Table of Contents

4-5 Important Information
- Registration
- Refund Policy
- Senior Citizen Discount
- Class Cancellation
- Admissions Policy
- Online Registration

6 Appearance Enhancement
- Cosmetology
- Esthetics

6-7 Commercial Drivers License (CDL) and Construction Equipment Operation
- 60 Hour Commercial Driver’s License Program (CDL) Class A or B
- Construction Equipment Operation with Industry Credentials

7-8 Commercial Trades
- Industrial Technology
- Heating, Ventilation, A/C and Refrigeration (HVAC/R)
- Welding

8 Health Care
- Nurse Aide/Home Health Aide Training
- Phlebotomy Technician Certification Preparation Program

9 Practical Nurse
- Train to be a Practical Nurse

10 Manufacturing
- Industrial Maintenance
- Accelerated Machinist Partnership (AMP)

11 Customized Training for Business & Industry

12-13 Financial Aid Tips
- Federal Financial Aid Information
- Other funding options

14-15 Avocational
- Basic Computer Skills
- Excel – Level I & II
- Notary Public Preparation
- Online Courses
- Comprehensive Dental Assisting Modular Program (CDAMP)
- Aqua Aerobics
- Languages

17-18 Adult Literacy Programs
- High School Equivalency Diploma
- Preparation Classes
- TASC
- The National External Diploma Program (NEDP)
- English as a Second Language (ESL)

19 Contact Us
- Adult Education Program Contacts

20 Campus Locations

20 Registration Options

GST BOCES Mission:
GST BOCES is an education service organization driven by customer need and a commitment to excellence, whose mission is to ensure the success of our diverse learners, parents, community members, schools and businesses by providing collaboratively inspired, cost-effective, quality programs in an atmosphere that is safe and supportive.

Our Vision:
Adult Education and Career Services are vital for the success of individuals, families and businesses in our community. By providing quality, customized vocational instruction, business and industry training, literacy services, career planning and recreational programming, GST BOCES is responsive to the changing needs of business, industry and community residents. Maximizing each learner’s potential enhances quality of life and strengthens our region’s labor pool and economic growth.
**Admissions Process**

**SCHEDULE AN ASSESSMENT!**

**TABE Assessment:**
This is required to register for any vocational training program. There is a $60 exam fee. A program specialist will contact you with your results.

**TEAS Test:**
This is required for any student interested in our Practical Nursing Program. There is a $60 exam fee. A program specialist will contact you with your results.

**Try Again!**
Your scores did not meet the minimum requirement.

**Enroll in skills upgrading class before re-testing.**

**Good to Go!**
Congratulations! You met the minimum requirements for your program and can register!

**Set up a financial plan with your training specialist. Not all classes are eligible for financial aid, so make sure you have a plan in place before registering!**

**Time to register!**
You have completed all entrance requirements. You can officially register for your training program!

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**Admissions Testing**

**Vocational Students:**
**TABE (Test of Adult Basic Education)—this test is administered for our vocational programs. The test measures reading and math.**

Vocational training programs and funding sources use cut scores to insure student success, and the TABE is a pre-requisite for many of the longer-term career education programs. The TABE is a nationally-recognized, standardized test. Students may be enrolled whose scores are below the cut-off score if there are extenuating circumstances, such as English not being the primary language. This is done on an individual basis. Students are advised regarding the test results. They may qualify for academic assistance through our Literacy department. They may also be provided with assistance with reading or math during their program.

**Students must call 607-739-7905 to sign up for TABE.**

**Practical Nurse Students:**
**TEAS—Test of Essential Academic Skills—Reading, Math, and Language—ATI Testing Company.**

