



Sullivan BOCES Adult & Continuing Education

Enhancing Our Community, One Family at a Time.



FALL 2018

Explore, Learn
& Prepare
for your future.

Register Early!
(845) 295-4915
scbores.org/adulted



CAREER BUILDING
CERTIFICATE PROGRAMS
ENL (ESL) INSTRUCTION
HOSPITALITY
HSE/TASC DIPLOMA PREP
HEALTH OCCUPATIONS
TRADES TRAINING



WELCOME

Discover what Sullivan BOCES offers in adult and continuing education! Between 9:00 AM and 3:00 PM Tuesday through Thursday, our door is open for walk-in inquiries or call us at (845) 295-4915. Our knowledgeable staff will help you with your career and personal enrichment goals and can assist you in earning your high school equivalency diploma or learning English as a second language.

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 U.S. 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

Donna Flynn-Brown
Compliance Officer-Student Concerns
(845) 295-4030
donna.flynnbrown@scboces.org

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.

District Superintendent

Robert M Dufour, Ed.D.

Deputy Superintendent

Susan Schmidt

Assistant Superintendent for Instructional Programs

Donna Flynn-Brown

Board of Education

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Fallsburg Central School

Mr. Simmie Williams III
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(At-Large)

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Tri-Valley Central School

Ms. Carol Park
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Course Locations

All classes are held at St. John Street Education Center (SJSEC) unless indicated otherwise.

Monticello – SJSEC

St. John Street Education Center
22 St. John Street, Monticello

Liberty – RPEC

Rubin Pollack Education Center
52 Ferndale-Loomis Road, Liberty
Auto Body Shop
Auto Technology Shop
Welding Shop

Catskill Regional Medical Center

68 Harris-Bushville Road, Harris

Daniel Pierce Library

328 Main Street, Grahamsville

Fallsburg Library

12 Railroad Plaza, South Fallsburg

Kauneonga Lake Fire Hall

3574 State Route 55,
Kauneonga Lake

Liberty Public Library

189 North Main Street, Liberty

Livingston Manor Public Library

92 Main Street, Livingston Manor

Ethelbert B. Crawford Library

479 Broadway, Monticello

SWSPL - Western Sullivan Public Library

19 Center Street, Jeffersonville
45 Lower Main Street, Callicoon

SUNY Sullivan

112 College Road, Lock Sheldrake

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2018 Holidays - Classes Cancelled

9/3 Labor Day
9/10 Rosh Hashanah
9/19 Yom Kippur
10/8 Columbus Day
11/12 Veterans Day
11/21 - 11/23 Thanksgiving
12/24 - 12/31 Winter Recess
1/1 New Year's Day
1/21 Martin Luther King Jr. Day



Become a Certified Personal Care Aide (PCA) or Home Health Aide (HHA)

Certified Personal Care Aide (PCA)

Day/Date: T/W/Th Oct. 16 - Nov. 6
Time: 2:30 PM – 6:30 PM
Tuition: \$600 (textbooks included)

Certified Home Health Aide (HHA)

Day/Date: T/W/Th Oct. 16 - Dec. 13
Time: 2:30 PM – 6:30 PM
Tuition: \$1,325 (textbooks included)

Classes will be held at the Sullivan BOCES
Health Occupations Suite
at Catskill Regional Medical Center.

BOCES is now offering courses that lead to a certification as a Home Health Aide or Personal Care Aide. Home Health Care Agencies in Sullivan County and neighboring counties are eager to hire Certified Home Health Aides and Certified Personal Care Aides.

