

Read more about these inspiring students on page 10.

"I can do this here at BOCES."

ELLA CHIMENTO  
MEDICAL ASSISTING

"I would say just go for it."

JAMIE CHIMENTO  
MEDICAL ASSISTING

"It's a safe space."

RAHEEM LOVE - DENTAL ASSISTING

# ADULT TRAINING PROGRAMS

SPRING/SUMMER 2025 COURSE CATALOG

ONONDAGA-CORTLAND-MADISON BOCES

## CAREER TRAINING

Administrative Support Specialist  
Bookkeeping & Accounting  
Central Sterile Processing  
Cosmetology  
Construction  
Dental Assisting  
Electrical  
HVAC/R  
Medical Assisting  
Medical Billing & Coding  
Office Support Specialist  
Phlebotomy  
Practical Nursing  
Welding

## PLUS

Part-time Evening Classes

## FREE LITERACY CLASSES

- English Speakers of Other Languages
- High School Equivalency Diploma Programs (GED)

## REMEMBER!

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



OCMBOCES



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Medical Billing & Coding  
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## FOR BUSINESSES CUSTOMIZED TRAINING

## MISSION

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

## FIND OUT MORE

Attend an  
**Open House**  
1 p.m. every Thursday

*Or*

schedule an **in-person tour**  
**(315) 453-4455**

**LEARN  
MORE**



## CONTACT INFORMATION

**General Information:** (315) 453-4455 or 1-800-444-4406

**Part-Time Class Information:** (315) 453-4600

**Part-Time Registration:** [www.ocmboces.org/adulted](http://www.ocmboces.org/adulted)

**Full-Time Admissions:** Call (315) 453-4400 or Text (315) 888-1711

**Literacy:** (315) 453-4672

**Business & Industry Training:** (315) 453-4466

## OCM BOCES LEADERSHIP

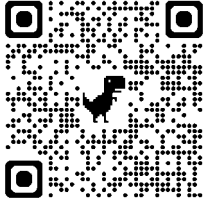
District Superintendent: **Matthew L. Cook, Ed.D.**

Deputy Superintendent: **Colleen Viggiano**

Director, Adult Education: **Mari Ukleya**

Coordinator, Training & Continuing Education: **Matt Tarolli**

Coordinator, Health Occupations: **Doreen Bowles, BSN, RN**



# FREE HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

TO LEARN MORE: **CALL** 315.453.4672 *OR* **TEXT** 315.294.0537

## HIGH SCHOOL EQUIVALENCY PREPARATION (GED)



### LIVERPOOL

**OCM BOCES Main Campus**  
110 Elwood Davis Road

#### Day Classes

Mon-Thurs 8:30 AM – 12:00 PM  
Mon/Wed 12:30 – 3:30 PM

#### Evening Classes

Mon/Wed 4:30 – 7:30 PM

### CORTLAND

**Cortlandville Campus**  
1710 NYS Route 13

Tues/Wed 12:00 – 3:00 PM

## LIVERPOOL GED TESTING

**2025**

March 14/15, April 11/12, May 16/17, June 13/14, July 11/12

See [ged.com](http://ged.com) for more dates & information.  
Go to [nysed.gov](http://nysed.gov) to request a GED transcript.

\*Dates subject to change

## NATIONAL EXTERNAL DIPLOMA PROGRAM



The web-based high school equivalency diploma program assesses student knowledge in eight competency areas, including: Cultural Literacy, Health Literacy, Civic Literacy and Community Participation, Consumer Awareness and Financial Literacy, 21st Century Workplace Skills, Geography and History and Science, as well as foundation skills in communication and technology. Candidates work from home and meet weekly with an assessor. This program is designed for adults who have work skills, training and/or life experience. Candidates must be 21 or older and have internet access.

## DISTANCE EDUCATION



Do you want to earn your high school equivalency diploma or to improve your English but are unable to attend class? Prepare for the GED exam in your own home.

## ESOL CLASSROOM LOCATIONS & DISTANCE EDUCATION

### English for Speakers of Other Languages (ESOL)

Learn English to get a job or enter training/college programs. Study reading, writing, and vocabulary. Practice pronunciation and conversation. All levels of classes available.

### LIVERPOOL

**OCM BOCES Main Campus**  
110 Elwood Davis Road

#### Day Classes

Mon-Thurs 9:00 AM – 12:00 PM  
Tues/Thur 12:30 PM – 3:30 PM

#### Evening Classes

Mon/Wed 5:30 PM – 8:30 PM  
Tues/Thurs 5:30 PM – 8:30 PM

### MANLIUS

**Manlius Library**  
1 Arkie Albanese Avenue  
Manlius

Tues/Thurs 9:30 AM – 12:30 PM  
Mon/Wed 5:00 – 8:00 PM

# FULL-TIME PROGRAM ADMISSIONS

## OPEN HOUSE EVERY THURSDAY AT 1 P.M.

110 Elwood Davis Road, Liverpool (Adult Education Entrance)  
For more information, call (315) 453-4400 or text (315) 888-1711.

## ADMISSIONS PROCEDURE

It's as easy as this:

**1** Complete Individual Student Record Form (ISRF)\*

**2** Achieve Minimum Required Score On The Test Of Adult Basic Education (TABE)

**3** Apply For The Free Application For Federal Student Aid (FAFSA) Online.

**4** Schedule A Financial Aid/ Enrollment Meeting With Our Financial Aid Office.



**STEPS HERE!**  
**Enroll Now!**



Forms & Information  
[www.ocmboces.org/adulted](http://www.ocmboces.org/adulted)  
Click on Full-Time Certification Programs

\* Email this form to [sndelela@ocmboces.org](mailto:sndelela@ocmboces.org)

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

TRAINING PROGRAM	FREQUENCY	TUITION*	TABE LOCATOR SCALED SCORE	
			READING	MATH
Central Sterile Processing	2x/year (fall/spring)	\$8,633	10M or above	8M or above
Cosmetology	10 mos. (1 cohort/year)	\$11,550	9M or above	7M or above
Construction Trades	2x/year (fall/spring)	\$9,375	9M or above	8M or above
Dental Assisting**	2x/year (fall/spring)	\$9,441	11M or above	8M or above
Electrical Maintenance Technician I	2x/year (fall/spring)	\$10,364	10M or above	9M or above
HVAC/R	2x/year (fall/spring)	\$8,888	10M or above	9M or above
Practical Nursing***	11 mos. (1 cohort/year)	\$15,417	Please see steps below	
Medical Assisting**	2x/year (fall/spring)	\$8,848	11M or above	8M or above
Office Technology**	2x/year (fall/spring)	\$8,860	10M or above	8M or above
Welder/Fitter – Daytime	2x/year (fall/spring)	\$10,026	10M or above	9M or above
Welder/Fitter – Evening	2x/year (fall/spring)	\$10,026	10M or above	9M or above

\* Additional fees mandatory for books, supplies & uniforms. See pages 5–8 for specific fee estimates for each full-time program. Tuition is subject to change. \*\*TEAS score within 1 yr of 42 acceptable. \*\*\*Please see steps below.

## PRACTICAL NURSING - SEPTEMBER 2025 ADMISSIONS PROCEDURE

Admission to the Fall 2025 program began on 9/2/2024. The TEAS test must be taken at Main Campus before 6/6/2025.

**Remote exams will no longer be accepted. Students MUST take the test in person at the Main Campus, 110 Elwood Davis Road, Liverpool. It will be offered by appointment only.**

Admission is based on a point system and available seats. The admission process takes approximately 60 days to complete. Please plan accordingly.

Steps 1–4 must be completed in order by June 6, 2025. Completing steps 1–6 does not guarantee admission into the program. Read carefully.

- Complete an intake form (Individual Student Record Form) and email to [pnprogram@ocmboces.org](mailto:pnprogram@ocmboces.org). Please include which program you wish to attend. DO NOT include your social security number.
- Create an account on [www.atitesting.com](http://www.atitesting.com); you will need to remember your username and password for the TEAS test. (Please refer to [www.ocmboces.org/adulted](http://www.ocmboces.org/adulted) for additional guidance.)
- File a 2025–26 FAFSA at <https://studentaid.gov/> beginning in October.
- Sign up for the TEAS test at [www.ocmboces.org/adulted](http://www.ocmboces.org/adulted) and click "Register now." (Please refer to [www.ocmboces.org/adulted](http://www.ocmboces.org/adulted) for additional guidance.)
- Upon receiving a 50% or greater on the TEAS\* (before 6/6/2025), you will receive an email to complete the PN forms and mail or email to the admissions office / [pnprogram@ocmboces.org](mailto:pnprogram@ocmboces.org). PN forms received before this step will be discarded. The forms are the PN application, PN applicant essay (handwritten), two (2) professional references (invalid if submitted by the applicant); and a copy of your high school diploma/high school equivalency diploma or transcript. The deadline for all paperwork is July 1, 2025 – no exceptions.
- Once all of the above forms have been received and approved, you will receive an email with instructions on choosing your interview date and time.
- The final step: Once you have completed all of the above and are accepted, financial aid will schedule an appointment. You must hand in health clearance paperwork at this time.

Each exam costs \$75. TEAS preparation classes are available. To sign up, please visit [www.ocmboces.org/adulted](http://www.ocmboces.org/adulted) and click "Register now." Free TEAS exam prep is also available through EOC.

# FULL-TIME FINANCIAL AID/COMMUNITY PARTNERS

## GETTING STARTED • FINANCIAL AID RESOURCES

### TYPES OF AID

**Federal Pell Grants:** Money available that does not have to be repaid.

**Student Loans:** The U.S. Department of Education offers eligible students Direct Subsidized Loans and Direct Unsubsidized Loans. No credit check involved. These are need-based loans.

**Parent Plus Loans:** Loans available to parents of dependent students to help pay for college or career school.

► **The FAFSA code for OCM BOCES is 012652.**

### PAYMENT PLANS

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

- **Financial Aid Questions:** 315-453-4422
- **Payment Plan Questions:** 315-433-2672

## OUR COMMUNITY PARTNERS

### ACCES-VR

ACCES-VR (Adult Career and Continuing Education Services – Vocational Rehabilitation) may provide financial assistance for training costs to eligible individuals with disabilities.

Syracuse ACCES-VR Office (Cayuga, Cortland, Jefferson, Madison, Onondaga, Oswego counties)  
**315-428-4179 or 800-782-6164**

Southern Tier ACCES-VR Office (Broome, Chenango, Chemung, Delaware, Otsego, Schuyler, Steuben, Tioga and Tompkins counties)  
**607-721-8400 or 800-888-5010**

### CORTLAND WORKS

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

### WORKING SOLUTIONS ONE-STOP CAREER CENTER

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

### CNY WORKS

(Onondaga County residents)  
960 James Street  
Syracuse, NY 13203  
**315-473-8250**  
**cnyworks.com**



### TOMPKINS WORKFORCE NEW YORK

(Tompkins County residents)  
Center Ithaca Building  
171 East State Street  
Ithaca, NY 14850  
**607-272-7570**

### VETERAN SERVICES

Post 9/11 GI Bill®\*  
Phone: **1-888-GIBILL-1 or 1-888-442-4551**  
OCM BOCES Certifying Official:  
**315-453-4422**

\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the office U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## PLACEMENT & SUPPORT SERVICES

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

  
OCM BOCES is a proud partner of the America Job Center network.



OCM BOCES is a member of the New York State Association for College Admission Counseling.