TEAS is a nationally recognized, industry-developed test, which measures the aptitude of incoming students to ensure success. The TEAS test is $70 (non-refundable) and students must call 607-739-8170 to sign up ahead of time. TEAS sign-ups begin every December and testing begins every January.
1. Any prospective student is welcome to visit the institution prior to registering for any program.
2. All students are considered to be enrolled when TABE, registration, and payment information is received. Enrollment in a training program is based on first-come, first served.
3. Adult students seeking enrollment in a GST BOCES program through an agency sponsorship must receive agency approval prior to the registration process. Adult students must initiate contact with, and secure endorsement from, the sponsoring agency. Agencies sponsoring adult students must confirm sponsorship with GST BOCES.
4. Those seeking enrollment in a GST BOCES program as a self-sponsored adult student must contact us to receive and complete all applicable registration forms and/or assessment testing for the desired program.
5. All scheduled training programs are subject to change based on enrollment and instructional staff. We apologize for any inconvenience this may cause and strive to notify our students of changes in a timely manner.
6. If GST BOCES cancels a class for any reason, tuition and fees will be refunded 100% within 45 days of the planned start date. If a student withdraws on or before the third day of class, the student will receive a full refund. If tuition and fees are collected in advance of the start date of classes and the student does not begin the program or withdraws on or before the third day, $100 of the tuition and fees will be retained by GST BOCES. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.
7. The following refund information applies only to students in programs receiving Federal Financial Aid or Title IV funding. If a participant withdraws or is dismissed prior to the 60% point of the payment period, only a portion of the financial aid will have been earned. The student will be responsible for any amount owing on his/her billing statement. At the 60% point of the payment period, the student will have earned 100% of their financial aid and 100% of the tuition for the payment period.
8. Students in long term (100 hours+) training programs will be issued a certificate based on successful completion of program requirements. Students who have less than 90% attendance are required to make up hours. Additional fees will be applied for those hours.
9. Smoking/vaping and the use of any tobacco products is not permitted on any campus at GST BOCES.
10. Adult Education and Career Services follows the GST BOCES established policy on social media. The policy can be found in the student handbook located at www.gstboces.org/adulted.
11. A complete list of policies and procedures is available in the student handbook.

**For Your Convenience**

When registering for classes, please note the following direct Adult Education program phone numbers:

- **Elmira Campus** ___________ 739-7905
- **Computers** ___________ 739-4296
- **Avocational** ___________ 739-4296
- **Literacy** ___________ 739-7684
- **Practical Nurse** ___________ 739-8170
- **On-Line Courses** ___________ 739-4296
- **Toll-Free** _______ **1-877-ADULTED (238-5833)**

**No smoking/vaping or tobacco use at all training locations.**
**Programs That Admit Transfer Students:**

**Cosmetology and Esthetics**

The potential student must provide official transcripts showing the school(s) attended and the hours completed. The students must take a written assessment and a hands-on assessment of their skills. The hands-on assessment is the New York State Board Written/Practical Examination. The Program Supervisor and an assessor (usually the classroom teacher) determine how many hours will be transferred into the GST BOCES program based on the success of the assessment. A placement time-line is determined to identify a start date if the student’s current hours have not exceeded a period of two years. There is a $125 fee for this assessment/transfer service.

**Practical Nurse**

Greater Southern Tier BOCES does allow students to transfer to the Practical Nurse program from other institutions, which includes both practical and registered nursing programs.

GST BOCES has formal contracts with nursing schools in the surrounding area which allows a student to easily assimilate from one school to another under specific circumstances.

After the potential student contacts the Program Secretary with interest in transferring to one of the Practical Nursing programs, the student will be required to have a transcript sent to the Health Care Coordinator for review. After a thorough review, the Health Care Coordinator will meet with a potential student and discuss the evaluation of the transcript. An assessment of their competency of Practical Nurse skills will required in order to determine appropriate placement within one of the Practical Nurse classes.

Once the student has been accepted into the Practical Nurse program, the student will explore payment options and complete a student health form. The tuition for the student will be based upon the hourly rate multiplied by the hours that the student will be required to complete. Once payment for the program has been established and health form is successfully returned, the student will be given a start date to begin the program.

**Credit from other institutions**

We do not accept any credits earned from another institution toward our completion requirements. However, in our Cosmetology, Esthetics and Nail Technology/Waxing programs, we accept student hours after assessing their theory and clinical hours to determine placement within the program.

**Policy on the Transfer of Students between Programs Within the Institution 2020**

The Adult Education Programs that are offered by GST BOCES are separate and distinct entities. Specific trade skills do not carry over between programs. Although academic skills may be taught in all of our programs, each program presents academic skills in a manner that applies to the specific trade. For example, dimension sizes in a machining class are not transferable to those used in cosmetology or welding.