The Certified Personal Care Aide (PCA) course trains students to assist patients, under professional supervision, with nutrition and environmental support, personal hygiene, dressing, feeding and household tasks essential to patient health. **PCA course consists of 40 Classroom hours.**

The Certified Home Health Aide (HHA) course provides training in health related tasks, such as measuring blood pressure, pulse, temperature and respiration. In addition, students learn to provide direct personal care and assist clients in home management skills. A clinical placement is included in this program which is completed in an adult care center or assisted living setting. **HHA course consists of 65 Classroom hours and 30 clinical hours.**

HEALTH OCCUPATIONS

All Health Occupations courses are approved for the GI Bill®

Certified Nurse's Aide (CNA)

This program provides students the necessary training to meet the requirements for the New York State Nurse's Assistant Certification. Upon successful completion of the required course hours, clinical experience and the NYS Department of Health Certificate Exam, students are qualified to work in hospitals, nursing homes and residential health care facilities. Students need a high school or equivalency diploma to gain employment with this certification. If you do not have your high school diploma, please inform the Adult Education Counselor. All students are tested and interviewed. A 7th grade reading level is required for admission. **The course consists of 100 classroom hours and 30 clinical hours.**

Prerequisites:

1. A HS Diploma/High School Equivalency (HSE) diploma. Those actively working on HSE and have a 7th grade reading level will be considered for enrollment.
2. An interview is required prior to the start of class.
3. A reading assessment is required prior to enrollment. The assessment will be scheduled by your Adult Education Counselor.* For CWD participants, a reading and math assessment is required prior to enrollment.
4. A physical exam is required, including PPD and proof of vaccinations or titers (rubella/rubeola/mumps/varicella)

Day/Date: T/W/F Oct. 2 – Dec. 14

Time: 9:00 AM – 1:00 PM

Tuition: \$1,800 * State Test Fee: \$115

* Tuition includes: Books, scrubs, and CPR certification

This class is NYSED ACCES approved for current HSE and ESOL students.

Dialysis Technician Program

This 50-hour Dialysis Technician Program provides students 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, and maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures to monitor and record vital signs and administer local anesthetics and drugs as needed. Additionally, technicians may 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. There are no student internships or clinical rotations offered as part of this program.

Day/Date: T/Th Oct. 16 – Dec. 6

Time: 6:00 PM – 9:30 PM

Tuition: \$999 (textbooks included)

Electrocardiograph (EKG) Technician Certification Program

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 (fee payable to certifying entity). This course includes 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. Students 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.

Day/Date: T/Th Oct. 16 – Dec. 11

Time: 6:00 PM – 9:30 PM

Tuition: \$999 + Certification Fee (textbooks included)

NHA Exam - Dec. 11

**For Course Updates
check our website at
www.scbores.org/adulted
or check the Sullivan BOCES App**

HEALTH OCCUPATIONS

All Health Occupations courses are approved for the GI Bill®

Phlebotomy Technician Certification Program with Clinical Externship

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students 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 40-hour 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 (fee payable to certifying entity). **The course consists of 90 classroom hours and 40 clinical hours.**

Day/Date: T/Th Oct. 9 – Jan. 24, 2019
Time: 6:00 PM – 9:30 PM
Tuition: \$1,599 + Certification Fee
(textbooks included)

NHA Exam - Jan. 24

Pharmacy Technician Comprehensive Program with Clinical Externship

This comprehensive 50-hour program prepares students to work as pharmacy technicians in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam (fee payable to certifying entity). 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 parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Upon successful completion of this Pharmacy Technician

Pharmacy Technician (cont.)

Program, students are eligible to participate in a 40-hour clinical externship with a local retail pharmacy. Participants must submit to a thorough background check, drug screening and meet other requirements. **The course consists of 50 classroom hours and 40 clinical hours.**

Day/Date: T/Th Oct. 18 – Dec. 11
Time: 6:00 PM – 9:30 PM
Tuition: \$999 (textbooks included)

Clinical Medical Assistant Program with Clinical Externship

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 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 instruction and hands on labs and a 160-hours clinical externship opportunity at a local healthcare provider's office. 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 are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination (fee payable to certifying entity). **The course consists of 140 classroom hours lecture and 160 clinical hours.**



Day/Date: T/Th Oct. 2 - Mar. 5, 2019
Time: 6:00 PM – 9:30 PM
Tuition: \$2,399 + Certification Fee (textbooks included)

NHA Exam - Mar. 5



HEALTH OCCUPATIONS

All Health Occupations courses are approved for the GI Bill®

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. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam (fee payable to certifying entity).