OCM BOCES is accredited through the Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 or (800) 917-2081  
[www.council.org](http://www.council.org)

## CENTRAL STERILE PROCESSING

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

*\*Subject to change. Estimated cost for books, supplies, & uniform is \$245, with another \$125 in optional costs.*

## PRACTICAL NURSING

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

Tuition: .....	\$15,417*
Median student loan: .....	\$9,500
Graduation Rate: .....	83%
Job Placement Rate: .....	93%
First-Time Licensure Pass Rate.....	80%
2021-2022 Licensure Pass Rate .....	86%
Program Length.....	1 year (1173 hours)
	3-year NCLEX-PN pass rate average
2020-2023.....	75.46%
	3-year attrition average
2020-2023.....	17%
Start Date:.....	September 2025
End Date .....	August 2026
Daytime .....	M-F, 8:00 AM - 3:00 PM
	Clinical as assigned 6:45 AM - 1:15 PM
	Clinical hours subject to change.
Additional Requirements: .....	TEAS exam (\$75), Physical, immunizations and BLS CPR
SOC Code: .....	29-2061
HEGIS Code .....	5209.20
U.S. Dept. of Labor: .....	www.bls.gov/SOC

*\*Subject to change. Estimated cost for books and fees is \$2,656.*

Tuition: .....	\$8,633*
Median student loan: .....	\$3,404
Graduation Rate: .....	60%
Job Placement Rate: .....	100%
Program Length: .....	678 hours
Start Date: .....	April 2025
End Date.....	October 2025
	T/TH, 5:00 PM - 9:00 PM**
	Clinical as assigned M/W/F, 8:00 AM - 3:00 PM**
Additional Requirements: .....	Physical, current immunizations (MMR, Varicella, PP) and testing fee.
SOC Code: .....	31-9093
U.S. Dept. of Labor: .....	www.bls.gov/SOC

*\*\*Times & dates are tentative.*

## MEDICAL ASSISTING

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

Tuition: .....	\$8,848*
Median student loan: .....	\$4,766
Graduation Rate: .....	80%
Job Placement Rate: .....	88%
Program Length: .....	780 hours
Start Date: .....	August 2025
End Date:.....	February 2026
	Main Campus in Liverpool
	M-F, 8:00 AM-3:00 PM
Additional Requirements: .....	Physical & professional CPR testing fee
SOC Code: .....	31-9092
U.S. Dept. of Labor: .....	www.bls.gov/SOC

*\*Subject to change. Estimated cost for books, supplies & fees is \$436, with another \$155 in optional costs.*

## DENTAL ASSISTING

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

Tuition: .....	\$9,441*
Median student loan: .....	\$8,133
Graduation Rate: .....	100%
Job Placement Rate: .....	100%
Program Length: .....	900 hours
Start Date: .....	May 2025
End Date: .....	December 2025
	M-F, 8:00 AM – 3:00 PM
Additional Requirements: .....	Physical, health immunizations, Professional CPR and testing fee.
SOC Code: .....	31-9091
U.S. Dept. of Labor: .....	www.bls.gov/SOC

\*Subject to change. Estimated cost for fees, books & uniform is \$544, with another \$798 in optional costs.

## COSMETOLOGY

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

Tuition: .....	\$11,550*
Median student loan: .....	\$6,501
Graduation Rate: .....	88%
Licensure Exam Pass Rate: .....	100%
Job Placement Rate: .....	100%
Program Length: .....	1,100 hours
Start Date: .....	September 2025
End Date: .....	June 2026
	M-F, 8:30 AM – 3:30 PM
SOC Code: .....	39-5012
U.S. Dept. of Labor: .....	www.bls.gov/SOC
Additional Requirement: .....	Licensing Fee

\*Subject to change. Estimated cost for fees, books & kit is \$1,135.  
 \*\* See page 14 if you need additional hours to complete state boards.

## studio110

Our cosmetology students have public salon hours!  
 Check out our times, services and prices on this website:  
[ocmboces.org/studio110](http://ocmboces.org/studio110)

## PHLEBOTOMY

Students will be introduced to the field of phlebotomy in physicians' offices, hospitals, and other health-related facilities. Students will learn phlebotomy skills, including but not limited to the following: specimen collections, specimen processing and handling, laboratory operations (safety, quality control, etc.), and anatomy and physiology of the cardiovascular system. Students will also be introduced to infection control/universal precautions and a career development module. Anatomically correct arms are used in class for practice, but 30 sticks, 10 capillary sticks on live individuals are required to qualify for certification. Students will be offered 60 hours of theory and practice and will be responsible for finding and completing 80 hours of clinical externship with a healthcare provider. (These hours will be outside of the listed classroom hours.) High school diploma or GED required to sit for national certification. Health clearance documents will be required once accepted into the class. No medical experience needed. Textbook and testing fees are additional charges.

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

Tuition: .....	\$979*
Graduation Rate: .....	81%
Job Placement Rate: .....	71%
Program Length: .....	140 hours
<b>Dates:</b>	
Spring .....	April 2025
Summer .....	June 2025
Additional Requirements: .....	Health clearance documents, textbook and testing fees.
SOC Code: .....	31-9097
U.S. Dept. of Labor: .....	www.bls.gov/SOC

Begin with the office basics of keyboarding, letter writing, business English, filing, and the use of various office machines, including desktop computers, copiers and multi-line telephone systems. Each one of these focus areas requires a four-week internship to complete the program. Students may specialize in one or more of the following areas:

## OFFICE SUPPORT SPECIALIST

Continue to develop skills required to be proficient in a business office setting. This program is designed for people who are looking to take their basic computer skills to the next level. The curriculum includes Microsoft Windows®, Word®, Excel®, PowerPoint®, and Access®, in addition to Google Suite, incorporating the administrative skills needed for a variety of office-related careers.

*\*Subject to change. Estimated cost for fees, books & supplies is \$140.*

Tuition: .....	\$9,000*
Median student loan: .....	\$3,899
Graduation Rate: .....	79%
Job Placement Rate: .....	100%
Program Length: .....	780 Hours
Start Date: .....	August 2025
End Date: .....	February 2026
	M-F, 8:00 AM – 3:00 PM
SOC Codes: .....	43-6014 • 43-3021 • 43-3031 • 43-9060
U.S. Dept. of Labor: .....	www.bls.gov/SOC

## ADMINISTRATIVE SUPPORT SPECIALIST

This training program will focus on the skills necessary for mid- to upper-level office support positions such as administrative assistant, executive secretary, legal secretary, medical secretary, and general secretary. The focus is on extensive Word® proficiency and also incorporates Excel®, PowerPoint®, and Access®, in addition to Google Suite.

*\*Subject to change. Estimated cost for fees, books & supplies is \$140.*

## MEDICAL BILLING & CODING

Learn necessary medical and technological skills for entry-level medical billing and coding. The curriculum includes training in medical terminology, anatomy and physiology, medical office administration and medical billing and coding, utilizing the new ICD-10-CM as well as CPT coding, along with computers and more general administrative skills. Class will also focus on electronic medical health care record management with state-of-the-art software. Basic computer knowledge such as downloading files, accessing email, uploading files, and navigating the internet is recommended.

Tuition: .....	\$8,860*
Median student loan: .....	\$3,899
Graduation Rate: .....	79%
Job Placement Rate: .....	100%
Program Length: .....	780 Hours
Start Date: .....	August 2025
End Date: .....	February 2026
	M-F, 8:00 AM – 3:00 PM
SOC Codes: .....	43-6014 • 43-3021 • 43-3031 • 43-9060
U.S. Dept. of Labor: .....	www.bls.gov/SOC

*\*Subject to change. Estimated cost for fees, books & supplies is \$176.*

## BOOKKEEPING & ACCOUNTING

Continue on to a concentration in the financial aspect of running an office. Develop skills in manual bookkeeping procedures and payroll as well as computerized methods of these functions using software such as Excel® and QuickBooks®. Basic computer knowledge such as downloading files, accessing email, uploading files, and navigating the internet is recommended.

Tuition: .....	\$8,860*
Median student loan: .....	\$3,899
Graduation Rate: .....	79%
Job Placement Rate: .....	100%
Program Length: .....	780 Hours
Start Date: .....	August 2025
End Date: .....	February 2026
	M-F, 8:00 AM – 3:00 PM
SOC Codes: .....	43-6014 • 43-3021 • 43-3031 • 43-9060
U.S. Dept. of Labor: .....	www.bls.gov/SOC

*\*Subject to change. Estimated cost for fees, books & supplies is \$290.*



## WELDER/FITTER

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

Tuition:	\$10,026*
Median student loan:	\$4,963
Graduation Rate (Main Campus):	77%
Job Placement Rate (Main Campus):	100%
Graduation Rate (Thompson Road):	91%
Job Placement Rate (Thompson Road):	100%
Program Length:	812 hours
<b>Dates:</b>	
Days:	August 2025 to February 2026 Main Campus M-F, 8:00 AM – 3:30 PM

\*Subject to change. Estimated cost for fees, books, tool kit, & exams is \$888.

## ELECTRICAL MAINTENANCE TECHNICIAN I

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

Tuition:	\$10,364*
Median student loan:	\$4,952
Graduation Rate:	84%
Job Placement Rate:	100%
Program Length:	810 hours
Start Date:	August 2025
End Date:	February 2026 M-F, 8:00 AM – 3:30 PM
SOC Code:	47-3013
U.S. Dept. of Labor:	www.bls.gov/SOC

\*Subject to change. Estimated cost for fees, books & kits is \$1,436.

## CONSTRUCTION TRADES

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

Tuition:	\$9,375*
Median student loan:	\$3,087
Graduation Rate:	88%
Job Placement Rate:	97%
Program Length:	780 hours
Start Date:	August 2025
End Date:	February 2026 M-F, 8:00 AM – 3:00 PM
SOC Code:	47-2000
U.S. Dept. of Labor:	www.bls.gov/SOC

\*Subject to change. Estimated cost for fees, books, tool kit & exams is \$681.

## HVAC/R

HVAC/R is a technical and hands-on training program covering all critical aspects of the HVAC/R field. The program offers a combination of classroom, lab, and field work. This class will prepare students for entry into one of many subsets of the HVAC/R industry including but not limited to residential heating and cooling installation, residential heating and cooling service, commercial heating and cooling installation, commercial heating and cooling service, refrigeration system installation, refrigeration system service, plumbing, and green technologies. The EPA Universal Certification Exam for refrigerant handling is offered at an additional fee.

Tuition:	\$8,888*
Median student loan:	\$3,836
Graduation Rate:	79%
Job Placement Rate:	100%
Program Length:	715 hours
Start Date:	August 2025
End Date:	January 2026 M-F, 8:00 AM – 3:00 PM
SOC Code:	49-9020
U.S. Dept. of Labor:	www.bls.gov/SOC

\*Subject to change. Estimated cost for fees, books & kits is \$1,272.

# MEET OUR INSTRUCTORS

## TRADES & TECHNOLOGY

**JAMES BROWN** is a former Army soldier with leadership experience in the steel industry who recently formed his own carpentry business. After nine years in the Army he worked 11 years as a team leader at Nucor Steel in Auburn. He is a past attendee of the OCM BOCES Construction Trades program. His business, Black Lab Builders, specializes in high-quality, custom woodwork.

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

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

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

**COURTNEY WISE** has several years of professional experience in the industry as a fabricator and production welder and is proficient in multiple welding processes. She also works as a metal sculpture artist, designing and building complex pieces of varying sizes.

## COSMETOLOGY

**NELLIE DONATH** is an OCM BOCES Adult Education cosmetology alumna with more than 10 years of experience in the field and more than four years of experience as an instructor at the Continental School of Beauty. Before her work at Continental, she managed Supercuts for five years while also working as a skills instructor for three years for Arc of Onondaga. She has an associate's degree in art with a focus on graphic design.

## OFFICE TECHNOLOGY

**T. SUSAN CARGES** has more than 25 years of business experience with a focus on healthcare. She graduated from SUNY Brockport with an undergraduate degree in business, then went on to get an MBA from Case Western Reserve University in Cleveland, Ohio. Susan has conducted training for pharmaceutical companies and taught in public schools.

## HEALTH OCCUPATIONS

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

## PRACTICAL NURSING

### COORDINATOR:

**DOREEN BOWLES** BSN, RN, holds a bachelor's degree in nursing from Chamberlain University College of Nursing.

### INSTRUCTORS:

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

**FRANTZCESCA TINGUE**, BSN, RN earned her bachelor's degree in nursing from Utica's Accelerated Bachelor of Science in Nursing (ABS/N) program. With more than two years of experience, she has worked in medical-surgical, orthopedic, home care, and wound care settings. Currently, she is a full-time clinical/lab instructor at OCM BOCES and works as a per diem alcohol and substance abuse nurse.

