



SUMMER 2023 COURSES

ST LAWRENCE-LEWIS BOCES
ADULT EDUCATION
AND WORKFORCE DEVELOPMENT
course catalog summer 2023

Phlebotomy Technician
Center for Job Connections
GED Q & A

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FUNDING AVAILABLE
call to see if you qualify

Call 1-888-360-7693
or visit www.sllboces.org

HEALTHCARE

EKG Technician - Hybrid

Course Cost: \$1,649

This is a comprehensive certification program that prepares students to function as EKG technicians and enables them to sit for the national certification exam through The National Healthcareer Association. Technicians work in a variety of clinical settings, including hospitals, clinics and physicians' offices. They prepare and educate patients prior to collecting diagnostic data used to determine heart function. EKG technicians also work for insurance companies to provide data for health and life insurance policies. Textbook and Certification Exam included in tuition. Prerequisite: Student must possess a High School diploma or High School Equivalency diploma. No Prior Experience Required. Note: The class involves live EKG's. Students and volunteers will be asked to sign consent forms.

Canton Adult Education & Workforce Development Center

July 6, 2023 - September 12, 2023

Tuesday and Thursday

Planned In-Person Clinical Dates: TBD

5:00PM – 8:00PM

Phlebotomy Technician

Course Cost: \$2,108

The phlebotomist is a vital member of the clinical laboratory team, whose main function is the drawing of blood from patients and taking the blood specimens to the laboratory to prepare for testing. Students completing the Phlebotomy Technician course will attain through lecture, demonstration and clinical laboratory experience. All these are skills necessary to sit for the national certification exam through The National Healthcareer Association and for entry-level placement as a Phlebotomist. This course is also valuable for current healthcare workers looking to broaden their skills. Prerequisite: Students must be 18 years of age or older. No Prior Experience Required. Textbook and Certification Exam Included in tuition. Note: The class involves live venipuncture and capillary sticks. Students and volunteers will be asked to sign consent forms.

Canton Adult Education & Workforce Development Center

July 11, 2023 - August 24, 2023

Classes will run Tuesday, Wednesday, and Thursday

1:00PM – 5:00PM

**NHA Exam Date: September 7, 2023*

Certified Medical Administrative Assistant – Hybrid

Course Cost: \$3,145

Medical administrative assistants (also called medical office assistants or medical secretaries) are critical in keeping healthcare offices running smoothly, and also play an important role in the patient experience. Tasks vary by setting, but may include operating computer systems to accomplish office tasks, answering calls and scheduling appointments, greeting patients and updating electronic medical records updating and maintaining patient and other practice-specific information, coordinating operation reports such as time and attendance, and operating office software and equipment.

By becoming an Certified Administrative Medical Assistant (CMAA) you'll have the recognized credentials that healthcare employers are searching for. Students are eligible to sit for the NHA CMAA Exam at the conclusion of the class. Textbooks and Certification Exam included in tuition.

Canton Adult Education & Workforce Development Center

June 27, 2023– September 5, 2023

There will not be class July 4.

Tuesday, Wednesday, Thursday

**Thursday will be virtual*

**30 additional out of class hours to complete medical terminology portion to be determined by instructor.*

1:00PM – 5:00PM

**NHA Exam Date: September 19, 2023*

Certified Clinical Medical Assistant

Course Cost: \$ 3,304

The Certified Clinical Medical Assistant program provides students with the skills necessary to function effectively in the medical "back" office. Training will focus on office procedures, concepts and skills, such as taking vital signs, collecting and processing lab specimens, preparing patients for examinations, assisting with office/ambulatory surgeries and more. Students are eligible to sit for the NHA CCMA Exam at the conclusion of the class. Textbook and certification exam are included in the tuition.

Canton Adult Education & Workforce Development Center

July 5, 2023- August 31, 2023

Monday, Tuesday, Wednesday, Thursday

9:00AM-1:00PM

**14 additional hours will be scheduled by the instructor to be held virtually*

**NHA Exam Date: September 14, 2023*

Community Interest

Notary Public Workshop

Course Cost: \$149

This class will assist you in preparing for the written examination and appointment as a Notary Public in New York State. Topics include notary public law, terms, and information related to duties and functions. Review booklet, examination information, and appointment application will be furnished.

Canton Adult Education & Workforce Development Center

August 24, 2023

9:00AM – 3:00PM

5-Hour Pre-Licensing Course - Online

Course Cost: \$65

Participants in this pre-licensing program must hold a New York State Motor Vehicle Department's Learner Permit. Completion of the NYS mandated 5-hour classroom program meets the requirements for earning the MV-278 certificate, which is required before a student can register to take their road test. You will be required to upload a photo of your valid NYS Learner's permit prior to class.

**All classes are held via zoom*

June 28, 2023

July 12, 2023

August 9, 2023

10:00AM – 3:00PM



TRADE & INDUSTRY

Production Welding

\$1,574

This 72-hour comprehensive course includes: An Introduction to Oxy-Fuel Cutting, welding, brazing and welding symbol/blueprint reading. Basic metallurgy, hand tool usage and basic repair, specific safety training for welders, as well as basic introduction to Plasma Cutting. Students will practice Torch Welding, Brazing, and Cutting (manual and automated, as well as Plasma Cutting.