Day/Date: T/Th Oct. 18 – Dec. 13

Time: 6:00 PM – 9:30 PM

Tuition: \$999 + Certification Fee (textbooks included)

NHA Exam - Dec. 13

Medical Billing & Coding Program

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-10 manuals), 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-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students learn how to find the service and codes using manuals (CPT, ICD-10 and HCPCS). Note: 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 (fee payable to certifying entity).

Day/Date: T/Th Oct. 9 – Jan. 10, 2019

Time: 6:00 PM – 9:30 PM

Tuition: \$1,899 + Certification Fee
(textbooks included)



Register Early!

*Our classes run based on enrollment.
Please register well in advance of the
class start date!*

(845) 295-4915





Basic Construction Skills (Funding is available for eligible participants.)

This 240-hour course provides lessons on safety, basic residential electrical, basic plumbing, soldering, basic HVAC, masonry, carpentry, painting, finishing, grounds and a dash of solar panel installation. All components build entry level skills for jobs available today in Sullivan County. Please contact our career counselors at (845) 295-4906 for details and start dates. ***This course allows new participants to enroll on Mondays. The course will continue until the 240-hours have been completed.***

Day/Date: T/W/Th
Time: 12:00 PM – 3:00 PM
Tuition: \$2,350

Basic 40-hour Modules: \$525 each (Modules may be purchased individually)

Course: Plumbing	Oct. 16 - Nov. 14
Course: Electrical	Jan. 2 - Jan. 31, 2019
Course: HVAC	Feb. 5 - Mar. 6, 2019

Basic 20-hour Modules: \$270 each (Modules may be purchased individually)

Course: Masonry	Nov. 15 - Dec. 5
Course: Finishes - includes painting and staining	Dec. 6 - Dec. 20
Course: Landscaping and Grounds	Mar. 7 - Mar. 21, 2019
Course: Site Safety plus OSHA 10	Mar. 26 - Apr. 9, 2019



OSHA 10-Hour General Industry Training

The OSHA 10 General Industry Course is an OSHA Authorized course providing training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this program, workers will attend 10-hours of classes delivered by an OSHA-authorized trainer. Upon successful completion of the OSHA 10 General Industry course, an OSHA 10 Card will be issued.

Day/Date: T/Th Oct. 2 - Oct. 11
Time: 6:00 PM – 8:45 PM
Tuition: \$125

OSHA 30-Hour General Industry Training

The OSHA 30-Hour Training provides safety and health information and education for general industry. It provides training for workers and employers on the recognition, avoidance abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint.

Through this program, workers attend 30-hours of classes delivered by an OSHA-authorized trainer. The 30-hour class is appropriate for supervisors or workers with some safety responsibility or who desire to be more fully informed concerning OSHA Standards for General Industry.

Day/Date: T/Th Oct. 2 - Nov. 8
Time: 6:00 PM – 8:45 PM
Tuition: \$300

TRADES

Advanced Welding

Designed to instruct participants in welding safety and welding techniques utilizing various processes such as Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), and plasma cutting. Hands on time gives more attention to out of position welding, horizontal, vertical up and down and overhead.

Prerequisite: Previous completion of one of the other welding classes, or instructor's authorization and ability to pass an introductory exam.

Day/Date: TBD

Time: 5:00 PM – 8:00 PM

Tuition: \$500 (includes supplies and materials)

Location: RPEC Welding Shop

Shielded Metal Arc Welding (SMAW/Stick)

Designed to instruct welders in arc welding safety and the Shielded Metal Arc Welding process (SMAW – Stick). Introduction to welding safety and electrodes: types, selection, classification and qualification. Discussion of power source: types, selection and duty cycle as well as cable sizing, arc blow and welding symbols.