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

**CHRISTINE WELKER**, RN, MSN-FNP, obtained a Bachelor's degree from Syracuse University 1996 and Master's degree in Nursing/ Family Nurse practitioner from LeMoyne College 2020. Her experience in nursing includes, pediatrics, acute care, family practice, hospital case management, as well as management in homecare. Previous experience as a nursing instructor for Madison-Oneida Boces late 90's.

**CHARLENE YOUNG**, MS, RN holds a master's degree in nursing education from Le Moyne College.

## CENTRAL STERILE PROCESSING

**STEVEN J. MALEY** has more than 30 years of experience with Crouse Hospital. He served as a materials management supervisor, sterile processing and distribution supervisor, and a sterile processing manager. His education includes four years of study in business administration and computer science from Onondaga Community College and several certifications in the sterile processing and healthcare fields.

## PHLEBOTOMY

**KAREN HENCHEN** has been teaching phlebotomy part-time at OCM BOCES for 20 years and has worked in the nursing field more than 30 years. She earned her LPN degree at OCM BOCES and is employed at St. Joseph's Hospital.

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

## RAHEEM LOVE - DENTAL ASSISTING



After enlisting in the Army after high school, Raheem Love of Solvay quickly rose through the ranks, eventually becoming a sergeant in charge of eight to ten soldiers at the Fort Drum military base in Jefferson County.

But one day changed his life forever. Raheem was participating in an exercise—breaching a door with an explosive device—when a

rock ricocheted into his knee, shattering part of a bone. Raheem underwent surgery, a procedure that takes bone and cartilage from a healthy part of the knee and implants it into a damaged area.

Raheem recovered, but the injury continues to limit the mobility of his knee and can still be painful. He quickly reconsidered his career in the Army, especially since his area of expertise was clearing fields of improvised explosive devices, or IEDs, which are homemade bombs and other destructive devices used in wars.

"I thought, well, this is where I hang up my boots and figure out what's next," he said.

Raheem turned to OCM BOCES, where he's now in the full-time Dental Assisting program. Raheem and his classmates work in a classroom with a state-of-the-art dental laboratory. All students get 200 hours of internship experience in a dental

office. Their instructor, Nancy Chappell, has more than 30 years of dental and teaching experience.

Raheem struggles to describe the beginnings of his interest in dentistry. He just knows that, as a child growing up in Solvay with three siblings, he always felt bad for everyone who lacked access to good dental care. He carried that awareness into adulthood.

Raheem tried community college after high school but struggled academically. On his 21st birthday, he arrived for basic training at Fort Leonard in Missouri. Later, as a combat engineer, he served at the 299th Brigade Engineer Battalion in Fort Carson, Colorado. His primary focus was to find IEDs. Later, the Army transferred him to Fort Drum. In 2022, he spent four months in Iraq, a tour that mostly had him training Iraqi forces to fight the Al Qaeda terrorist regime. He left the military in June of 2023.

Today, because of the injury, Raheem looks forward to working with his hands rather than his legs. His goal is to become a dental assistant, work in the field, then continue his education to pursue his long-term goal of becoming a dentist who creates "safe, healthy and fun" spaces for patients. At 28 years old, he believes his abrupt career change, his resilient attitude, and his specialty in oral healthcare will have a good influence on his two young children, now ages 1 and 2.

"I want them to have good oral hygiene," he said. "I want them to have pearlier whites than me."

## ELLA & JAMIE CHIMENTO - MEDICAL ASSISTING



When Ella Chimento attended an OCM BOCES Adult Education open house to learn more about the Medical Assisting program, she expected to take the next step in her career. What she didn't expect was that her mother, Jamie Chimento, would be signing up right alongside her.

Ella, a 2022 graduate of Baldwinsville Central School District's Baker High School, had been working short-term gigs since graduation but wanted something more stable.

In high school, Ella was enrolled in the OCM BOCES Career & Technical Education (CTE) Cosmetology program, so she was

familiar with its Adult Education offerings. Since her family includes several nurses, she decided to check out the Medical Assisting program at the weekly open house.

"I really liked BOCES in high school and I didn't want to go to college and pay a lot, so I thought, 'I can do this here at BOCES,'" she said.

By chance, Jamie decided to tag along that day to run an errand. A former hairstylist, Jamie had put her career on hold to raise her two children while her husband frequently traveled for work. She had long wanted to go back to school and had always browsed the OCM BOCES Adult Education course catalogs she received in the mail—but she had no idea that that day would be the day she made the leap.

By the end of the visit, Jamie had made up her mind: she was enrolling in the program alongside her daughter.

Now, as classmates, the two say the experience has been both rewarding and motivating. They love to study together.

Jamie also appreciates the structure of the program, calling it the perfect fit for

her lifestyle.

"I like the timing of the program, from 8 a.m. to 3 p.m. I thought that was so convenient to get in, learn, get out and get a job."

With their shared background in cosmetology, both Jamie and Ella have developed an interest in dermatology. They will be completing internships with Empire Dermatology and hope to continue working together there after earning their certifications.

For students unsure about their next step, Ella has a simple message.

"I would say just do it. Normally it's a pretty quick program, you get everything you need out of it and you're ready to work," she said.

Jamie hopes more adults will take the leap and invest in themselves.

"As an older person going back, I would say just go for it. The atmosphere is very nice. Our teacher is just amazing. She helped me grow, even as a person, and build confidence in myself. As an older person, it really helped me feel confident in just getting back to it."

## ART

## ARTIST JOURNAL

Integrate a variety of media such as pen, ink, paints, papers, fabric, found objects and collage materials to create original designs and help you illustrate and capture memories in an artist journal.

Call 315-453-4600 for the supply list prior to class.

CEART0677Spr25	5/14/25 – 6/4/25
Wednesday	\$65.00
Patricia Slack	4 Sessions
6:30 PM – 9:00 PM	Main Campus

## CALLIGRAPHY

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

CEART0640Spr25	4/8/25 – 4/29/25
Tuesday	\$65.00
CEART0640Sum25	8/4/25 – 8/25/25
Monday	\$65.00
Patricia Slack	4 Sessions
6:30 PM – 9:00 PM	Main Campus



## CALLIGRAPHY II ILLUMINATED

Enjoy learning the art of stylized illuminated calligraphy to create original letter designs using watercolor or colored inks with golden highlights.

Call 315-453-4600 for the supply list prior to class.

CEART0641Spr25	5/6/25 – 5/27/25
Tuesday	\$65.00
Patricia Slack	4 Sessions
6:30 PM – 9:00 PM	Main Campus

## CANVA FOR HOME AND BUSINESS

Interested in graphic design without having to know a programming language? Want to design cool fliers, professional logos, personal gifts for loved ones, or even start your own business? The "Canva Online" graphic design platform will give you the ability to easily create designs that can wow your boss, impress your family, upgrade your social media marketing, or open the doors to successful business opportunities. In this course, you will learn the basics of Canva: You will create an account, learn how to navigate the platform, and begin creating beautiful designs of several different varieties. You will also be introduced to the many ways in which you can use this platform for everyday use, social media marketing, and growing your business. **You must bring in your own laptop for this class.**

CECOM6100Spr25	4/2/25 – 4/9/25
Wednesday	\$79.00
Jamie Gartner	2 Sessions
6:30 PM – 8:30 PM	Main Campus

## CHAIR CANING

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

CEART0606Spr25	3/26/25 – 4/30/25
Wednesday	\$75.00
John LaPointe	6 Sessions
6:30 PM – 9:00 PM	Main Campus

## DRAWING BASICS

Explore pencil, charcoal, and pastel while drawing simple subjects. Drawing exercises will warm you up, and you will be delighted at your improvement. As you perfect some basic skills, you can begin to work with other media.

Call 315-453-4600 for the supply list prior to class.

CEART0655Spr25	4/3/25 – 4/24/25
CEART0655Sum25	7/10/25 – 7/31/25
Thursday	\$65.00
Patricia Slack	4 Sessions
6:30 PM – 9:00 PM	Main Campus

## DRAWING II: 3-D AND PERSPECTIVE DRAWING

Call 315-453-4600 for the supply list prior to class.

CEART0669Spr25	5/1/25 – 5/22/25
CEART0669Sum25	8/7/25 – 8/28/25
Thursday	\$65.00
Patricia Slack	4 Sessions
6:30 PM – 9:00 PM	Main Campus

## DRAWING III: HUMAN FIGURE DRAWING

Explore pencil, charcoal, and pastel while drawing simple subjects. Drawing exercises will warm you up. As you perfect some basic skills, you can begin to work with other media. Call 315-453-4600 for the supply list prior to class.

CEART0673Spr25	5/29/25 – 6/26/25
Thursday	\$65.00
Patricia Slack	4 Sessions
6:30 PM – 9:00 PM	Main Campus

## JEWELRY &amp; LAPIDARY

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

CEART0651Spr25	4/17/25 – 6/26/25
Thursday	\$149
John Sweeney	10 Sessions
6:30 PM – 9:00 PM	Main Campus

## LINOLEUM BLOCK PRINTING BASICS

Printmaking affords the artist an expressive outlet for reproducing limited editions at a relatively low cost. Produce handmade items using fabrics, place cards, monograms, etc. This class will introduce the basics of linoleum block printing: design and design transfer, engraving, registration, and printing on paper and fabric. Supplies needed.

Call 315-453-4600 for the supply list prior to class.

CEART0660Spr25	4/7/25 – 4/28/25
Mondays	\$65.00
Patricia Slack	4 Sessions
6:30 PM – 9:00 PM	Main Campus

## LINOLEUM BLOCK PRINTING II

Call 315-453-4600 for the supply list prior to class.

CEART0676Spr25	5/5/25 – 6/2/25
Mondays	\$65.00
Patricia Slack	4 Sessions
6:30 PM – 9:00 PM	Main Campus

## OPEN ART STUDIO

Please bring the drawing and/or painting medium of your choice — acrylics, watercolors, pencils, or pastels, etc. Draw and/or paint your subject of choice from visual references you wish to bring to class. Learn design composition skills based on the elements and principals of design, and learn to target and measure your growth using art criticism! Students may present digital uploads of completed art works for display in the gallery. Paint among your peers in a supportive, friendly and creative environment. (Students should please bring art materials of choice.)

CEART0663Spr25	4/9/25 – 4/30/25
Wednesday	\$65.00
Patricia Slack	4 Sessions
6:30 PM – 9:00 PM	Main Campus

# PART-TIME CONTINUING EDUCATION

## PAINTING WITH ACRYLICS

Learn to blend, shade, and highlight! You will learn basic strokes and advance to more complex strokes, blending and mixing colors and choosing subjects for your work. Come to learn, paint and relax. Basic painting and drawing supplies required. **Call 315-453-4600 for the supply list prior to class.**

CEART0664Spr25 Tuesday	3/11/25 - 4/11/25 \$65.00
CEART0664Sum25 Monday Patricia Slack 6:30 PM - 9:00 PM	7/7/25 - 7/28/25 \$65.00 4 Sessions Main Campus

## PAINTING WITH OILS

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

CEART0667Spr25 Monday Patricia Slack 6:30 PM - 9:00 PM	6/9/25 - 6/30/25 \$65.00 4 Sessions Main Campus
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## PHOTOGRAPHY IN THE DIGITAL AGE

Get better acquainted with your camera! Improve your photography skills through the creative use of camera functions, exposure, composition and lighting. **Bring your adjustable digital or 35mm camera and instructions to class.**



CEPERO619Spr25 3/31/25 - 5/5/25 CEPERO619Sum25 CEPERO619Sum25a Monday Al Miles 6:00 PM - 8:00 PM	6/2/25 - 7/7/25 7/21/25 - 8/25/25 \$95.00 6 Sessions Main Campus
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## BUSINESS

### BETTER COMMUNICATION STRATEGIES FOR ESL STAFF - **NEW**

With the numbers of workers and shoppers learning the English language ever increasing, this class is designed to teach native English-speaking employers and retailers effective and efficient strategies to communicate better with their staff and customers who speak other languages. The 3-hour seminars will include plenary presentations, discussions and hands-on exercises in pronunciation, streamlining directives, listening before responding, simplifying vocabulary and idioms, and other tools that management and supervisors can employ to help speakers of other languages better understand employment instructions and messages.

