Take a different path

GST BOCES
Post Secondary Career Training Program
**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.
GST BOCES Adult Education and Career Services offers specialized career training programs designed specifically to meet the needs of local employers. The following programs are just a few examples of career pathways you can begin after high school graduation:

- Accelerated Machining Partnership (AMP)
- Commercial Driver’s License (Class A or B)
- Cosmetology
- Electricity
- Esthetics
- Healthcare Career Pathway
- HVAC/R
- Industrial Maintenance
- Nail Technology
- Office Support Specialist
- Practical Nursing
- Precision Machining
- Welding

All trainings will include job readiness skills such as résumé building, job search support and employment preparation.

If you don’t plan to attend college right after high school for any reason, GST BOCES Adult Education and Training Services can help. We offer reasonably-priced, short-term training programs that give you job-ready skills. In a few months, you can learn a marketable skill, get a job and start reaching your goals.
Course Offerings

Commercial Driver’s License

CLASS A or B

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 course includes classroom and range training with both 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.

Potential local employers:

Air Contact Transport
Food Bank of the Southern Tier
Chemung County Solid Waste
Edger Enterprises
Town of Hector
Town of Horseheads
Central Recycling
Griffith Energy
Wenzel & Wenzel
Narde Paving Co.
YRC Trucking
Naglee Moving and Storage

Willow Run
Foster’s Disposal
JM Trucking
Horwitz Supply
John G. Ryan Inc.
NYSDOT
Pepsi
A.B.F. Fed Ex
GT Air
Camping World
Panther Trucking
Shulman’s
Kraft Food
Course Offerings

Cosmetology
Prerequisite-Must complete entrance assessment.
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.

Potential local employers:
Arnot Mall Barber Shop
Cost Cutters Family Hair Care
Doug’s Barber Shop
Fringe Hairdressers
Hair Zoo
The Hairloft
Jazz Hair & Makeup Studio
MasterCuts
New Image Hair Network
Regis Salon
SmartStyle
Tranquillities
Kemm’s
Beauty by Frenchies
Broadway Family Hair Care
Bee Bop Hair Shop

Beautiful You
Cutting Crew
Encore Tanning, Hair & Nails
Great Reflections
Haircolor Masters Salon & Spa
Hello Beautiful
JC Penny Co. Inc
New Dimensions
Primp
Shear Illusions Hair & Nail Salon
The Hair Hut Salon & Day Spa
Lotus Lounge
Ageless
Lux Beauty Bar
Hair Zoo
Market Street Barbershop
Course Offerings

Electricity Program

Prerequisite: Must complete entrance assessment. Learn and earn specific job related certificates as you study the principles and applications of basic electricity, residential and commercial settings, now including “green” electricity principles. Each module is 60 hours and will take you step-by-step through the fundamentals of electricity. Start your new career today!

Potential local employers:
IDM
HEAP/ProAction
Lechliter Electric
Mills Electric
Borg Warner
Bouille Electric
Micknich Electric Systems

Esthetics

Prerequisite—Must complete entrance assessment. 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.

Potential local employers:
Finger Lakes Health & Wellness
Ulta
Ageless
Heaven to Earth Therapeutic Massage
New Beginning Wellness Center
Guthrie Medical Spa
Kenn’s
Tranquilities
Southern Tier Plastic Surgery Associates
Allure Salon & Spa
Health Career Pathway

GST BOCES Health Career programs have a primary purpose of training individuals for employment in the health care field. Our programs can start you out with very basic personal care aide skills right up through the Practical Nursing program. Jobs in the health care sector are on the rise and trends show the need will increase over the next 10 years.

Nurse Aide/Home Health Aide

Prerequisite: Must complete entrance assessment. This 166 hour program 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. Physical exam, and proof of current immunizations required prior to first clinical date. For admission to the exam, you are required to present 2 forms of valid identification with your signature. The name on both identifications must be the same as the name used to register for the examination! This dual certification will make you more employable! Scrubs (navy pants and matching tops) and white shoes required for clinical experience, but not provided.