Prerequisite: None

Day/Date: TBD

Time: 5:00 PM – 8:00 PM

Tuition: \$500 (includes supplies and materials)

Location: RPEC Welding Shop

Gas Metal Arc Welding (GMAW/MIG)

Designed to instruct welders in welding safety and the Gas Metal Arc Welding process (GMAW – MIG). Learn fundamentals of GMAW (MIG). Instruction focuses on the metal arc transfers of short-circuiting, globular, spray arc, pulsed spray arc methods. Learn how various shielding gases affect gas metal arc welding.

Prerequisite: None

Day/Date: TBD

Time: 5:00 PM – 8:00 PM

Tuition: \$500 (includes supplies and materials)

Location: RPEC Welding Shop



CERTIFICATE PROGRAMS

New York State Security Guard Training

Sullivan County BOCES offers the three courses that are mandated by the Security Guard Act of 1992 and provided by the NYS Division of Criminal Justice Services with oversight by the Office of Public Safety. For more information, visit <http://www.criminaljustice.ny.gov/ops/sgtraining/index.htm>.

8-Hour Pre-Assignment Security Guard Training

The first required course for you to become a Security Guard is an 8-Hour Pre-Assignment Training course. Upon successful completion of this general introductory course, you would be issued a training certificate. Once you have submitted your certificate and your security guard registration application to the Department of State, you would have 90 days to complete the 16-Hour OJT course.

Day/Date: T/Th Oct. 9 - Oct. 11

Time: 5:30 PM – 9:30 PM

Tuition: \$100

Location: SUNY Sullivan



16-Hour On-the-Job Security Guard Training

The second required course is the 16 Hour On-the-Job Training course (OJT). This training program is relevant to the guard's duties, the work site requirements, and the employer's needs.

Day/Date: T/Th Nov. 6 - Nov. 15

Time: 5:30 PM – 9:30 PM

Tuition: \$185

Location: SUNY Sullivan

8-Hour Annual In-service Training

The third required training program is the 8-Hour Annual In-service course. This training must be completed each calendar year following completion of the 16-Hour OJT course. This program is designed to meet current training needs and refresh or update guards in changes in the security field. The guard must complete this course as a prerequisite for renewal of his or her guard registration.

Day/Date: T/Th Dec. 18 - Dec. 20

Time: 5:30 PM – 9:30 PM

Tuition: \$100

Location: SUNY Sullivan

CERTIFICATE PROGRAMS

Pistol Permit Pre-Licensing Course

This 4-hour non-shooting course introduces the pistol permit applicant to the basic skills necessary for the safe storage and handling of firearms and ammunition. You will learn the basic rules of safe firearms handling, the primary causes of firearms accidents, basic firearms nomenclature, safe unloading and loading procedures, common ammunition types and components, basic care and cleaning, and ways to safely store firearms in the home. Gain advice on what to look for when purchasing a handgun. The course provides a brief overview of New York State laws that cover firearms and use of force. Upon completion of this course you will receive a certificate of training to present with your pistol permit application. The instructor is a 20 year veteran law enforcement officer who has 10 years in SWAT. He is a New York State Certified Firearms Instructor, FBI Certified Firearms Instructor, and NRA Certified Instructor. He has taught numerous firearm classes to law enforcement, SWAT, and civilians.

Important: This class is not applicable to you if you applying for an Orange County pistol permit. You must take the class

Day/Date: Sat. Sept. 22

Day/Date: Sat. Nov. 17

Day/Date: Sat. Jan. 26, 2019

Day/Date: Sat. Mar. 23, 2019

Day/Date: Sat. May 18, 2019

Time: 9:00 AM – 1:00 PM

Tuition: \$85

Location: Kauneonga Lake Fire Hall



Register Early!

*Our classes run based on enrollment.
Please register well in advance of the
class start date!*

(845) 295-4915

LITERACY

Classes
are FREE

Free Literacy Classes offered at Sullivan County BOCES includes: ESL classes, Distance Learning Classes and tutoring classes in all subjects to help prepare students to pass the New York State High School Equivalency Exam (TASC Exam)

English for Speakers of Other Languages (ENL/ESOL)

Beginner / Intermediate / Advanced / Civics & Citizenship

All students must PRE-REGISTER before attending classes!