CEBUSO500Spr25 CEBUSO500Sum25 Wednesday & Thursday Philip DeGirolamo 4:00 PM - 7:00 PM	3/26/25 - 3/27/25 6/25/25 - 6/26/25 \$99.00 2 Sessions Main Campus
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### BETTER BUSINESS WRITING FOR TODAY

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

CEBUSO436Spr25 Tuesday Mary Elizabeth Alberts 6:30 PM - 9:00 PM	3/18/25 - 4/8/25 \$69.00 4 Sessions Main Campus
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## CONCEPTS IN LEADERSHIP

This course will introduce key concepts of leadership. Topics will include: differences between leading and managing; individual and organization breakthrough performance; breakthrough leadership; problem management; being a time leader. Students will have opportunities to assess their own leadership traits and skills to improve their individual leadership performance or aspirations.

CEBUS1950Spr25 Tuesday Robert Lewis 6:30 PM - 8:30 PM	3/25/25 - 4/8/25 \$59.00 3 Sessions Main Campus
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## CUSTOMER SERVICE SKILLS

In today's world, providing quality customer service is essential in all organizations and businesses. As a frontline employee, you are usually the first person a potential customer meets either in person or on the phone. Emphasis will be placed on responding to a customer's needs and incorporating customer service – greeting customers, answering the telephone, transferring a call, message taking, solving problems, and handling complaints. Participants will share customer service experiences and identify key words that lead to either a positive or negative experience.

CEBUSO438Spr25 Tuesday Mary Elizabeth Alberts 6:30 PM - 9:00 PM	4/29/25 - 5/6/25 \$49.00 2 Sessions Main Campus
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## COMPUTER

### AUTOCAD 2023 INTRO LEVEL 1

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

CECOM5604Spr25 CECOM5604Sum25 Tuesday & Thursday David Trembley 6:00 PM - 9:00 PM	3/25/25 - 4/17/25 6/10/25 - 7/8/25 \$255.00 8 Sessions Main Campus
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## W.O.W. WORK-OUT WEDNESDAY

Michael Venditte  
Instructor

Main Campus  
\$145/session  
2 sessions, Wednesday  
1:15 PM - 5:15 PM

Work-Out Wednesdays cover the basics for those in or entering the business world. The swift pace in each four-hour session allows a large amount of material to be covered. Computers will be provided for every student. **Texts required and may be purchased prior to class.\***

### W.O.W EXCEL® 2016 LEVEL 1

CECOM8004Spr25 CECOM8004Sum25	4/9/25 - 4/16/25 6/18/25 - 6/25/25
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### W.O.W EXCEL® 2016 LEVEL 2

CECOM8007Spr25	4/23/2025 - 4/30/25
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**AUTOCAD 2023 LEVEL 2**

Build on the skills gained in the basic AutoCAD class or elsewhere. Prerequisite: Basic AutoCAD or equivalent experience. Text required.\*

CECOM5605Spr25	4/22/25 – 5/15/25
CECOM5605Sum25	7/10/25 – 8/5/25
Tuesday & Thursday	\$255.00
David Trembley	8 Sessions
6:00 PM – 9:00 PM	Main Campus

**CANVA FOR HOME AND BUSINESS - NEW**

Interested in graphic design without having to know a programming language? Want to design cool fliers, professional logos, personal gifts for loved ones, or even start your own business? The "Canva Online" graphic design platform will give you the ability to easily create designs that can wow your boss, impress your family, upgrade your social media marketing, or open the doors to successful business opportunities. In this course, you will learn the basics of Canva: You will create an account, learn how to navigate the platform, and begin creating beautiful designs of several different varieties. You will also be introduced to the many ways in which you can use this platform for everyday use, social media marketing, and growing your business. You must bring in your own laptop for this class.

CECOM6100Spr25	4/1/25 – 4/9/25
Wednesday	\$79.00
Jamie Gartner	2 Sessions
6:30 PM – 8:30 PM	Main Campus

**EXCEL® 2016 1**

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

CECOM5521Spr25	4/1/25 – 4/22/25
CECOM5521Sum25	7/8/25 – 7/29/25
Tuesday	\$145.00
Michael Venditte	4 Sessions
6:00 PM – 8:30 PM	Main Campus

**EXCEL® 2016 2**

Prerequisite: Excel® Level I or equivalent experience. Text required.\* Please bring a flash drive to class.

CECOM5526Spr25	4/29/25 – 5/20/25
CECOM5526Sum25	8/5/25 – 8/26/25
Tuesday	\$145.00
Michael Venditte	4 Sessions
6:00 PM – 8:30 PM	Main Campus

**EXCEL® 2016 3**

Prerequisite: Excel® Level II or equivalent experience. Text required.\* Please bring a flash drive to class.

CECOM5529Spr25	6/3/25 – 6/24/25
Tuesday	\$145.00
Michael Venditte	4 Sessions
6:00 PM – 8:30 PM	Main Campus

**INTRODUCTION TO 3D PRINTING - NEW**

This class will cover the basics of 3D printing on a FDM (filament) printer. Become familiar with the different types of printers available for home use. Learn common 3D printing terms, components that make up a 3D printer, types of plastic filaments and their characteristics, websites for downloading models to print, software for creating your own 3D models and slicing software for converting your models into g-code. Learn how to print a part, tips and tricks, handy tools to use, simple printer maintenance and safety issues. Must be able to operate a computer. Bring your own laptop to class to download free software and reference files. Optional book '3D Printing Made Easy' by Natalie Guzman, ISBN 13: 9798483791935 would be an excellent reference to bring to class.

CECOM0400Spr25	4/22/25 – 5/6/25
CECOM0400Sum25	6/10/25 – 6/24/25
Tuesday	\$99.00
Mark Czapl	3 Sessions
6:00 PM – 8:00 PM	Main Campus

**WORD® 2016 1**

Learn this unique and common word-processing software. Discover the ease with which you can create, edit, add and delete graphics, as well as print documents for both the office and home. Prerequisite: Windows experience. Text required.\* Please bring a flash drive to class.

CECOM5562Spr25	3/24/25 – 4/14/25
Monday	\$145.00
Mary Elizabeth Alberts	4 Sessions
6:30 PM – 9:00 PM	Main Campus

**WORD® 2016 2**

Prerequisite: Word® Level I. Text required.\* Please bring a flash drive to class.

CECOM5595Spr25	4/28/25 – 5/19/25
Monday	\$145.00
Mary Elizabeth Alberts	4 Sessions
6:30 PM – 9:00 PM	Main Campus

**COSMETOLOGY****COSMETOLOGY HOURS - NEW**

This specialized course is tailored for adults who have completed hours in a NYSED-approved cosmetology program. With proper documentation, students can earn up to 144 hours of targeted training, contributing toward the New York State 1,000-hour licensing requirement in preparation for the New York State Board examinations. Prospective students must provide a transcript verifying their completed hours and participate in a skills evaluation prior to enrollment. Cost is \$11 per hour depending on how many you need. **To register, please call 315-453-4600. Upon registration, students will receive a supply list detailing the tools they will need to bring to class. Extra fees may be charged for any other supplies needed.**

CECOS0100Sum25	7/7/25 – 8/21/25
Monday – Thursday	No Class 8/4 – 8/7
Nellie Donath	Fee is per hour
Main Campus	Dependant on registration
	8:00 AM to 2:00 PM

**GET YOUR GLAM ON, LEARNING MAKEUP LIKE A PRO**

Unleash your inner beauty with a class on makeup application. Learn professional tips and tricks for a soft, finished makeup you can use. Does the selection of makeup make it difficult for you to decide what's best for you? Learn what's available and what to look for when purchasing makeup, and how to apply it correctly. Find ways to look your best. Products used in the class will be from TruAura Beauty, a clean, microbiome-friendly line. This class is best suited for ages 16 and up. **Bring your makeup bag and call 315-453-4600 for items needed for class. Please bring \$5 supply fee payable to instructor at class.**

CECOS0420Spr25	5/13/25
Tuesday	\$39.00
Dianne Stancampiano	1 Session
6:30 PM – 9:30 PM	Main Campus

**I HAVE NOTHING TO WEAR!****LEARN HOW TO LOOK 10 POUNDS THINNER & 10 YEARS YOUNGER**

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

CECOS0450Spr25	4/22/25
Tuesday	\$39.00
Dianne Stancampiano	1 Session
6:30 PM – 9:00 PM	Main Campus

# PART-TIME CONTINUING EDUCATION

## SECRET MAGIC OF THE CORRECT COLORS

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

CECOSO422Spr25                      3/25/25  
Tuesday                                \$39.00  
Dianne Stancampiano              1 Session  
6:30 PM – 9:30 PM                      Main Campus

## CULINARY

### CAKE DECORATING LEVEL I

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

CECAK0973Spr25                      4/9/25 – 4/30/25  
Wednesday                              \$70.00  
Traci Regan                              4 Sessions  
6:30 PM – 9:00 PM                      Thompson Road Campus

### CAKE DECORATING LEVEL III

Discover one of the most exciting ways to decorate a cake in this four-week course. In this class, our Wilton-certified instructor will teach you the basics of tinting, molding and shaping fondant. Learn how to perfectly cover a cake and create exquisite fondant and gum-paste flowers, bows, and more! Prerequisite: Introduction (Level I) and More Cake Decorating class. **Please email [sweet.stuff.confections@gmail.com](mailto:sweet.stuff.confections@gmail.com) or call 315-453-4600 to obtain your supply list prior to class.**

CECAK0975Spr25                      6/4/25 – 6/25/25  
Wednesday                              \$70.00  
Traci Regan                              4 Sessions  
6:30 PM – 9:00 PM                      Thompson Road Campus

### CAKE POPS

Learn to make delicious, truffle-type cake pops for any occasion. This two-hour class will teach you how to turn cake, icing and chocolate into yummy works of art. Learn the techniques for making proper cake pops and how to dip them in chocolate successfully. **Please email [sweet.stuff.confections@gmail.com](mailto:sweet.stuff.confections@gmail.com) or call 315-453-4600 to obtain your supply list prior to class.**

CECAK0976Spr25                      5/1/25  
Thursday                                \$40.00  
Traci Regan                              1 Session  
6:30 PM – 9:00 PM                      Thompson Road Campus

### FLOODED COOKIES

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

CEBAK0001Spr25                      4/17/25  
CEBAK0001Spr25a                      5/15/25  
CEBAK0001Spr25b                      6/5/25  
Thursday                                \$50.00  
Traci Regan                              1 Session  
6:30 PM – 9:00 PM                      Thompson Road Campus

### FLOODED COOKIES LEVEL II

Take cookie decorating to the next level by learning the techniques to add finishing touches to your cookies, including borders, flourishes, scroll work, embellishments, dimension, stenciling and more. Students are required to have taken the first-level course. **Please email [sweet.stuff.confections@gmail.com](mailto:sweet.stuff.confections@gmail.com) or call 315-453-4600 to obtain your supply list prior to class.**

CEBAK0003Spr25                      6/12/25  
Thursday                                \$40.00  
Traci Regan                              1 Session  
6:30 PM – 9:00 PM                      Thompson Road Campus

### MORE CAKE DECORATING

Explore more techniques as our Wilton-certified instructor teaches you the skills of royal icing. Learn how to create exquisite icing flowers and sophisticated ways to bring your cake to life. Get ready to impress your family and friends with a perfectly decorated dessert complete with breathtaking flowers and an amazing basket-weave design. Must complete the introduction to cake decorating prior to taking this class. **Please email [sweet.stuff.confections@gmail.com](mailto:sweet.stuff.confections@gmail.com) or call 315-453-4600 to obtain your supply list prior to class.**

CECAK0974Spr25                      5/7/25 – 5/28/25  
Wednesday                              \$70.00  
Traci Regan                              4 Sessions  
6:30 PM – 9:00 PM                      Thompson Road Campus

## DRIVER'S ED



### DRIVER'S ED - ACTUAL DRIVING AND IN-PERSON CLASSES

The Driver's Education program at OCM BOCES consists of 24 hours of classroom instruction and 24 hours of vehicle instruction. Driving times are assigned during non-classroom hours. You will be contacted to set up drive times. Driving groups consist of four students per vehicle and drive-time instruction is provided in cooperation with Able II Driving School. All students must be at least 16 years of age before the first class and must bring their NYS drivers permit. In order to obtain a certificate of completion, attendance is required for all classroom and driving sessions. A textbook is required and can be purchased at the time of registration. (Text fee is \$63 – subject to change.) Please call 315-453-4600 to register. Please register early as class size is limited.