For this reason, we do not accommodate student transfers between the programs that we offer.
**COMMERCIAL DRIVERS LICENSE (CDL) AND CONSTRUCTION EQUIPMENT OPERATION**

**COMMERCIAL DRIVER’S LICENSE PROGRAM (CDL) CLASS A OR B – 60 HOURS**

**TUITION:** $3,950

**BUSH CAMPUS EXT. & COOPERS CAMPUS EXT.**

**Prerequisite:** Must complete entrance assessment. Must be 21 years of age for class A or 18 years of age for class B, have a valid driver’s license, and must have passed the DOT physical exam and have CDL Permit prior to the first day of class. Experience driving standard shift recommended.

The student will complete a 60-hour course, which includes 20 hours of classroom and 40 hours of highway and city driving instruction. You will learn about Safety Rules, Air Brakes, Tractors/Trailers, Coupling/Uncoupling, Driving Techniques, Vehicle Inspection, The Log Book, and Hazardous Materials. Full preparation for Department of Motor Vehicle road test. Road test will be taken with GST BOCES tractor-trailer.

**Note:** CDL B drive time can also be scheduled at the Coopers Campus in Painted Post.

**Additional options for CDL Program:**

- Upgrade/Transition from a CDL Class B to a CDL Class A: Get up to 20 hours of 1:1 drive time for $1,500. Drive time can be scheduled at any of our campuses and drive time will be a minimum of 2 hours per drive time session.
- If you require additional driving time beyond the allowed hours, drive time can be scheduled at the rate of $100/hour or in a package of 12 hours for $1,000.

**APPEARANCE ENHANCEMENT**

**COSMETOLOGY – 1,000 HOURS**

**TUITION:** $8,995

**BUSH CAMPUS EXT. & COOPERS CAMPUS Ext.**

**Prerequisite:** Must complete entrance assessment. $100 enrollment fee. The adult Cosmetology program is designed to prepare students for a career in the appearance enhancement field. Classes follow the 1,000-hour New York State approved curriculum necessary to be eligible to take the state licensing exams. The Cosmetology program offers students the opportunity to apply their skills during regular classes while practical experience is gained by working in a clinical setting similar to that of today’s modern salons. Call 607-739-4296 to schedule an assessment. Students will be required to purchase black scrubs.

**ESTHETICS – 600 HOURS**

**TUITION:** $7,295

**MAIN CAMPUS**

**Prerequisite:** Must complete entrance assessment. $100 enrollment fee. The adult Esthetics program is designed to prepare students for a career in skin care. The program provides comprehensive instruction that follows the 600-hour New York State approved curriculum necessary to be eligible to take the state licensing exams. Train for one of the many careers available in the field of skin care. As a student, you have the opportunity to apply your skills during regular classes while practical experience is gained by working in a clinical setting similar to that of today’s contemporary spas. Call 607-739-4296 to schedule an assessment. Students will be required to purchase white or light mint green scrubs.

**Oops!**

**WE CANCELLED YOUR CLASS BECAUSE WE DIDN’T KNOW YOU WANTED IT. DON’T WAIT UNTIL THE LAST MINUTE. REGISTER EARLY!**

**VISIT:** www.gstboces.org/adulted
**COMMERCIAL TRADES**

**INDUSTRIAL TECHNOLOGY PROGRAM**

**404 HOURS**

**TUITION: $6,500**

**BUSCH CAMPUS EXT.**

This program includes three training modules covering Industrial Electricity, Programmable Logic Controllers, and Variable Frequency Drives.

**INDUSTRIAL ELECTRICITY**

*Prerequisite: Must complete entrance assessment.*

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**Industrial Electricity is part of the Industrial Technology program.** Industrial Electricity is a balanced mix of classroom lectures and hands-on lab exercises designed to give the student a fundamental understanding of electricity and electric components. Primary topics include Industrial Safety, Electrical Theory, AC and DC circuits, Transformers, Circuit Protection, Motors and motor controls, Semiconductor Theory in this 216 hour program. Start your new career today!

**Programmable Logic Controller (PLC)**

*Prerequisite: Must complete entrance assessment.* Also needs to have successfully completed the Electricity Program, Industrial Maintenance program, Industrial Electricity, or have an understanding of basic electricity, AC and DC theory with instructor’s approval. Also basic understanding and experience with the Windows PC environment.

