we can do that! If you are looking for a class we don’t currently offer, we can work with you to create what you need! We have classroom technology that will allow for web-based training and Smart Boards for your seminar presentations. We can also assist with your staff development or leadership needs. Contact our office (845) 295-4900 ext.1, to see how we can be of assistance.

Do you have a special talent? Would you like to share it with others?

Hobbyists/teachers are wanted for our next catalog! Classes are designed to run in short timeframes during early evening hours.

Please send your resume and a course description to the Adult Education Division at adulteducation@scboces.org or fax it to 791-4081. Call us at (845) 295-4900 ext. 1

COMING IN 2015!

The Adult & Continuing Education Program is considering offering the 1,000 hour NYS approved Cosmetology Program in 2015.

If you are interested in starting a career in this exciting field, please call us at (845) 295-4913

DON’T MISS OUT!

The Career & Technical Center Offers Beauty Salon services at the “Class Act Salon”

The Class Act Salon offers a full array of salon services at a minimal cost. Services include haircuttering, manicures, blazing highlights, eyebrow tweezing, facials and facial waxing, pedicures, make-up applications, permanent waves and much more.

– Services are by Appointment Only – Please call (845) 295-4121

Located at the Rubin Pollack Education Center, 52 Ferndale-Loomis Road, Liberty
Studies have shown that students who attend career and technical training during high school demonstrate higher levels of success in post-secondary education and employment.

During a time when many college students can’t find a job after graduation, this group of high school seniors is catching the eyes of future employers.

- Animal Science
- Auto Body
- Automotive Technologies
- Broadband Academy
- Computer Networking
- Construction / Electrical Technology
- Career Opportunities Program
- Cosmetology
- Culinary Arts & Sciences
- Diversified Health Occupations
- Early Childhood Education
- Internet Business & Web Design
- Natural Resources
- New Vision Health
- Pre-Tech Exploration
- Precision Machining & Technology
- Public Safety Services
- Vehicle Maintenance

Our programs have articulation agreements with colleges or trade schools. This affords successful students the opportunity to earn credit toward an associates or bachelor degree while still in high school, which is a significant financial savings for parents/students.

For more information on the programs offered at the Career & Tech Center, please visit us at www.scboces.org or call (845) 295-4152
Condensed Curriculum International
CCI is a nationally leading provider of allied healthcare training and education programs supported by:

- Enriching lesson presentations
- Simulated labs and student exercises
- Instructor mentoring and coaching
- Live discussions and chat with instructors and other students

Further, the online courses provide students with the following benefits:

- A robust eLearning experience developed by practicing medical professionals
- Leading instructors to guide you through your eLearning course
- Career guidance to assist you with your professional goals
- Courses are accessible anytime and anywhere, from home, the office or when out of town

For online registration: http://www.healthedtoday.com

Learning Resources Network (LERN)
UGotClass Online Courses and Certificates
This online program is provided by the Learning Resources Network (LERN). The online classes include accredited undergraduate and graduate academic courses and vocational certifications. The courses and certificates are provided by quality colleges and associations with expert instructors. Participate anytime day or evening, from any computer.

Get the skills you need for the 21st century in any of the following fields:

- Support courses for K-12 Teachers
- Social Media for Business
- eMarketing Essentials
- Green Buildings and Preparing for the LEED Exam
- Certificate in Online Teaching
- Supervisory & Leadership Certificate
- Business Research Certificate
- Meeting Planner Certificate

Ed2go
Ed2go is the industry leader in online learning for adults that provides the highest-quality online continuing education courses that are affordable and easy to use through a network of over 1,800 top colleges and universities. Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

Courses include but are not limited to:

- Computer and Microsoft Office
- Business Management, including:
  - Accounting Fundamentals
  - Administrative Assistant
  - Managing Customer Service
  - Principles of Sales Management
  - Employment Law Fundamentals
  - Introduction to Business Analysis
  - Home-Based Business
  - Law and Legal Courses
  - Supervisory & Leadership Certificate
  - Personal Finance and more

Access UGotClass and Ed2go websites by visiting: http://www.scboces.org. Click on the Adult Courses link, in the new window, under OnLine Courses, click on the link of your interest.