#### Registration Spring deadline: 3/26/25

CECARO200Spr25                      4/3/25 – 6/10/25  
Tuesday and Thursday              Main Campus  
5:30 PM – 7:00 PM                      18 classroom sessions  
3:45 PM – 5:15 PM                      16 driving sessions  
Shelly Hiltz                              \$609.00

#### Registration Summer deadline: 7/2/25

CAR0200Sum25                      7/8/25 – 8/6/25  
Monday – Friday                      Main Campus  
4:30 PM – 6:00 PM                      18 classroom sessions  
Monday – Thursday                      Main Campus  
2:45 PM – 4:15 PM                      16 driving sessions  
Shelly Hiltz                              \$609.00

*Continued on next page*

Click here to register at [www.ocmboces.org/adulted](http://www.ocmboces.org/adulted)

**5-HOUR PRE-LICENSING COURSE**

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

**These 5-hour classes are for all ages. PLEASE NOTE:  
THE FOLLOWING CLASSES ARE ON TUESDAY & VIRTUAL**

CECARO100Spr25	4/1/25
CECARO100Spr25a	4/15/25
CECARO100Spr25b	5/6/25
CECARO100Spr25c	5/20/25
CECARO100Sum25	6/3/25
CECARO100Sum25a	6/17/25
CECARO100Sum25b	7/1/25
CECARO100Sum25c	7/15/25
CECARO100Sum25d	7/29/25
CECARO100Sum25e	8/12/25
CECARO100Sum25f	8/26/25
Tuesday	\$50.00
Able 2 Driving	1 Session
4:30 PM - 9:30 PM	Virtual Off Site

**These 5-HOUR CLASSES ARE IN PERSON IN CORTLAND:**

This innovative approach to the NYS mandatory 5 hour pre-licensing course is a MUST for all new drivers. The focus will be on defensive driving skills, traffic laws, and heightened alcohol awareness while in a friendly, relaxed atmosphere. Bring your VALID NYS LEARNER'S PERMIT to class. Successful completion of the written test is required to receive your completion certificate. **If you fail to show up or call to reschedule, you will not receive a refund.**

Taught in cooperation with Able II Driving School.

**YOU MUST PREREGISTER PRIOR TO CLASS!**

Please call 315-453-4600.

CECARO1001Spr25	4/8/25
Tuesday	\$50.00
Able 2 Driving	1 Session
4:30pm - 9:30pm	Cortland

## FINANCIAL

**BACK TO BLACK: CREATING A DEBT-FREE LIFE**

Do you want to live a debt-free and stress-free lifestyle? Learn how you, on your current income, can become completely debt-free, including being free from your home mortgage in five to seven years! Please bring your list of debts so you can begin to implement your plan immediately. A workbook fee of \$5 is payable in class.

CEFIN0828Spr25	4/10/25
Thursday	\$29.00
Lee Livermore	1 Session
6:30 PM - 9:30 PM	Main Campus

**BUILDING YOUR FINANCIAL HOUSE**

Is it time to put your financial house in order? Learn how to set goals to achieve your dreams. You'll understand key concepts to plan for retirement, pay off credit card or loan debts efficiently, build savings for education, protect your income and much more.

CEFIN0011Spr25	4/3/25
CEFIN0011Sum25	6/26/25
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM - 8:30 PM	Main Campus

**RAISING FINANCIALLY AWARE CHILDREN**

We do our best to prepare our children for life on their own someday. One area that is often overlooked on this journey is personal finance. This class will help adults coach children about financial choices. Your children will develop approaches to earning, saving, and spending through exercises you can do with your children to help them become financially aware children.

CEFIN1200Spr25	4/9/25
CEFIN1200Sum25	7/16/25
Wednesday	\$19.00
Robert Just	1 Session
6:30 PM - 8:30 PM	Main Campus

**FINANCIAL SUCCESS FOR SMALL BUSINESS OWNERS - NEW**

As a small business owner, you face a multitude of rules and challenges unique to your entrepreneurial journey. It can be challenging to find the time to focus on your own financial needs. This class will provide essential financial tips and resources tailored specifically to small business owners.

CEFIN0015Spr25	3/20/25
CEFIN0015Sum25	6/12/25
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM - 8:30 PM	Main Campus

**HOW MONEY WORKS**

Learn the three root causes of financial problems along with an overview of the "Rule of 72," the D's of successful investing, credit card traps, debt payoff, life insurance and much more. Understanding these concepts can have an incredible impact on your personal finances. Here is where you can learn and take control.

CEFIN0009Spr25	4/24/25
CEFIN0009Sum25	7/10/25
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM - 8:30 PM	Main Campus

**INVESTING AT RETIREMENT**

Whether you're retiring now or a few years down the road, make sure you're on track to live the retirement of your dreams. No matter where you are, you can learn how to avoid the mistakes so many others make if you are armed with this simple, yet powerful retirement information.

CEFIN0013Spr25	5/15/25
CEFIN0013Sum25	8/7/25
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM - 8:30 PM	Main Campus

**KEEPING MORE OF WHAT YOU EARN:  
AN INTRO TO TAX-FREE INVESTING - NEW**

Learn how to keep more of your hard-earned income by exploring tax-free investing strategies. This course provides a comprehensive overview of various methods and investment vehicles that can legally and ethically minimize tax liabilities. Gain insights into tax-efficient investment strategies, leverage tax laws to your advantage, and make informed decisions to optimize your income and wealth preservation.

CEFIN0017Spr25	5/1/25
CEFIN0017Sum25	7/24/25
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM - 8:30 PM	Main Campus



# PART-TIME CONTINUING EDUCATION

## MEDICARE PRINCIPLES - VIRTUALLY

A careful examination of Medicare principles, other Medicare insurance plans, late-enrollment penalties and options for controlling costs. Emphasis will be placed on the development of basic principles and knowledge of what Medicare Advantage plans are, Medicare supplements, and prescription drug plans. This course also covers how to get additional health and prescription drug coverage for veterans and those on SSDI (disability). You will learn about the enrollment process, the initial seven-month enrollment period, and how the Medicare enrollment periods work. This is an informational class to educate persons who are getting ready to retire, are approaching age 65, or who are 65 and older.

CEFIN1180Spr25Virtual	5/6/25
CEFIN1180Sum25Virtual	8/5/25
Tuesday	\$49.00
Theresa Cangemi	1 Session
6:30 PM - 8:30 PM	Virtual Off Site

## SOCIAL SECURITY AND YOUR RETIREMENT - NEW

Are you uncertain about the right time to take Social Security benefits or how it fits into your overall financial plan? By attending, you will gain a better understanding of what Social Security entails and how it plays a crucial role in your retirement strategy. This class aims to equip you with the information and insights necessary to make informed decisions regarding Social Security benefits and to optimize retirement planning.

CEFIN0016Spr25	5/29/25
CEFIN0016Sum25	8/21/25
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM - 8:30 PM	Main Campus

## SOCIALLY RESPONSIBLE INVESTING

This class will introduce you to Socially Responsible Investing or SRI. Also termed ethical or green investing, SRI allows you to build your investment portfolio while doing good. This course will cover topics such as: the differences in various SRI themes and how you can implement it in your investment portfolio.

CEFIN1000Spr25	4/16/25
CEFIN1000Sum25	7/23/25
Wednesday	\$19.00
Robert Just	1 Session
6:30 PM - 8:30 PM	Main Campus

## HOME & GARDEN

### CHAIR CANING

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

CEARTO606Spr25	3/26/25 - 4/30/25
Wednesday	\$75.00
John LaPointe	6 Sessions
6:30 PM - 9:00 PM	Main Campus

### EAT WHAT YOU GROW - TREE AND SMALL FRUITS - NEW

Apples, pears, plums, peaches, cherries, and even figs can be surprisingly easy to grow in even relatively small properties. Likewise, small fruits — strawberries, raspberries, blueberries, and grapes — and minor fruits such as elderberries, serviceberries, currents and aronia can be grown as part of an ornamental landscape. In this series, participants will learn strategies for growing these fruits successfully.

CEFLO1002Spr25	3/17/25 - 3/31/25
Monday	\$69.00
Terry Ettinger	3 Sessions
6:00 PM - 8:00 PM	Main Campus

### HOME CARE TIPS FOR BUYING, SELLING AND SEASONAL MAINTENANCE - NEW

Homes age, move and shift, and settle over time. This process isn't usually a cause for concern unless left unnoticed. Become aware of the key areas you should watch for through seasonal inspections and maintenance. This course addresses what you need to know and understand about buying, selling and maintaining a home. We'll explore the top 10 areas of your home's building envelope and the importance of maintenance to protect it.

CEHOM5004Spr25	5/5/25 - 5/12/25
CEHOM5004Sum25	7/10/25 - 7/17/25
Tuesday	\$59.00
Randy Lockette	2 Sessions
6:00 PM - 8:30 PM	Main Campus

### INTRODUCTION TO HOME INSPECTION

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

CEHOM5000Spr25	4/1/25
Tuesday	\$39.00
Randy Lockette	1 Session
6:00 PM - 8:30 PM	Main Campus

### SEWING BASICS - NEW

Have you always wanted to learn how to sew but never knew where to start? This beginner sewing class is designed for adults who are completely new to sewing or want to refresh their basic skills. In this three-hour, hands-on workshop, participants will learn sewing machine basics and foundational techniques and create a simple project to take home. **Please bring your sewing machine (with a bobbin), instruction manual, thread, scrap fabric, 5 coordinating fat quarters, scissors, extension cord and a notebook. Please call 315-453-4600 for discounts on products.**

CESEW00695Spr25	3/5/25
CESEW00695Spr25a	4/30/25
Wednesday	\$49.00
Martha FitzPartick	1 Sessions
6:00 PM - 9:00 PM	Thompson Road

## LANGUAGES

### INTRODUCTION TO AMERICAN SIGN LANGUAGE

Are you one of those people who always thought, "I wish I new sign language?" Well wish no more! This introductory class is for people with no experience in ASL. Students will learn basic greetings, conversational and everyday signs, fingerspelling, numbers and Deaf culture. This course will be taught in a fun and interactive manner by a Deaf adult and a Child of a Deaf Adult (CODA).

CELNG1900Spr25	4/12/25 - 5/17/25
Saturday	\$109.00
Sarah Curtis/Ryan Muratti	6 Sessions
9:00 AM - 11:00 AM	McEvoy - Cortland

### AMERICAN SIGN LANGUAGE - LEVEL 1

This basic course is for people with no experience in American Sign Language. Students will be introduced to everyday signs, ASL grammar, fingerspelling, numbers and Deaf culture. The course will be taught with minimum voicing, using an overhead screen, writing and handouts. The expected outcome is that students will develop basic sign language for communication. There will be a final exam for student evaluation. To succeed, students must devote two hours of practice for each class.

CELNG1800Spr25	3/24/25 - 4/16/25
Monday & Wednesday	\$129
Jim Skvorak	6 Sessions
6:15 PM - 8:15 PM	Main Campus

**AMERICAN SIGN LANGUAGE LEVEL II**

Prerequisite: Passing score on the ASL I exam or permission of instructor.