In this 140 hour training program is intended to provide a fundamental understanding of the Programmable Logic Controller. This includes the hardware components included in a Programmable Logic Controller system and the software used to create, debug and monitor the system. The program consists of both class lectures and hands on labs with PLC hardware, industrial sensors and a variety of devices typically controlled and monitored by PLCs. By definition, this training course is not a "programming" class. However, significant time is spent within the programming environment in an effort to enable the student to fully grasp the programming concepts, use the development environment in troubleshooting, process monitoring, and data collection.

**Variable Frequency Drive (VFD)**

*Prerequisite: Must complete entrance assessment.* Students should have a solid understanding of AC and DC theory, single phase and 3 phase power. In this 48 hour course students will gain a solid understanding in the application and troubleshooting of the Variable Frequency Drive. The course provides a balance of lectures and hands on exercises with a practical approach. Course topics covered include induction theory, motor technologies/types, Variable Frequency Drive architecture, control methods, installation, configuration, operation, preventative maintenance and troubleshooting. Intended audience – electricians and technicians.
HEATING, VENTILATION, A/C AND REFRIGERATION (HVAC/R) – 246 HOURS
TUITION: $5,000
BUSH CAMPUS EXT.
Prerequisite: Must complete entrance assessment. This comprehensive program includes the following core modules; Heating & Ventilation I, Heating & Ventilation II, Air Conditioning I, Air Conditioning II, Heat Pumps, Basic Refrigeration I, Basic Refrigeration II, and Commercial Refrigeration. Also included is the EPA Technician Certification exam.

HEALTH CARE
NURSE AIDE – 120 HOURS
TUITION: $1,595
MAIN CAMPUS
Prerequisite: Must complete entrance assessment. This 166-hour program is designed to prepare the student for employment as a Certified Nurse Aide and Home Health Aide. The course includes basic information about the care of hospitalized patients and residents in a Skilled Nursing Facility as well as taking care of individuals in their homes. Topics covered include patient’s and resident’s rights, medical terminology and basic anatomy and physiology. Skills taught range from bathing and bed-making to taking the temperature, pulse and respirations. Preventative care and safety in the home is emphasized and job readiness skills are also taught. This dual certification will make you more employable!

WELDING – 342 HOURS
TUITION: $6,700
BUSH CAMPUS EXT.
Prerequisite: Must complete entrance assessment. $100 enrollment fee. This is a 342 hour Welding program providing instruction in basic welding skills and then moving into more advanced welding procedures. Students will gain hands-on experience using the tools, equipment and consumables of the welding trade and receive training of in-depth skills with concentration on techniques and proficiency in the welding field. Areas of instruction include blue print reading, welding symbols, theory and practice in all aspects of welding to include Stick, Mig and Tig (SMAW, GMAW, and GTAW). More advance skills such as out of position welding (vertical up and overhead), oxy-fuel cutting, plasma arc cutting and welding on materials such as stainless steel and aluminum will enhance the student’s skill level and overall welding abilities. Class will include visits to local manufacturing facilities and resume building. Upon successful completion of this program a GST BOCES certificate will be issued.

PHLEBOTOMY TECHNICIAN CERTIFICATION PREPARATION PROGRAM – 130 HOURS
TUITION: $1,350
MAIN CAMPUS & COOPERS CAMPUS EXT.
Prerequisite: Must complete entrance assessment and have high school diploma or high school equivalency. This is a course that will enable you to obtain an entry level position in a hospital, clinic or nursing home. This is a wonderful class to take if you are interested in advancing in the health care field. The phlebotomy program is designed to provide students with the hands-on practical skills needed to prepare you for the National Health Career Association Certification exam. All students will be required to practice drawing blood on each other during this class. Physical exam and proof of immunizations are required prior to beginning clinical experience. Moisture resistant lab coat and white tennis shoes also required for clinical experience but not provided. Clinical assignments will be scheduled in various hospitals and clinics throughout the area. Clinical hours are scheduled M-F, 1st shift, and day time hours. All classroom and clinical hours must be successfully completed to be eligible to take the NHA Certification Exam.
**Train to be a Practical Nurse**

**Our affordable, effective Practical Nurse program can have you ready for your new career in less than a year!**

The 1,200 hour program includes classroom and clinical instruction. Clinical experiences are offered at local hospitals, long-term care facilities, doctors’ offices and other health-related agencies.