Call our Adult Education Counselors for an appointment (845) 295-4906

**Classes at the St. John Street Education Center
22 St. John Street, Monticello**

Daily ESL Classes	M - Th	9:00 AM – 1:00 PM	ESL Beginner Through Advanced
Evening ESL Classes	T & Th	5:30 PM – 8:30 PM	ESL Beginner Through Advanced

**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) 295-4906 to make an
appointment and get started right away!**





New York State High School Equivalency (HSE)

To register for **FREE** classes, call (845) 295-4906
to schedule an intake appointment.

Do you have a Partial-Pass GED® Record?

A candidate may use up to four (4) passing GED® sub-tests (score of 410 or above) taken between 2002-2013 to count towards earning a New York State High School Equivalency Diploma.

Each TASC™ sub-test that the candidate passes will be posted on the candidate's transcript. If the candidate does not pass the TASC™ sub-test, but passed the same GED® sub-test, the GED® score will be accepted as a passing score.

If a candidate passed all five (5) GED® sub-tests, but did not attain the minimum total score of 2250, the candidate must pass at least one of the TASC™ sub-tests to obtain a New York State High School Equivalency Diploma.

St. John Street Classes

M-Th 9:00 AM - 1:00 PM

Community Classes

Each of the following Library-based classes is a Distance Learning Home Study Program that includes a weekly/bi-weekly 3-hour tutoring session based on individual site needs. **Call (845) 295-4906 for more information.**

M	8:45 AM - 10:15 AM	Livingston Manor Library
T	12:00 PM - 3:00 PM	Ethelbert B. Crawford Library, Monticello
T	4:00 PM - 7:00 PM	Daniel Pierce Library, Grahamsville
W	11:30 AM - 2:30 PM	Western Sullivan Public Library Jeffersonville Branch
Th	4:00 PM - 7:00 PM	Liberty Library
Sat	1:00 PM - 3:00 PM	Western Sullivan Public Library Callicoon Branch
Sun	10:00 AM - 1:00 PM	Fallsburg Library

***** NEW The Fourth Pathway *****

On April 10, 2018, the New York State Board of Regents approved regulatory changes to provide a fourth pathway to earn a New York State High School Equivalency (HSE) Diploma: Individuals who have passed Regents Examinations in English language arts, mathematics, science, and social studies can substitute those passing scores for a maximum of four of the five corresponding Test Assessing Secondary Completion (TASC™) Subtests Include: reading, writing, math, science, and social studies.

For more information call (845) 295-4906 or visit
<http://www.acces.nysed.gov/hse/regents-hse-exam-pathway-frequently-asked-questions>
<http://www.acces.nysed.gov/hse/regents-hse-exam>

Classes
are FREE

Do you need to advance your education, but need to study-at-home?

The Adult Education Program now offers an Expanded Distance Learning Program to support success on the High School Equivalency/TASC™ Exam

(To enroll in this program, you must have a 4th grade or higher, math and reading level.)

The expanded Distance Learning program consists of two components to help student succeed. The **SMART** (Skills to Make Adults Ready to Succeed) and the **GRASP** (Giving Ready Adults a Study Program)!

SMART/GRASP students are expected to pick up and drop off study packets at least every two (2) weeks, schedule six (6) hours to work on homework each week and (optionally) attend a three (3) hour session as scheduled by our instructor.

High School Equivalency in Spanish

Study for the New York State official High School Equivalency (HSE) Diploma test in Spanish. Please call the Adult Education Counselors at (845) 295-4906 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. This not-for-profit organization provides a variety of free services to help people achieve personal goals through improved literacy.

Their trained volunteer tutors assist adults improve their levels of literacy and improve their English language skills.

To register for free classes or tutoring call (845) 794-0017 or email lvascny@gmail.com

Their office is located at 63 North Street, Monticello, NY 12701

TASC™ Examination Schedule

Nov. 16 & 17

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 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
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.