CELNG1802Spr25	4/21/25 – 5/14/25
Monday/Wednesday	\$129.00
Jim Skvorak	8 Sessions
6:15 PM – 8:15 PM	Main Campus

**AMERICAN SIGN LANGUAGE LEVEL III**

This course will utilize the grammar and signs learned in ASL I & II. The course will consist of stories, games and exercises to enhance the student's skills. There will be no voicing. Signs generated from the students' stories will be incorporated in the curriculum. Students scoring well on their evaluation will have developed community social signing skills. Prerequisite: Passing score on the ASL II exam or permission of instructor.

CELNG1804Spr25	5/19/25 – 6/16/25
Monday/Wednesday	\$129.00
Jim Skvorak	8 Sessions
6:15 PM – 8:15 PM	Main Campus

**ITALIAN 101**

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

CELNG1814Spr25	4/17/25 – 6/16/25
Monday	\$135.00
George Alessio	10 Sessions
7:00 PM – 9:00 PM	Main Campus

**CONVERSATIONAL SPANISH - NEW**

A basic introduction to Spanish grammar and vocabulary. **Textbook Madrigal's Magic Key to Spanish: A Creative and Proven Approach.** (ISBN: 978-0-307-75487-5), required and can be downloaded for free online. **Please bring laptop to class with downloaded textbook.**

CELNG1808Spr25	3/18/25 – 4/17/25
Tuesday & Thursday	\$135.00
Conor Byrnes	10 Sessions
6:00 PM – 8:00 PM	Main Campus

**MEDICAL****AMERICAN HEART ASSOCIATION BLS PROVIDERS CLASS (BASIC LIFE SERVICES/CPR) - NEW**

CEMED1000Spr25	5/21/25
Wednesday	\$89.00
Jamie LeMessurier	1 Session
5:00 PM – 8:00 PM	Main Campus

**INFECTION CONTROL STANDARDS**

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

CEMED1171Spr25	4/9/25
Wednesday	\$59.00
Lynn Hallowell	1 Session
6:30 PM – 9:30 PM	Main Campus



Remember, you can see full course descriptions anytime at:  
[www.ocmboces.org/adulted](http://www.ocmboces.org/adulted)

**PERSONAL DEVELOPMENT****BALLOON TWISTING FOR ADULTS**

Bring joy and laughter to any occasion with balloon sculptures. Balloons are a popular form of entertainment at parties, reunions, company picnics, weddings and other events. Balloon artist Ron Cain teaches the basics of balloon twisting. Students will learn how to make balloon animals, such as dogs, bunnies, dinosaurs, fish on fishing poles, swans, butterflies, and other creatures. They will also learn how to make a variety of hats, bracelets, flowers, airplanes, swords, and many other shapes. Ron will also teach how to make a balloon body so students can attach character heads. Special twists and techniques will be taught that are only known by balloon experts. For the final class project, students will create a balloon playhouse. **\$10 supply fee due at first class.**

CEPER1728Spr25	5/6/25 – 5/20/25
Tuesday	\$55.00
Ron Cain	3 Sessions
7:00 PM – 9:00 PM	Main Campus

**FINDING YOUR PSYCHIC SELF**

Study the fine art of fortune-telling and the seven steps needed to develop your psychic ability. Psychic and magician Ron Cain will help you fine tune your "sixth sense" by delving into palmistry, numerology, card reading, and dowsing with a pendulum. Unlock your intuition through dream interpretation, hypnosis and meditation. Learn about auras (energy fields around your body), chakras (energy points in your body), and color analysis. Find the psychic connections between sun-sign astrology, Chinese astrology, and Native American totems. Students will learn how to use ordinary cards to test psychic ability and use the Fortune Card ESP layout to predict their destiny. Other card layouts discussed are the Psychic Layout, the Forgotten Dreams Layout, and the Mojo Coin and Card Spread. Cain will discuss how to use dice and coins for telling fortunes. Students should bring a deck of playing cards, and colored pencils or crayons. **\$10 textbook fee due at first class.**

CEPER1720Spr25	4/15/25 – 4/29/25
Tuesday	\$55.00
Ron Cain	3 Sessions
7:00 PM – 9:00 PM	Main Campus

**INTERPERSONAL COMMUNICATION - NEW**

Have you struggled with communication issues in your work life, your marriage, at family gatherings or even on a phone call with a medical, utility, or other representative? Have you been shocked by the divisiveness of current public communication? This course will cover verbal interpersonal communication skills with in-class practice based on the book "*Crucial Conversations*" by Patterson, Grenny, McMillan & Switzler. We will discuss: attitude and self-esteem, assessing goals, separating issues, getting in and out of conversations, basic interpersonal communication tactics and online communication. Suggested textbook "*Crucial Conversations*" ISBN: 978-0-07-177132-0

CEPER0340Spr25	5/6/25 – 5/27/25
Tuesday	\$49.00
Michael Taddeo	4 Sessions
6:30 PM – 8:30 PM	Main Campus

## MYSTERIOUS WORLD: UNEXPLAINED CREATURES, PARANORMAL PLACES AND SECRET SOCIETIES - **NEW**

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

**CEPER1742Spr25** 3/11/25 - 3/25/25  
**Tuesday** \$55.00  
**Ron Cain** 3 Sessions  
**7:00 PM - 9:00 PM** Main Campus

## TAROT 2: ADVANCED PRACTICES

Beginners and pros alike are welcome as Ron Cain discusses advanced techniques with the tarot. The meaning and symbolism of each tarot card will be discussed. Several advanced layouts will be taught, including the Pyramid Card Spread, the Fifteen-Card Weekly Forecast, the Ancient 21-card Romany/Gypsy spread, and many more. Learn how to cast coins to give a short tarot reading. Students will also be taught how to read fortunes with ordinary cards using Cain's advanced card system. Students should bring their own tarot cards or purchase in class. (Rider-Waite Tarot deck recommended.) **\$10 supply fee due at first class.**

**CEPER1738Sum25** 6/3/25 - 6/17/25  
**Tuesday** \$55.00  
**Ron Cain** 3 Sessions  
**7:00 PM - 9:00 PM** Main Campus

## WRITE YOUR OWN MEMOIR - **NEW**

"You should really write a book!" Is this something you have heard or thought about time and time again when reflecting on your life and all you have been through? Do you have a story to tell? Whether you have the next "Eat, Pray, Love" (Elizabeth Gilbert) or "Untamed" (Glennon Doyle) inside you and ready to be told, or you just want to have those life stories written down for posterity, the time to do it is now! In this course, you will learn and engage in the process of memoir writing - from mapping out your life and outlining the structure and content of your memoir, to actually writing your book. We will explore your "why" behind your memoir, identify your audience, and dip into traditional market expectations of a memoir. You will leave with a completed outline, at least two chapters written and a clear focus for what comes next in the writing process. Writing your own story can be cathartic and healing and even life-changing for you and your readers. It's time to share your story! **Please bring pen, paper, and a laptop for use in class.**



**CEPER0350Spr25** 3/20/25 - 4/24/25  
**Thursday** \$99.00  
**Jamie Gartner** 6 Sessions  
**7:00 PM - 8:30 PM** Main Campus

## RECREATION

### AMERICA'S BOATING COURSE

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

**CEREC2010Spr25** 3/12/25 - 4/9/25  
**Wednesday** \$39.00  
**Tess Freedman** 5 Sessions  
**U.S. Power Squadron**  
**6:00 PM - 8:00 PM** Main Campus.

### BALLROOM DANCING - BASIC

Be the hit on the dance floor at your next social event! Discover new opportunities for fun and exercise as you develop your skills in social ballroom dancing. This class features the most popular dances, including the foxtrot, cha-cha, waltz, swing and rumba. Cost is per couple or a single is \$85.

**CEREC1280Spr25** 3/20/25 - 4/24/25  
**Thursday** \$145.00 - couple  
**Walt Medicis Associates** 6 Sessions  
**7:00 PM - 8:30 PM** Thompson Rd. - Alt Building

### BALLROOM DANCING - INTERMEDIATE

Continue your social ballroom dance skills to learn new steps and variations. This class includes some additional focus on partnering and styling. In addition to the foxtrot, cha-cha, waltz, swing, and rumba, some tango and polka may be introduced. Cost is per couple or a single is \$85.

**CEREC1283Spr25** 5/11/25 - 6/5/25  
**Thursday** \$145.00  
**Walt Medicis Associates** 6 Sessions  
**7:00 PM - 8:30 PM** Thompson Rd. - Alt Building

### BELLY DANCING

A delightful, low-impact cardiovascular workout that offers a variety of movement while creating figure 8s, circles, spirals, undulations and vibrations throughout the body. Belly dancing is great exercise for all women of any size or age. Please wear loose-fitting clothes. Bare feet required.

**CEREC1261Spr25** 4/3/25 - 5/8/25  
**Thursday** \$85.00  
**Pam McGrath, Maya Studio** 6 Sessions  
**7:15 PM - 8:15 PM** Main Campus

### COUNTRY TWO-STEP

With its constant rhythm of quick and slow dance moves, it's easy to learn and remember. There are several more moves and dance positions to share with a partner as you move around the dance floor. Sign up with someone, a partner is needed. Cost is per couple or a single is \$85.

**CEREC1285Spr25** 3/19/25 - 4/9/25  
**Wednesday** \$145.00  
**Walt Medicis Associates** 4 Sessions  
**7:00 PM - 8:30 PM** Thompson Rd. - Alt Building

### DRONES & R/C MODEL AVIATION

This introductory level class will give you the "right stuff" to enter the high-flying world of model aviation! Drones seem to be everywhere, and we will explore the role of drones for the hobbyist and beyond. Learn the basics of radio-control systems, propulsion, model selection, craftsmanship and maintenance/repair of your models. Experience all model types from helicopters to quadcopters, indoor flyers to giant scale models. No model purchase is necessary prior to class. Last class offsite, weather permitting.

**CEREC0604Spr25** 4/2/25 - 4/23/25  
**Wednesday** \$55.00  
**Joe Chovan** 4 Sessions  
**6:00 PM - 8:00 PM** Main Campus

**FLY TYING FOR CENTRAL NEW YORK**

Learn to tie your own flies for the streams of CNY and the Catskills. This course is primarily for beginning fly tyers but can also benefit those at an intermediate level. We will cover the tools and material required, for both dry and wet flies, in week 1. We will also discuss how to fish them. If you already have a vise and some tools, please bring them to class.

CEREC1269Spr25	4/16/25 – 5/14/25
Wednesday	\$69.00
Barry Croni	5 Sessions
7:00 PM – 9:00 PM	Main Campus

**KEEP TALKING:  
AN INTRODUCTION TO PROFESSIONAL VOICE OVER**

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

CEPER1975Spr25	3/19/24
Wednesday	\$45.00
Main Campus	6:30 PM – 9:00 PM
CEPER1975Spr25a	5/28/25
Wednesday	\$45.00
Main Campus	6:30 PM – 9:00 PM
CEPER1975Sum25Virtual	8/13/25
Wednesday	\$45.00
Virtually	6:30PM – 8:00PM
Creative Voice Development	1 Session

**SWING DANCE**

Swing dance is a great way to dance at many social events, parties and clubs. You'll learn basic steps, turns and partnering to get you up and dancing. The most popular and widely used forms of swing dance are taught in this class. Sign up with someone; a partner is needed. Fee is per couple.

CEREC1260Spr25	4/16/25 – 5/7/25
Wednesday	\$145.00
Walt Medicis Associates	4 Sessions
7:00 PM – 8:30 PM	Thompson Rd.- Alt Building

**T'AI CHI CH'UAN LEVEL 1**

A wonderful yet easy workout for both the body and mind. This beginner-level class will include warm-ups, breathing, and relaxation techniques in the form of 20 movements. Suitable for all ages. Be sure to wear comfortable clothing.

CEREC0507Spr25	3/19/25 – 5/7/25
Wednesday	\$95.00
CEREC0508Spr25	3/20/25 – 5/8/25
Thursday	\$95.00
CEREC0507Sum25	5/21/25 – 7/9/25
Wednesday	\$95.00
CEREC0508Sum25	5/22/25 – 7/10/25
Thursday	\$95.00
Patrick Favalo	8 Sessions
6:00 PM – 7:00 PM	Main Campus

**T'AI CHI CH'UAN LEVEL 2**

Continue on with a higher level of Tai Chi. It is an easy workout for both the body and mind. Suitable for all ages. Wear comfortable clothing. Prerequisite: Level 1 Tai Chi.