Pearson VUE Testing Center
Check online for availability. www.pearsonvue.com
ACCES-VR (Formerly VESID)
Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) assists individuals with disabilities to obtain vocational trainings and maintain employment. (845) 454-8388

CACHE
CACHE provides direct outreach support to individuals and families to assist them in their quest for self-sufficiency. Using the Family Development, strength based approach; FD workers will work to help in numerous areas including apartment/home search, employment search, money management, locating counseling and assisting families to access community resources to reach their goals. (845) 292-5821

Cornell Cooperative Extension
CCE Sullivan County serves both residents and visitors in Sullivan County by providing knowledge, life skills and experience to enhance the quality of one’s life. To achieve its goals, CCE Sullivan County is keen to employ the latest technology; research based education and highly trained professional staff. Many of the invaluable programs provided by CCE include 4-H Youth Development, Agriculture and Natural Resources, Eat Smart New York, Caregiver Resource Center and more. (845) 292-6180

CWD/Sullivan Works
Comprised of a variety of community partners, the primary mission of Sullivan County Workforce Development System is to support the growth of the local economy by meeting the employment needs of job seekers, current workers and employers. (845) 794-3340

Sullivan County Public Health
Latino Service Provider Coalition
The mission of the Latino Service Provider Coalition is to connect Latinos, as well as all communities in Sullivan County, with information and services to enhance people’s quality of life and to build their capacity to engage in the larger community. As part of Sullivan County Public Health, the focus of the Latino Service Provider Coalition is to promote health literacy in order to improve the health status of Sullivan County residents and help them access health care services. (845) 292-5910

Sullivan County Veterans Service Agency
Separate from the Department of Veterans Affairs, the Sullivan County Veterans Service Agency is a county agency devoted to serving veterans and their families by providing them with entitlement information and advocacy assistance. (845) 807-0233

SUNY ATTAIN Lab
The SUNY ATTAIN Lab is co-located at the St. John Street Education Center in Monticello with the BOCES Adult & Continuing Education programs. The ATTAIN Lab is an adult tuition-free educational facility that provides non-credit academic and vocational training opportunities to educationally and economically disadvantaged individuals and dislocated workers. The ATTAIN Lab provides instructional programs in technology training and Microsoft Certification, academic programs at all grade levels and a wide range of vocational training programs. (845) 295-4908

SUNY Sullivan
As part of the State University of New York system, Sullivan County Community College (SUNY Sullivan) is a two-year college accredited by the Middle States Commission on Higher Education. Its mission “is to provide programs and resources that educate, inspire and empower our students and the broader community.” (845) 434-5750

United Way of Sullivan County
Mission: To mobilize the caring power of our community through participation in fundraising, volunteerism, advocacy, education and partnerships for the purpose of improving lives and building a strong and vital Sullivan County. United Way of Sullivan depends on the kindness and generosity of local businesses and individuals to carry out its mission. Although United Way of Sullivan County is a member of United Way of America, we operate as a private not-for-profit agency and receive no financial support from our national organization or the government. The people who count on us are counting on you! (845) 794-1771

Public Library Partners
Daniel Pierce, Fallsburg, Liberty, Livingston Manor, Monticello, and Western Sullivan
Tuition Assistance
Tuition assistance and training opportunities may be available for individuals who qualify through the Center for Workforce Development. For more information, call (845) 794-3340.

Discounts
A 10% discount on specified online and/or regular classes may be available for BOCES employees, Chamber of Commerce members, and senior citizens (55 years and older).

Note: Discounts only apply to Fitness, Office Procedures and Management, Professional Development, Personal Enrichment, some Computer and Online classes.

Refund Policy
In the event a student withdraws from a class, the following policy will be implemented:
1. Prior to the first day of class – 100% refund, minus $15 drop fee.
2. Prior to the second day of class – 50% refund, minus $15 drop fee.
3. Allow up to 30 days for processing of refunds.
4. Refunds are made by credit card or check depending on the form of payment used for registration.
5. No refunds will be given for one day classes in which the registrant is a no show.