The full time program is offered at the Main Campus in Langdon Plaza and the Coopers Campus Extension in Painted Post and begins in August. Classes are held 8:30 AM-3 PM Monday through Friday. Our part-time program typically runs for 18 months and is held at the Elmira Campus. Classes for the part-time program will begin in 2021.

To be eligible, you must submit an official high school transcript or a high school equivalency diploma and must take the entrance test. You must register for the test in advance. Testing will begin in January every year.

**Tuition, Fees and Financial Aid**

- $70 entrance fee (TEAS test, non-refundable). Must sign up for test prior to test date and pay with credit card or cash.
- Upon successfully passing the TEAS test, there is a non-refundable $100 enrollment fee. Enrollment is based on a first-come, first-served basis.
- Financial Aid available to eligible applicants (PELL grants and student loans)
- Full-time tuition $12,995 (books and testing materials included)
- Part-time tuition $13,995 (books and testing materials included)
- Estimated additional cost $500 for physical exam, uniforms, state board testing, immunizations.

**For more information or to register for the entrance test, please call 607-739-8170 or toll-free 1-877-ADULTED.**
MANUFACTURING

INDUSTRIAL MAINTENANCE – 246 HOURS
TUITION: $3,650
BUSH CAMPUS EXT.

Prerequisite: Must complete entrance assessment. The Industrial Maintenance Program has been developed as a request through local industry. The curriculum provides a total of 246 hours of instruction and gives an individual knowledge in blueprint, basic pneumatics and hydraulics, CNC maintenance and basic industrial electrical. The program will provide qualified individuals the skills to acquire employment or job advancement throughout the region.

ACCELERATED MACHINIST PARTNERSHIP (AMP) – 720 HOURS
TUITION: $5,995
BUSH CAMPUS EXT.

CSS Workforce New York has partnered with GST BOCES and local CNC Machining employers to provide the Accelerated Machinist Partnership Training, which provides 440 hours of classroom instruction combined with 280 hours of hands-on internship experience with several local businesses. Upon successful completion of the program, employment opportunities may be available with one of the participating businesses.

Classroom content includes:

- Shop safety
- Blueprint reading
- Precision measurement
- Manual & CNC fundamentals
- Work ethic development

Financial assistance and supportive services are available for those meeting eligibility requirements.

For more information on this opportunity, please contact GST BOCES at 739-4296 or speak with an employment counselor in the CSSWFNY Center.

VISIT: WWW.GSTBOCES.ORG/ADULTED
CUSTOMIZED TRAINING FOR BUSINESS & INDUSTRY

Let GST BOCES create a class specifically for your company. Choose from any of the following classes or call us for a complete listing of programs.

TAKE ADVANTAGE OF THE BENEFITS:
- On-site training
- Flexible hours
- Increase employee skills
- Employee assessment for hiring or job advancement

CHOOSE FROM THESE CLASSES OR LET US CUSTOMIZE ONE FOR YOUR BUSINESS!
- Apprenticeship classes for Businesses (Designated Lead Agency)
- Computers
- Electricity
- Forklift certification (OSHA Regulation)
- Health Careers
- HVAC/R
- Machining
- Welding
...and more!

ENVIRONMENTAL HEALTH & SAFETY
Certifications/Employee Training/Refreshers

- OSHA 10-Hour
  - Construction
  - General
- Fall Protection for Industry
- Hazard Communication for Industry
- Lockout/Tagout
- Personal Protective Equipment
- Respiratory Protection

CALL DEB HARRINGTON AT 739-4296 EXT. 1515 FOR MORE INFORMATION ON OUR BUSINESS AND INDUSTRY COURSES.
Federal Financial Aid Information

Programs eligible for Full Federal Student Loans and the Pell Grant Program:
- Practical Nurse (1,200 hours)
- Cosmetology (1,000 hours)

Programs eligible for partial pro-rated Federal Student Loans and pro-rated Pell Grant money:
- Esthetics (600 hours)

Programs eligible for partial pro-rated Federal Student Loans ONLY:
- Welding (342 hours)

Complete a Free Application for Federal Student Aid (FAFSA) on www.fafsa.gov. Other websites will charge for processing, please note, this is a FREE application.
- Be sure to create and save your username and password. This will become your FSA ID and will be used throughout your training program.
- Use a current email address that can be easily accessed for all of your FAFSA information to be sent to.
- Use the IRS Date Retrieval tool to auto-fill your tax year information.
- The current FAFSA year is 2020-21. Please use your 2018 income tax return to complete the application.
- The school code is 012407. The school name is Schuyler-Steuben-Chemung-Tioga-Allegany BOCES. GST BOCES will not be listed.
- Upon acceptance into a training program, the Financial Aid Office will contact you after your FAFSA is submitted.