CEREC0509Spr25	3/18/25 – 5/6/25
Tuesday	\$95.00
Pat Favalo	8 Sessions
6:00 PM – 7:00 PM	Main Campus

**YOGA FLOW FOR FITNESS & RELAXATION**

This class offers a traditional Hatha Yoga approach combined with modern day Yoga Flow practice. The class is designed to strengthen the body, create flexibility and relax the mind. Emphasis is on a personalized approach to yoga postures through movement and breath and provides a challenge for experienced students. This class is suitable for all level of students to improve quality of life and deepen self-awareness. Please bring your own yoga mats for class.

CEREC0705Spr25	3/25/25 – 5/13/25
Tuesday	\$85.00
Linda Rudnick-Smith	8 Sessions
7:00 PM – 8:00 PM	Main Campus

**TRADES & TECHNOLOGY****AIR CONDITIONING & REFRIGERATION 1**

Definitions, pressure-temperature relationships, theory of refrigeration cycle, various types of compressors, evaporators, condensers, water/air cooled, accessories, principles of thermodynamics and cycle controls will be covered. Text required. Read the first three units prior to the first class.

CEIND1400Spr25	1/22/25 – 2/26/25
CEIND1400Sum25	5/19/25 – 6/23/25
Monday/Wednesday	\$309.00
Joseph Miuccio	10 Sessions
5:00 PM – 8:00 PM	Main Campus

**AIR CONDITIONING & REFRIGERATION 2**

This next step includes the use and interpretation of basic symbols, voltages, and schematic diagrams. Review the refrigeration cycle and relevant technical electrical knowledge and terms. Trouble-shooting fundamentals of various 1- and 3-phase motors and compressors will also be covered. Includes hands-on work. Text required. Prerequisite: AC&R 1 or equivalent.

CEIND1402Spr25	3/3/25 – 4/2/25
CEIND1402Sum25	6/25/25 – 7/28/25
Monday/Wednesday	\$309.00
Joseph Miuccio	10 Sessions
5:00 PM – 8:00 PM	Main Campus

**AIR CONDITIONING & REFRIGERATION 3 AND REFRIGERATION TRANSITION & RECOVERY REVIEW & CERTIFICATION TEST**

Gain hands-on experience trouble-shooting line equipment and trainers, including heat pumps, air conditioners, electrical systems and various motor relay and control systems. The class covers information required for certification in Type I (Small Appliance) Type II (High Pressure Appliance) and Type III (Low Pressure Appliance). The principles covered in the text will be reviewed prior to the test, which will be given at the end of the second session. You will get your text (included in the fee) from the instructor during class. Please bring your own laptop to download the study guide.

CEIND1405Spr25	4/7/25 – 5/14/25
CEIND1405Sum25	7/30/25 – 9/8/25
Monday/Wednesday	\$499.00
Joseph Miuccio	12 Sessions
5:00 PM – 8:00 PM	Main Campus

**BASIC ELECTRICITY**

Become familiar with the theory and concepts of voltage, current resistance, and power with their relationship thru Ohm's law. Discuss AC and DC circuits and measurement tools for voltage, current, resistance, and power, and the materials used to connect devices into circuits. Participate using circuit simulators and laboratory work with resistors, capacitors, inductors, magnetism and transformers. Students will calculate power efficiency and the phase angles between voltage and current for RL and RC circuits. We will also discuss electrical power generators and distribution, AC and DC motors and controls, tuned circuits, and oscillators. A calculator is needed. A networked laptop or tablet is also required for online documentation and labs.

CEELE0702Spr25	3/11/25 – 4/24/25
CEELE0702Sum25	6/3/25 – 7/22/25
Tuesday/Thursday	\$299.00
Michael Birdsall	14 Sessions
6:30 PM – 9:30 PM	Main Campus

# PART-TIME CONTINUING EDUCATION

## BASIC HEAVY EQUIPMENT OPERATOR - **NEW**

This program will prepare students to operate heavy equipment and earth-moving machinery. Training includes: basic blueprint reading, Dig Safe New York 811, proper safety operations of heavy equipment, understanding surveyor stake markings and introductions to mini excavator, skid steers and bulldozers. This is an introductory program. Textbook required.

**CEMACH0001Spr25** 3/17/25 - 5/5/25  
**Monday/Wednesday** \$599.00  
**Martin Mauro** 10 Sessions  
**6:00 PM - 9:00 PM** Main Campus

## HEAVY EQUIPMENT OPERATOR 2 - **NEW**

Continue learning safety operations and the controls of different machines. The applied section of the program will teach operation of mini-excavators, skid steers and bulldozers. This class will include three (subject to change) 6-hour training sessions on Saturdays at an off-site location with the instructor. **MUST** have Basic Operator 1 class or equivalent training.

**CEMACH0002Spr25** 5/12/25 - 6/16/25  
**Monday/Wednesday** \$899.00  
**Saturday (discussed in class)**  
**Martin Mauro** 10 Sessions  
**6:00 PM - 9:00 PM** Main Campus

## RESIDENTIAL WIRING - **NEW**

Get the knowledge you need to tackle electrical projects safely and confidently. This comprehensive class covers many aspects of electrical systems in homes. From electrical safety practices to understanding NEC codes and regulations, you'll gain a solid foundation in electrical basics. Learn about circuits, components, and wiring techniques, including outlet and switch installation. Explore lighting systems and troubleshooting methods. You'll develop practical skills to wire your home efficiently and safely maintain its electrical integrity. Prerequisite: Basic Electricity. Text required.

**CEELE0703Spr25** 5/6/25 - 5/22/25  
**CEELE0703Sum25** 7/29/25 - 8/14/25  
**Tuesday & Thursday** \$209.00  
**Michael Birdsall** 6 sessions  
**6:30 PM - 9:30 PM** Main Campus

## WELDING II

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

**CEWEL2117Spr25** 6/10/25 - 7/15/25  
**Tuesday/Thursday** \$349.00  
**Courtney Wise** 10 Sessions  
**6:30 PM - 9:30 PM** Main Campus

## WELDING III

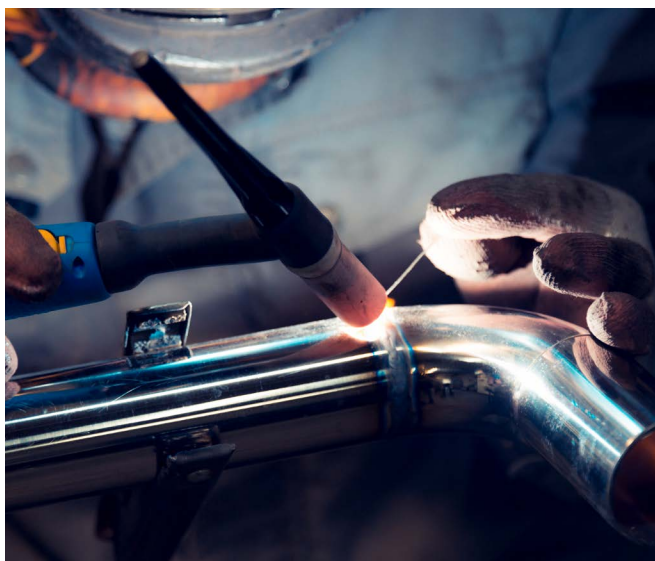
For the experienced welder — concentrate on improving your welding techniques. Help with MIG, TIG, pipe, all-position welding and any other specific welding skills. Prerequisite: Welding I/II or equivalent experience.

**CEWEL2119Spr25** 7/17/25 - 8/19/25  
**Tuesday/Thursday** \$349.00  
**Courtney Wise** 10 Sessions  
**6:30 PM - 9:30 PM** Main Campus

## WELDING TEST

For more information, call 315-453-4600.

**CEWEL2000Spr25** 3/13/25  
**CEWEL2000Sum25** 6/5/25  
**Thursday** \$195.00 (DOT)  
**CEWEL2002Spr25** 3/13/25  
**CEWEL2002Sum25** 6/5/25  
**Thursday** \$295.00 (AWS)  
**8:00 AM - 4:00 PM**  
**1 Session** Main Campus



## WELDING I

Required supplies include safety glasses, work boots, long pants, heavy long-sleeved shirt or welding jacket and welding gloves. Text required. Please bring notepad and pen/pencil to first class.

**CEWEL2115Spr25** 5/6/25 - 6/5/25  
**Tuesday/Thursday** \$349.00  
**Courtney Wise** 10 Sessions  
**6:30 PM - 9:30 PM** Main Campus



Remember, you can see full course descriptions anytime at:

[www.ocmboces.org/adulted](http://www.ocmboces.org/adulted)

## PART-TIME

1. Every effort is made to conduct classes as listed in this catalog. However, circumstances sometimes make it necessary for classes to be canceled, postponed or combined, or for instructors and classrooms to be changed. We are sorry for any inconvenience this may cause you.

2. Classes must reach a minimum enrollment at least four business days prior to the start date. If it is necessary for OCM BOCES to cancel a class, you will be notified by phone or by mail. You may transfer to another class or receive a full refund or tuition voucher.

3. You are enrolled as soon as your registration and payment are received, unless you are otherwise notified. A receipt will not be mailed unless requested.

4. Fees for all classes must be paid in full at the time of registration. A \$20 fee will be charged on all returned checks.

5. If it is necessary for you to withdraw from a class, please notify us.

A. You will receive a refund (minus a \$10 processing fee) if notification is received at least four business days prior to the start of that class.

B. You will receive a tuition voucher (minus a \$10 processing fee) if notification is received less than four days prior to the start of that class and before the second class session. Your tuition voucher may be used toward any part-time OCM BOCES Continuing Education course within one year.

6. Our programs are open to all persons regardless of residency. OCM BOCES affirms the right of all citizens to participate equally in our programs regardless of race, religion, sex, age, national origin, or disability.

7. Students are expected to purchase textbooks and materials as mentioned in course descriptions. Textbooks can be purchased in the Registration Office at the OCM BOCES Main Campus. If your class is scheduled for the Thompson Road Campus, textbooks for those classes will also be made available at the Thompson Road Campus the first night of class. Occasionally, classes are canceled due to low enrollment. Please make sure your class is running prior to purchasing supplies or textbooks, as texts are not returnable.

8. All parking areas and lots are designated for student use.

9. Although some of our classes are taught by people who are practicing financial planners, salespersons, or actively involved in a business or profession that is related to the subject they teach, we only endorse their ability as instructors, not the value of any product or service they sell.

10. We assume students recognize the risk of physical injury or damage and that they agree to take responsibility for any personal accident that might occur in the course of any activity associated with an Adult Education program.

11. Any students who are under the age of 18 or need special assistance must be accompanied by a parent/guardian/advocate who is also registered for the class. Please call 315-453-4466 or email [mtarolli@ocmboces.org](mailto:mtarolli@ocmboces.org) for more information.

## FULL-TIME

### STUDENT CONDUCT - FULL-TIME

Our expectations for student conduct in full-time certification programs is outlined in detail in our Student Handbook. As a student at OCM BOCES, you are expected to conduct yourself in a professional manner at all times. You will not engage in any behavior that endangers the safety and welfare of others, violates their rights or violates state statutes. To get a complete copy of the Student Handbook, please call 315-453-4400.

### FINANCIAL AID & REFUNDS - FULL-TIME

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

<b>Average Tuition:</b>	<b>\$9,867</b>
<b>Average Pell Grant:</b>	<b>\$4,171</b>
<b>Student Loan</b>	<b>\$5,722</b>

The actual cost for your education may vary. Not all students will qualify for a Pell Grant, local grant and/or student loan. Our Financial Aid Office staff will assist you in securing the best available financial aid package to suit your needs and help you attain your education goals.

Please call (315) 453-4422 in Liverpool.

### FEDERAL TITLE IV REFUNDS

The financial aid (Pell Grant and student loans) earned by the student is equal to the percentage of the period of enrollment completed. When a student withdraws before completing more than 60 percent of the period of enrollment, the percentage of financial aid is prorated using the Federal Refund/Repayment Policy.