Textbooks and Course Materials
Besides course tuition, it may be necessary for students to purchase needed items such as textbooks or materials that may require additional fees.

Certificate of Completion
Upon successful completion of most courses, participants will receive a certificate of achievement or completion. Certificate of completion will be provided upon request for classes less than 100-hours.

Liability
Participation in Adult Program activities is at your own risk. If you are enrolling in physical fitness, sports, dance, or other physical-activity courses; consult your physician beforehand to make certain that these courses are appropriate for you. SC BOCES and its Adult and Continuing Education will not be responsible for injuries, damages, or losses.

Tobacco/Alcohol/Drug Free Zone
Pursuant to NYS Law, smoking is prohibited on all school grounds.

Cell Phones
All cell phones must be turned off or muted during class. If you must take an urgent call, please do so outside the classroom.

Course Gift Certificate
Treat a friend to a Course Gift Certificate which can be purchased in any denomination. They are available at the St. John Street Education Center.

Miscellaneous
Children and pets are not allowed in Adult Program classes unless indicated in the course description.

School Delays/Cancellations
BOCES reserves the right to cancel a class where enrollment is insufficient. In the event a course is cancelled due to insufficient enrollment, students will be notified by telephone within a reasonable time before the class start date, and 100% refunds will be processed. Further, we may cancel classes due to bad weather, even when BOCES main campus in Liberty remains open. Make-up classes will be scheduled. School closings will be broadcasted on WVOS (95.9 FM, 1240 AM); WSUL (98.3 FM); WJFF (90.5, 94.5 FM); WDNB (Thunder 102.1 FM); and WRRV (92.7, 96.9 FM) radio. We will also post the information on our website, Facebook and Twitter.

Phone: (845) 295-4900 ext. 1
Web Site: www.scboces.org
FaceBook: Sullivan County BOCES
Twitter: @SullivanCtyBOCES
Mail: Sullivan BOCES Adult & Continuing Education Program
       6 Wierk Avenue, Liberty, New York 12754-2117
TO REGISTER, COMPLETE THE REGISTRATION FORM BELOW AND MAIL IT WITH YOUR PAYMENT AT LEAST 10 BUSINESS DAYS BEFORE THE START DATE OF THE COURSE(S).

By Phone  Telephone registration available for MasterCard or VISA credit card holders. Call (845) 295-4900 ext. 1

By Mail  Complete the registration form and mail it with your check, money order or credit card number and expiration date to: Sullivan County BOCES Adult Program, 6 Wierk Avenue, Liberty, NY 12754. Make checks or money orders payable to: SULLIVAN COUNTY BOCES.

By Fax  Fax the completed registration form with your credit card number and expiration date to (845) 791-4081.

In Person  Register in person at the St. John Street Education Center, Suite 115, Monday through Thursday, 9:00 AM to 6:30 PM; Friday, 9:00 AM to 3:30 PM. You may pay by cash, check, money order or credit card (VISA or MasterCard only).

Complete all of the following. Type or print clearly. Print your name as you want it to appear on your certificate.

Today’s Date: ____________________________

Last Name: ______________________________ First Name: ___________________________ Middle Initial: ______

Mailing Address: __________________________ City: ______________ State: ______ Zip Code: ______

(Area Code) Home Phone: ____________ (Area Code) Business Phone: ____________

Credit Card Number: ______ - ______ - ______ - ______  Code: ______ Expiration Date: ______ - ______

Check one:

| VISA  | MasterCard |

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Payment:  

Check / Money Order ☑  Credit Card ☑
The Early Bird gets the Worm!!

Please Join Us!
OPEN HOUSE
Thursday, August 21st
from 5:00 PM - 7:00 PM

Our classes run based on enrollment. Registrations are due **10 Days** before the start date of classes!

Don’t let your class get cancelled...

**REGISTER TODAY!!**
(845) 295-4900 ext. 1

Make the call and learn the skills to reach your dreams.