All programs require an entrance assessment. Please call Laura Mallette at 607-739-3581 ext. 1527 with any questions.

SallieMae Career Training Smart Option Student Loan are available for most classes where tuition exceeds $1,000. Please visit www.salliemae.com/student-loans/career-training-smart-option-student-loan or call 739-7905 for more information.
DO YOU NEED JOB TRAINING BUT CAN’T QUITE AFFORD IT?

**CSS Workforce may be able to help!**

CSS Workforce New York has formed a cooperative partnership with GST BOCES Adult Education and Training. This partnership allows qualified job seekers—youth over 16, dislocated workers, and adults over 18—to access training grants to help offset some of the costs of training!

To start the process, please call your local CSS Workforce New York Career Center and ask to speak with a Career Counselor about possible funding.

**Contact Information for CSS Workforce New York:**

- Elmira, NY 607-733-7131
- Hornell, NY 607-324-8388
- Bath, NY 607-776-2125
- Montour Falls, NY 607-535-6840

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**SNAP IV**

The Supplemental Nutrition Assistance Program (SNAP) Employment and Training Venture IV assists eligible SNAP recipients with enrollment in a vocational training program. SNAP IV can assist qualified individuals with the cost of their training program as well as individualized case management services. To qualify, you must receive SNAP benefits in Chemung, Steuben or Schuyler counties. Participants must meet minimum TABE score requirements and provide proof of SNAP benefits. To see if you may qualify, call 607-739-7905 and ask to speak with a SNAP IV case manager.

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**The GI Bill®**

The GI Bill® refers to any Department of Veterans Affairs education benefit earned by members of Active Duty, Selected Reserve and National Guard Armed Forces and their families. The benefit is designed to help service members and eligible veterans cover the costs associated with getting an education or training.

More information about Education Services offered by VA is available at the official US Government website at www.benefits.va.gov/gibill
**Basic Computer Skills – 6 hours**
*Prerequisite: None.* Come learn the fundamentals of computer hardware and software while learning about your operating system (Windows 10). Want to know more? You’ll learn how to organize your desktop, manage the files you create, and navigate through the multitude of programs that come with your Windows 10 software. Get answers to questions!

**Excel - Level I – 6 hours**
*Prerequisite: Proficient in Windows.* This class will teach you the meaning of “number crunching.” You will create Microsoft Excel spreadsheets that organize numbers and format them in ways that make numbers meaningful to your audience. Enter and edit your numbers with ease! You’ll see how simple it can be to write a formula or to have Excel submit a formula for you. Then, it’s a snap to create charts or just save and print the data.

**Excel - Level II – 6 hours**
*Prerequisite: Basic Excel knowledge.* If you’re familiar with the basic “number crunching” features of Microsoft Excel, you’re now ready to learn data management. In this course you’ll learn how to enter and edit data in lists, then sort and filter the data. Let Excel calculate the subtotals for you. Create pivot tables and analyze your data with goal seek. Protect your worksheets and create templates to ease your workload.

**Notary Public Preparation – 3 hours**
*Main Campus*
*Prerequisite: None.* Would you like to have the power to administer oaths, certify affidavits, take acknowledgments, take depositions or testimony and record notarial protests? Learn what being a Notary Public is all about and focus on review of Notary Public License Law and preparation for the Notary Public Exam.

**GST BOCES is an Authorized Microsoft Office Specialist (MOS) Testing Center.**
Office Specialist certification supports the hiring process by providing a useful measure for screening and selecting individuals for employment or job advancement.

One-on-one training is available to prepare someone for the certification if needed. It is strongly recommended that the user be current with the Microsoft Office applications to be prepared for the exam. Cost of the exam is $100.