The returned funds must be refunded to the following sources in this specific order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grant

### VETERANS' REFUND POLICY

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

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

### OUTSTANDING BALANCES

Upon termination of enrollment, any balance due to OCM BOCES (based on the school's refund policy) is payable immediately. All charges on the student's account must be paid in full prior to the completion of the training program. OCM BOCES reserves the right to withhold student transcripts and deny approval for state board examinations to any student who has an outstanding tuition balance.

Onondaga-Cortland-Madison BOCES offers specialized, short-term clock hour training programs and is a non-credit bearing institution. Therefore, the institution does not allow students to transfer between programs within the facility.

### WITHDRAWAL OR DISMISSAL FROM SCHOOL & REFUND POLICY

To withdraw from school after beginning attendance, student must notify program coordinator of intent in writing, in person, or by phone. A full refund is given to students if a

class is canceled by OCM BOCES. Refunds are made without requiring a request from the student. If withdrawal occurs after the start of the program, tuition will accrue as follows:

- Withdrawal prior to the first day or second day of class will only require the \$50 processing fee.
- Students who have enrolled without visiting OCM BOCES will be given a full refund (minus the \$50 processing fee) as long as they withdraw by the end of the second day of class.
- The student will be responsible for cost of supplies already issued or fees previously applied.
- Up to 5% of authorized program hours offered, 20% of tuition will be charged.
- Up to 20% of authorized program hours offered, 50% of tuition will be charged.
- Up to 30% of authorized program hours offered, 75% of tuition will be charged.
- Over 30% of authorized program hours offered, 100% of tuition will be charged.

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

## PROFESSIONAL JUDGMENT

Students may pursue an adjustment to the factors that determine their financial aid eligibility based on special or unusual circumstances.

**Unusual circumstances** refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g. human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override.

**Special circumstances** refer to the financial situations (loss of a job, etc.) that justify an aid administrator adjusting data elements in the COA or in the EFC calculation.

## VA PAYMENT COMPLIANCE

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

G.I. Bill®\* (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;

- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment.

\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the office U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## CREDIT EVALUATION POLICY FOR VA RECIPIENTS

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

## ACADEMIC CALENDAR & GRADING

Full-time certification courses generally begin in the fall and winter. Please see specific programs for detailed start/end dates. Part-time courses run throughout the academic year. Specific class times/dates are noted in this course catalog. Grading is based on hands-on evaluations, tests, quizzes and in-class assignments.

- Students cannot miss more than 10% of the total hours of their respective programs (5% for PN program). All arrivals and departures are recorded in our attendance system.
- Students must maintain a 75% average or 2.5 Grade Point Average (GPA) or better to maintain enrollment and qualify for internship/completion. Students who do not meet the 75% average or 2.5 GPA requirement will be placed on academic probation for a period of time, and a written plan for remediation must be followed before the student is allowed to complete their internship.
- Students who withdraw or are dismissed must submit a written plan of correction for successful completion and satisfy

all financial obligations. Re-admission packets are reviewed by a committee to consider re-admission.

- Academic records of grades and transcripts are available for the past 20 years.

## TRANSFER POLICY - FULL-TIME PROGRAMS

### TRANSFER POLICY (COSMETOLOGY & PRACTICAL NURSING)

Students transferring from another institution must provide official transcripts of any previous education received, including documented clinical hours.

#### Cosmetology:

A prospective student's clinical competency skills will be assessed by the cosmetology instructor to determine his or her level of proficiency. The instructor and/or program coordinator will then determine the number of OCM BOCES clock hours required to complete the New York State licensing requirements. Tuition will be prorated based on the number of hours to be completed. Transfer students will be responsible for providing all kit supplies, including a mannequin.

Please Note: Transfer students must be enrolled for a period of 100, 300 or 700 clock hours.

#### Practical Nursing (PN):

The OCM BOCES PN program is broken into trimesters. A review of transcripts will determine if and when a previously enrolled student will be able to re-enroll in the program. Please reference the re-admission policy.

### TRANSFER FROM OTHER INSTITUTIONS

Onondaga-Cortland-Madison BOCES offers specialized, short-term, clock-hour training programs and is a non-credit bearing institution. Therefore, with the exception of the Cosmetology Program, we do not allow students to transfer credits or clock hours from other institutions. (See above for Cosmetology transfer students.)

### TRANSFER WITHIN THE INSTITUTION

Due to the specialized content in each of our vocational training programs, clock hours attended are only applicable to each individual program. No transfer between training programs is accepted. Students are free to withdraw from a program and re-apply to another at the next scheduled start date. Acceptance to the new program will be based upon fulfilling all prerequisites and available space.

*continued*

Full-time policies continued

## GRIEVANCE PROCEDURE - FULL-TIME

If you or any Onondaga-Cortland-Madison BOCES division of Adult/ Continuing Education Program applicant/participant or other interested party have a grievance involving the program or treatment by any staff member, subcontractor's staff or any other person, regulation or WIOA or other program operation, you should notify the case manager or designated staff person of the program or department of the nature of the complaint. If, however, you feel your complaint may involve fraud, abuse or any other criminal activity, you have the right to notify the United States Secretary of Labor directly. When a complaint is reported to the Secretary of Labor (those regarding fraud, abuse or other criminal activity), the grievant must additionally submit a written notification to the Director of Adult Education at Onondaga-Cortland-Madison BOCES and the New York State Department of Labor in the case of a WIOA program.

For PN Students Only: PN may also grieve directly to the Office of The Professions.

The appropriate addresses are (PN only):

Director of Adult Education  
Main Campus  
PO Box 4754  
Syracuse NY 13221

New York State Department Office of the Professions  
89 Washington Ave  
Albany, NY 12234

For complaints not involving fraud, abuse or other criminal activity, please adhere to the following procedure.

A complaint of this nature must be filed within one year of the occurrence of the grievance.

- a. A complaint is a signed statement, which contains information that, if true, indicates in sufficient detail that there has been a violation. If State or local laws, regulations or guidelines are relevant, then citations should also be included.
- b. Complaints must be sent in writing to the Director of Adult Education. Upon receipt of the written complaint, the Director of Adult Education or a designated staff representative will perform an investigation. This investigation will be made following adequate advance notice to the parties involved, will include the gathering of information through interview and examination of records concerning each allegation of the complaint, and will provide appropriate opportunity for the complainant and for OCM BOCES to present evidence concerning the allegations.
- c. Within five (5) days after the receipt of the complaint, the Director of Adult Education, or a designated staff representative, will provide to the complainant a written summary of the complaint and notice of procedures to be followed in resolving the complaint.
- d. Within thirty (30) days after receipt of a complaint, the Director of Adult Education or a designee responsible for investigation of the complaint shall conclude the investigation, transmit a written decision and contact the parties.
- e. If you feel that the decision made is not satisfactory, you may request a review of your complaint by the District Superintendent of the Onondaga-Cortland-Madison BOCES. This request must be made within ten (10) days of receiving a decision or within ten (10) days of the date you should have received a decision. The District Superintendent or his/her designee will make a decision within thirty (30) days of receiving the request to review the complaint.

- f. If you do not receive a decision from the District Superintendent within thirty (30) days of the date your original request was filed with him/her or you feel the decision made is not satisfactory, you may request a review of your complaint by the school's accrediting entity:

Council on Occupational Education ([www.council.org](http://www.council.org))  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 or (800) 917-2081

You must exhaust all steps at the institutional level before seeking resolution from the Council.

If you need help with your grievance, the program or department will assign someone to help you. You will always be allowed to have your own counsel or other representative assist you. Where there are allegations regarding the WIOA program and there are other allegations whose resolutions are provided for under other legislation or collective bargaining agreements, you may proceed simultaneously in both places. If there are any questions regarding procedures, contact:

Supervisor, Adult Education  
Main Campus  
OCM BOCES  
PO Box 4754  
Syracuse, NY 13211

## NON-DISCRIMINATION NOTICE

The BOCES shall not discriminate on the basis of age, sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, marital status, military status, veteran status, disability, or under the Boy Scout Act in the educational programs or activities which it operates, or against any employee or applicant seeking a position of employment or admission to a BOCES program. The BOCES will be in full compliance with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990).

Appropriate procedures shall be developed to ensure the implementation of these rules and regulations concerning civil rights. The Board shall appoint a Civil Rights Compliance Officer to coordinate civil rights activities applicable to the BOCES (see subheading below).

### Civil Rights Compliance Officer

The Civil Rights Compliance Officer is the Director of Human Resources/School Attorney, with offices at 110 Elwood Davis Road, Liverpool, NY (phone number 315-433-2631; e-mail [jbufano@ocmboces.org](mailto:jbufano@ocmboces.org)). The Civil Rights Compliance Officer shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990) for any student, parent, employee or applicant. For civil rights discrimination claims based on race, color, national origin, sex, age and/or disability, a complainant can, at any time, also contact the Office of Civil Rights.  
Phone: 646-428-3900/800-421-3481.



## FIND US

### MAIN CAMPUS

**110 Elwood Davis Road, Liverpool**  
(315) 453-4455  
Off Seventh North Street  
Use Adult Education Entrance

### THOMPSON ROAD CAMPUS

**6820 Thompson Road North, Syracuse**  
(315) 433-2635  
Left of main entrance,  
flagpole in front

### THOMPSON ROAD - ALTERNATIVE BUILDING

**6820 Thompson Road North, Syracuse**  
(315) 433-2635  
Right of main entrance,  
marked with a "B"

## HOLIDAY SCHEDULE 2024-25

### OCM BOCES ADULT EDUCATION IS CLOSED ON THESE HOLIDAYS:

**Good Friday** - April 18, 2025

**Memorial Day** - May 26, 2025

**Juneteenth** - June 19, 2025

## CONSIDER TEACHING!

### DO YOU HAVE ANY SKILLS OR EXPERTISE YOU WOULD LIKE TO SHARE WITH OTHERS?

Become an instructor at OCM BOCES! We need full- and part-time instructors for a variety of programs — or maybe you have an idea of your own! If you're interested, please contact:

**Matt Tarolli at**  
[mtarolli@ocmboces.org](mailto:mtarolli@ocmboces.org)

## EASY WAYS TO REGISTER FOR PART-TIME CONTINUING ED CLASSES

### ONLINE AT OCMBOCES.ORG

#### You will need:

- Name, address, phone number & email address
- Course code & title
- Visa/MC/Discover/American Express number and exp. date

### IN PERSON

#### At the Main Campus:

110 Elwood Davis Road,  
Liverpool, NY 13088

Please call 315-453-4455 to  
confirm registration hours.

### OVER THE PHONE

**315-453-4600**  
Leave message

### BY MAIL

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

OCM BOCES  
Continuing Education Registration  
PO Box 4754  
Syracuse, NY 13221

## MAIL-IN REGISTRATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

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

FULL-TIME  
CAREER  
CERTIFICATION  
PROGRAMS

PART-TIME  
CONTINUING  
EDUCATION  
CLASSES

HIGH SCHOOL  
EQUIVALENCY  
& LITERACY  
CLASSES

Non-profit  
Organization  
US Postage  
PAID  
Permit No. 1745  
Syracuse, NY

Please send all mail to:  
OCM BOCES  
Adult Education  
P.O. Box 4754  
Syracuse, NY 13221

HOW TO  
FIND US

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

OR SCHEDULE AN IN-PERSON TOUR, (315) 453-4455

Visit [ocmboces.org/adulted](http://ocmboces.org/adulted) & click on  
Full-Time Certification Programs.

## LOCATIONS:

Main Campus  
110 Elwood Davis Rd, Liverpool NY 13088

Thompson Road Campus  
6820 Thompson Rd North, Syracuse NY 13211

*Courses also held at other locations.*

# LOOKING FOR A GREAT HALF-DAY PRESCHOOL?



- ♥ 4 Days per Week Preschool Program
- ♥ OCM BOCES Thompson Road Campus
- ♥ Tuesday - Friday
- ♥ Tuition fees have been WAIVED
- ♥ \$10 registration fee

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