Potential local employers:
Absolut Care of Three Rivers
Arnot Ogden Medical Center, Skilled Nursing
The Centers
Bethany Village

Chemung County Nursing Facility
Elcor Health Services, Inc.
Emeritus - Assisted Living
Founders Pavilion Inc.

continued...
Course Offerings

Nurse Aide, continued...
Fred & Harriet Taylor Healthcare Center, Skilled Nursing
Schuyler Hospital, Seneca View
St. James Mercy Health Systems, McAuley Manor
St. Joseph’s Hospital, Skilled Nursing

Phlebotomy Technician
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.

Potential local employers:
Arnot Ogden Medical Center
Robert Packer Hospital
Ira Davenport Hospital
Soldiers and Sailors Hospital
Corning Hospital

St. Joseph’s Hospital
St. James Mercy Hospital

Cayuga Medical Center
Guthrie Clinic
Schuyler Hospital
St. Joseph’s Hospital
St. James Mercy Hospital
Practical Nursing Program
Prerequisite - Must complete entrance assessment. The Practical Nursing program consists of 1,200 hours of classroom instruction and clinical experience at local hospitals, long-term care facilities, doctors’ offices and other health-related agencies. The program will qualify you to take the New York State Licensing Exam. On average, 90 percent of our students pass the New York State Practical Nursing Exam.

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.

Potential local employers:
Arnot Ogden Medical Center          Cayuga Medical Center
Robert Packer Hospital              Guthrie Clinic
Ira Davenport Hospital              Schuyler Hospital
Soldiers and Sailors Hospital       Elderwood
St. Joseph’s Hospital               St. James Mercy Hospital
Elcor                                Strong Memorial Hospital

Train to be a Practical Nurse
Our affordable, effective Practical Nursing program can have you ready for your new career in less than a year! Full and part-time classes available.
Course Offerings

Heating, Ventilation, A/C and Refrigeration (HVAC/R)

Prerequisite - Must complete entrance assessment. This 305 hour 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 and Geothermal Controls. Also included is the review class for the EPA Technician Certification Exam and the EPA Technician Certification exam.

Potential local employers:
The Refrigeration Co
Gough Holding

Industrial Maintenance

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.

Potential local employers:
Dresser Rand
Hilliard Corp
CAF
DeMet’s
Elmira Water Board
Anchor Glass
Corning Inc.
Cameron Mfg.
Robert Packer Hospital
Elmira Correctional Facility
Course Offerings

Nail Technology/Waxing Specialty

*Prerequisite-Must complete entrance assessment.* The adult nail technology/waxing specialty program gives an individual the opportunity to become dually licensed through a New York State approved program. The 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. Students are expected to provide models from time-to-time for the practice and repetition of applying artificial nails. The program will qualify an individual to take both NY state licensing exams.

**Potential local employers:**

- New Image Hair Net Work
- JcPenney
- Tops & Bottoms
- Pampered & Polished
- Ulta
- Shear Illusions
- Old Country Road Shop
- Innovations
- Hair Hut
- Encore

**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 skill level to determine placement within the program.
Course Offerings

Office Support Specialist

*Prerequisite: Must complete entrance assessment.* Whether you are looking for employment in a business office setting or medical office setting, this 348-hour Office Support Specialist training is for you! This program consists of 100 hours of core office skills; for example, students will review English, mathematics, writing skills and basic computer skills. The remaining 248 hours are devoted to one of two options. The Business Office training portion would include expanded computer training which could lead to potential Microsoft Office Specialist certifications in Word 2016 and Excel 2016. (Additional MOS tests available for $100/each) It is recommended that you have a home computer and MS Office software to practice and enhance your skills from home. Students will also get an introduction to a MAC computer/software. The Medical Office portion would introduce the students to medical terminology, medical office administration, and basic billing and coding procedures for the medical office setting. If you choose the medical career pathway you may be required to provide us with proof of immunization records prior to a field experience.