Don't Let Math
Challenges Delay
Your Future!

FREE Fast Track TASC™ Preparation

Math Boot Camp

With an Additional Subject Component

This is a fast-track 8-week course designed to help prepare students who need to pass the math sub-test on the TASC™ exam.

In addition to improving your basic skills in mathematics, you can also choose an additional subject to fast-track (reading, social studies, science, and writing).

Instruction is geared to individual levels; whether you've been out of school for one month or twenty years, a High School Equivalency Diploma is within your reach.

Get this must-have document with guidance from experienced TASC™ teachers.

Get started right away!

To register and for more information, call (845) 295-4915

ONLINE COURSES



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>



Ed2go

Find hundreds of quality online courses through ed2go and its network of 2100+ college and university partners. Ed2go is the industry leader in online learning for adults with online continuing education courses that are affordable and easy to use. Most courses run for six weeks (with a ten-day grace period). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Categories include Accounting and Finance, Business, College Readiness, Computer Applications, Design and Composition, Health Care and Medical, Language and Arts, Law and Legal, Personal Development, Teaching and Education, Technology, Writing and Publishing.

For online registration: <http://www.ed2go.com/scboces>



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 with courses in the areas of Business, Business Communication, Career Skills, Health, Human Resources, Leadership, LEED Green Workplace, Management, New Media Marketing, Professional Development, Social Media for Business, Courses for Parents, Training and Education, Training for K12 Teachers.

For online registration:
<http://www.lern.org/uncategorized/ugotclass/>

From Sullivan County BOCES website:
<http://www.scboces.org/site/Default.aspx?PageID=78>



Pearson VUE Testing Center
Check online for availability.
www.pearsonvue.com

OUR PARTNERS

ACCES-VR

Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) assists individuals with disabilities to obtain vocational trainings and maintain employment. (845) 346-4285

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



Cornell University
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, Ethelbert B. Crawford,
and Western Sullivan

ADDITIONAL INFORMATION

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). **ONLY one (1) discount applies per class.**

Note: Discounts only apply to Fitness, Professional Development, and Personal Enrichment 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. Refunds or credit will not be given for one day classes which the registrant does not attend.

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, tobacco, alcohol and drug use 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 as Sullivan BOCES Adult Program. We will also post the information on our website, Facebook and Twitter.

You can now download the Free Sullivan BOCES App to get program updates and notices of Delays/Cancellations. Downloads are available on our website or at the App Store or Google Play Store.

Phone: (845) 295-4915

Web Site: www.scbores.org

Facebook: Sullivan County BOCES

Twitter: @SullivanCtyBOCES

Mail: Sullivan BOCES Adult & Continuing Education Program
6 Wierk Avenue, Liberty, New York 12754-2117

REGISTRATION

TO REGISTER, COMPLETE THE REGISTRATION FORM BELOW AND MAIL IT WITH YOUR PAYMENT **WELL IN ADVANCE** OF THE START DATE OF THE COURSE(S).

- By Phone** Telephone registration available for Discover, MasterCard or VISA credit card holders. Call (845) 295-4915.
- 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, Tuesday through Thursday, 9:00 AM to 3:00 PM.
You may pay by cash, check, money order or credit card (VISA/MasterCard/Discover only).

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 ☐

Course Title	Starting Date	Tuition/Fee
Payment: Check / Money Order <input type="radio"/> Credit Card <input type="radio"/> 	Less Discount Total Enclosed	

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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.
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Sullivan County BOCES
Adult & Continuing Education Program
6 Wierk Ave, Liberty, New York 12754
(845) 295-4915 | fax (845) 791-4081

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We invite you to
visit and discover
your path to endless
possibilities!

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and Thursday for walk-in inquirers
from **9:00 AM – 2:00 PM.**



St. John Street Education Center
22 St. John Street
Monticello, New York 12701

*Classes run based on enrollment.
Please register **well in advance**
of the class start date!*

REGISTER TODAY!
(845) 295-4915

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