**Call 739-4296 for more information.**

**Find us online:**
*Website: www.gstboces.org/adulted*
*Facebook: www.facebook.com/GSTBOCESADULTED*
Are you unable to fit a traditional class into your busy schedule? Do you want access to education any place, any time? If you answered “Yes!” then taking an on-line course may be right for you! Learn a new skill, update your computer skills, or become more valuable to your employer. For your convenience, GST BOCES offers on-line, instructor-facilitated courses through our vendor ED2GO—www.ed2go.com/gstboces. The cost of most courses offered through ED2GO is $100 each. Most Certification Prep courses and CompTIA courses are $130 each.

Courses run for six weeks, with two lessons delivered weekly. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas and more. Interesting, relevant subjects such as grant writing, computer skills, personal enrichment courses and many more topics are offered on this website. Most course sessions begin on the third Wednesday of each month.

Classes offered include:
- Accounting Fundamentals
- Medical Terminology
- A-Z Grant Writing
- Project Management Fundamentals
- Design and Composition
- Business
- Personal Development

For a complete listing of all available on-line courses offered through ED2GO, visit www.ed2go.com/gstboces or click on the On-line Courses link on our website: www.gstboces.org/adulted

In order to take any computer application course, the actual software application must be installed on your computer.

Note about Refunds: If you withdraw from a course after it begins, you may be eligible for partial reimbursement.

To register with VISA, MASTERCARD or AMERICAN EXPRESS call 607-739-4296 or 1-877-ADULTED (238-5833).
HEALTH CARE
COMPREHENSIVE DENTAL ASSISTING MODULAR PROGRAM (CDAMP)

ONLINE COURSE
Prerequisite: Must be currently working as a dental assistant for a minimum of two years.
Attention all working dental assistants! Now there is a dental assisting program designed for the individual to complete at your own pace, on your own time, to qualify for New York State Certification. Please call Sheryl Robinson, at 607-873-1817 for more information or go online at www.CDAMP.net to complete a preliminary application.

Course#: See Below
Module I Communication in Office
Module II Anatomy & Physiology
Module III Work Place Safety
Module IV Dental Radiography
Module V Systemic Health
Module VI General Dental Practices
Module VII Dental Specialties
Module VIII Expanded Restorative Function Challenge Exams for Mods I-IV Typodont

HEALTH AND FITNESS

AQUA AEROBICS – 6-8 HOURS
If you enjoy the water and exercising this class is for you! This is a fun-filled exercise program in the water in which classes focus on aerobic endurance, resistance training, and creating an enjoyable atmosphere with music. Water aerobics is recommended for anyone with joint issues. Doctors often recommend water exercise to take the pressure off the joints while still raising your heart rate. Men and women of all ages are welcome!

LANGUAGES

ITALIAN CONVERSATION & GRAMMAR
15 HOURS
Come learn practical Italian for common activities such as shopping, traveling and visiting sites. Learn about Italian culture, customs and history. You’ll feel like you’re in Italy. Students must purchase Italian Made Simple: ISBN # 0-7679-1539-9 and Easy Italian Step by Step: ISBN # 9780071453899 at a local book store.

SPANISH – 20 HOURS
Habla usted Española! Come learn the basics of this widely spoken language. This course will include lessons in useful vocabulary, phrases and basic grammar skills. Learn Spanish history, customs and culture. Textbook information is given at registration.

SPANISH II – 20 HOURS
Prerequisite: Spanish I or equivalent knowledge. Take your Spanish skills to the next level. You will be introduced to verbs and will learn more about reading and phrases. The textbook used for Level II will be the continuation of the book used in Level I Spanish.
**Adult Literacy Programs**

**High School Equivalency Diploma**

Do you have your mind set on obtaining your high school diploma, but are worried about the TASC™ exam? Let the GST BOCES High School Equivalency Diploma Preparation Program help you with your dream. Enrolling is easy and the exam is free. Don’t delay; call today!

**Preparation Classes**

These classes are designed for students 17 and older who want to improve their basic reading, writing, and math skills. The concepts taught in this class will help students gain the academic skills and confidence to take pre-employment tests and pass the TASC exam.

GST BOCES offers Adult Basic Education classes in Chemung, Steuben, Schuyler and Tioga Counties. Classes are ongoing and held in Owego, Spencer, Waverly, Elmira, Montour, Corning, Bath and Hornell. Sessions are held in the morning, afternoon and evening. Call 607-739-7684 for more information and to enroll in a free class today!