**Potential local employers:**
- Attorney Groff
- Wegmans
- Elcor Nursing & Rehab Center
- Arnot Ogden Medical Center
- Universal Network
- Lantz Hobby Shop
- Guthrie Centerway
- Cassella Waste Systems
- Corning Community College
- Corning-PP Area School District
- Sitel
- Hardinge, Inc.
- Schuyler Hospital
- Center for Orthotics & Prosthetics
- St. Joseph’s Hospital
- Guthrie Clinic
- Northeast Data Services
- Walmart/Pharmacy
- Pathways, Inc.
- Century 21, Ithaca
- Steuben County Sheriffs’ Dispatch
- Horseheads Central School District
- HSBC T&I Division
- Chemung County DDS
- Community Bank
- Demet’s Candy Co.
- Phymedco
Course Offerings

Precision Machining

*Prerequisite-Must complete entrance assessment.*

This machining program provides a total of 400 hours of instruction and gives an individual the knowledge of blueprint reading, precision measurement, lathes and mills, CNC and basic programming skills. This program will provide qualified candidates for career opportunities in our area.

**Potential local employers:**

World Kitchen
Synthes
Trayer Production Inc.
IDM
Hilliard Corp.
Eaton Corporation
Bennet Die & Tool
Anchor Glass
Fennell Spring Co.
Hardinge Inc.
Kennedy Valve
Tobeyco
Sepac
Gould Machine Shop

Accelerated Machinist Partnership (AMP)

*Interested in Pursuing a Career in CNC Machining?*

CSS Workforce New York has partnered with GST BOCES and local CNC Machining employers to offer an exciting new program! The Accelerated Machinist Partnership Training 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.
Welding

Prerequisite: Must complete entrance assessment. 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.

Potential local employers:

Dalrymple Inc.
Reynolds Mfg. Inc.
Local 267 Pipe Fitters Union
Cameron Mfg. & Design
GTS-Welco
Hilliard Corp.
GE Equipment Services
BMS Manufacturing Co, Inc.
Dekatherm

Southern Tier Custom Fabricating
Sheet Metal Workers Local 112
Vulcraft
Cameron Bridge Works
CAF USA
Air-Flo Mfg.
Fingerlakes Engineering
DAS Demolition
Financial Aid/Payment Options

You may qualify for financial assistance for our programs. Your eligibility will be determined when you speak with one of our vocational specialists.

You will be able to pay for our programs by cash, check, Master Card, VISA or American Express and payment plans are available.

Currently, GST BOCES is in its sixth year as a recipient of the SNAP Venture Grant provided by the Office for Temporary Disability Assistance (OTDA). The purpose of this funding is to address the employment and training needs of food stamp recipients by expanding work-focused education and training services.

Take the next step...

To learn more about these courses and our other career training options, please call 739-7905 and ask to speak with one of our vocational specialists.

Get started today!

Please note, preadmission testing is required for all programs.
Contact us

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Contact us, continued...

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Don’t see what you’re interested in here? Go to [www.gstboces.org/adulted](http://www.gstboces.org/adulted) to see a complete list of our course offerings.
Campus Locations

Bush Campus (BSH)
459 Philo Road
Elmira, NY 14903
Phone: (607) 739-7905
Fax: (607) 795-5309

Coopers Campus (CEC)
9579 Vocational Drive
Painted Post, NY 14870
Phone: (607) 962-3175
Fax: (607) 962-1579

Wildwood Campus (WEC)
1126 Bald Hill Road
Hornell, NY 14843
Phone: (607) 281-3161
Fax: (607) 324-0201

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.
GST BOCES is nationally accredited by the Council on Occupation Education (COE). Accreditation was granted following a thorough evaluation of BOCES programs to demonstrate that they meet the standards of quality set by the Commission, as well as the needs of students, local employers and the community. Now that GST is accredited, students are eligible to receive Title IV Financial Aid for some long-term training programs, including:

- Cosmetology
- Esthetics
- Nail Technology/Waxing Specialty
- Office Support Specialist
- Practical Nursing
- Precision
- Machining
- Welding