**TASC™**

*The TASC exam is offered in our Elmira office on a monthly basis.*

*Please call us at 607-739-7684 for more information.*
Adult Literacy Programs

The National External Diploma Program (NEDP)
The National External Diploma Program (NEDP) is a complete assessment program that allows adults to demonstrate transferable skills. It is a competency-based, applied performance assessment system that assesses high school level skills, awarding a New York State High School Equivalency Diploma so graduates can meet their academic and career goals. It is designed for self-directed adults with life and work experiences and a general familiarity with the computer. NEDP offers flexible scheduling and confidentiality and evaluates 70 competencies in ten content areas including Financial Literacy, Health Literacy, Civic Literacy, Geography, History, Science, and Twenty-First Century Workplace. The program is based on skills outlined in the Common Core College and Career Readiness standards. Student must be at least 18 years old and have acceptable TABE Reading and Math scores.

Call 607-739-7684 for more information.

English as a Second Language (ESL) Instruction
Instruction in written and oral communication skills:
SPeaking • Listening • Reading
Writing • Customs • Civics

Free!

Monday and Wednesday
9:00 AM - 2:00 PM
Southeast Steuben County Library
300 Nasser Civic Center Plaza
Corning, NY 14830

Thursday and Friday
9:30 AM - 11:30 PM
112 Main Street
Hornell, NY 14843

Avocational English-As-A-Second-Language Programs are not included in the Council’s scope of accreditation and are not included on the list of programs.

Call 739-7684 to register. On-going enrollment
The Greater Southern Tier BOCES does not discriminate on the basis of actual or perceived race, color, national origin, ethnic group, disability, sex, religion, religious practice, marital status, sexual orientation, or age, or under the Boy Scouts Act, in its programs, activities, admission of students, or employment. Inquiries concerning the application of regulations prohibiting discrimination may be referred to BOCES’ Civil Rights Compliance Officer, Doug Johnson (djohnson@gstboces.org), 459 Philo Road, Elmira, NY 14903, (607) 739-3581 ext. 2273 or U.S. Department of Education Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500, Telephone: 646-428-3800, FAX: 646-428-3843; TDD: 800-877-8339, Email: OCR.NewYork@ed.gov.
CAMPUS LOCATIONS

Elmira Campus (Main)
Langdon Plaza
303 N. Main Street
Elmira, NY 14901
Phone: (607) 739-7905
Fax: (607) 795-5309

Bush Campus Extension
459 Philo Road
Elmira, NY 14903
Phone: (607) 739-3581

Coopers Campus Extension
9579 Vocational Drive
Painted Post, NY 14870
Phone: (607) 962-3175

Wildwood Campus
1126 Bald Hill Road
Hornell, NY 14843
Phone: (607) 739-7905
*No accredited programs at this campus

REGISTRATION OPTIONS

ALL ENROLLEES MUST BE 18 YEARS OR OLDER.

ONLINE:
www.gstboces.org/adulted
• Register with VISA, MasterCard or American Express.

BY PHONE:
Langdon Plaza: (607) 739-4296
Wildwood: (607) 739-7905
Toll-free: 1-877-ADULTED (238-5833)
Include the following information for EACH PERSON you register:
• VISA, MasterCard or American Express number and expiration date
• Date of birth
• Complete address
• All course information

BY FAX:
Langdon Plaza: (607) 795-5309
Fax completed registration form (available at www.gstboces.org/adulted/uploadeddocs/fallregistration.pdf.)

WALK-IN:
We’re located at Langdon Plaza, 303 N. Main Street, Elmira, NY 14901.

BY MAIL:
Complete the entire registration form (available at www.gstboces.org/adulted/uploadeddocs/fallregistration.pdf) and attach a check or money order payable to GST BOCES. A registration form must be completed for each person. If you would like a copy of your receipt, enclose a self-addressed stamped envelope.
Thanks to our sponsors for their support of our programs!

Irr Supply Centers
908 Niagara Falls Blvd.
Tonawanda, NY
www.irrsupply.com

Vulcraft
621 Main Street
Chemung, NY
www.vulcraft.com
www.nucor.com

Welliver
250 N. Genesee Street
Montour Falls, NY
www.buildwelliver.com

Hilliard
100 West Fourth Street
Elmira, NY
www.hilliardcorp.com

Centers Healthcare
4770 White Plains Road
Bronx, NY 10470
www.centershealthcare.com