Students will also be introduced to Shielded Metal Arc Welding or “Stick” Welding. The fundamentals of Stick Welding from machine operation, basic electricity, welding electrode specifications, and safety will be covered and students will practice flat, horizontal, vertical, and overhead welding using applicable electrodes. Electrodes used in class feature: E-6010, E-6013, and E-7018 rod. The Production Welding program prepares students for high-demand, entry-level employment in welding. Welders work in a variety of manufacturing environments.

No Prior Experience Needed. Participants are responsible for providing their own Personal Protection Equipment (PPE). Apprenticeship credits available.

Gouverneur BOCES Southwest Tech

July 10, 2023– July 21, 2023

Monday, Tuesday, Wednesday, Thursday, Friday

8:00AM – 3:00PM

Basic Mechanics

Course Cost: \$762

This course covers force, motion, work, energy, and fluid mechanics as applied in industrial maintenance. Explains principles of operation for simple machines. Explains the basic elements of industrial machines, as well as common measurement tools used to monitor and adjust equipment. Covers hand tools, power tools and fasteners, ending with a discussion of ways to reduce friction and wear. This is a good beginning course for anyone interested in pursuing opportunities in any apprentice trade. Apprentice credits available.

Canton Adult Education & Workforce Development Center

July 10, 2023– August 7, 2023

Monday and Wednesday

4:00PM – 8:00PM

Batteries and DC Circuits

Course Cost \$762

This course covers how electrochemical action is used. Covers batteries, electrolytic action, electroplating, characteristics of storage batteries, application and maintenance of lead-acid, nickel-alkaline, and nickel-cadmium batteries, putting batteries in service, charging batteries, maintaining records, fundamentals of DC circuits, and using Ohm’s Law to solve problems in DC series, parallel, and series-parallel circuits. Apprentice credits available.

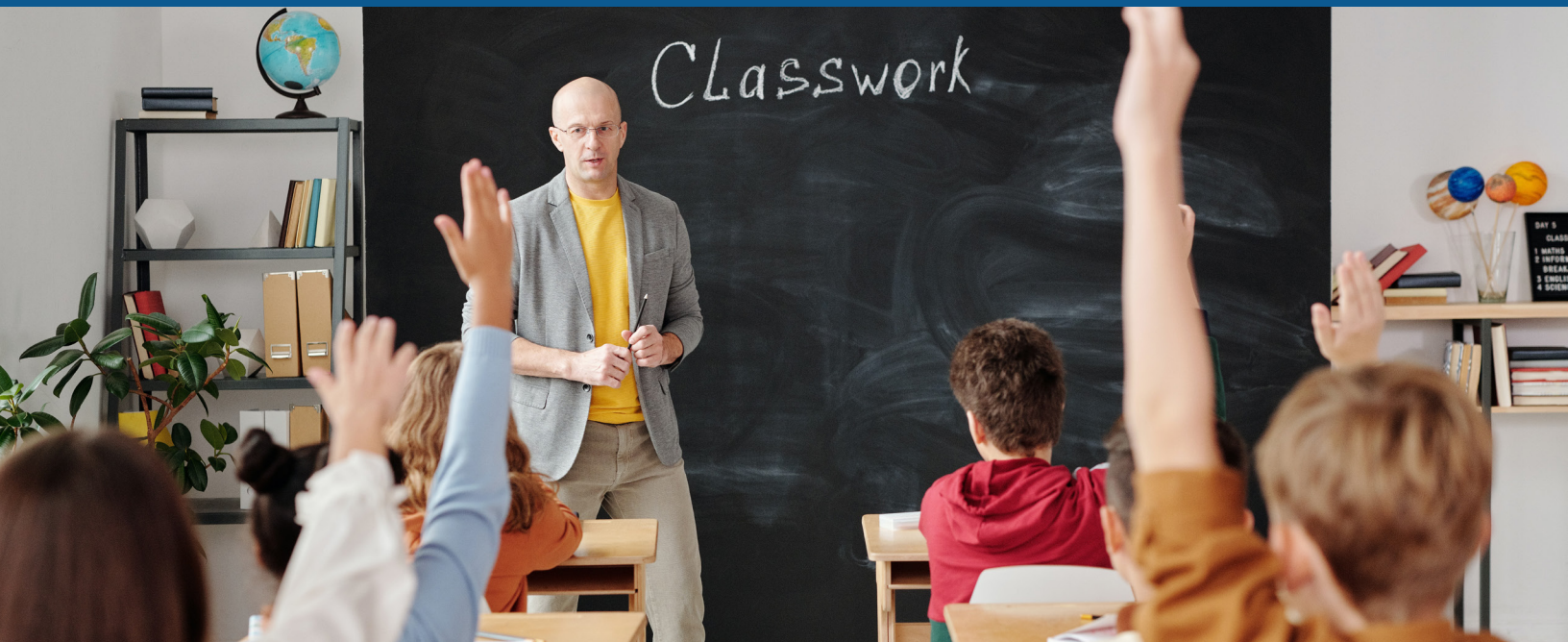
Canton Adult Education & Workforce Development Center

July 11, 2023 – August 8, 2023

Tuesday and Thursday

4:00PM – 8:00PM





TEACHING ASSISTANT JOB FAIR
ST. LAWRENCE LEWIS BOCES
40 WEST MAIN STREET, CANTON NY

July 20, 2023
10:00 AM – 2:00 PM

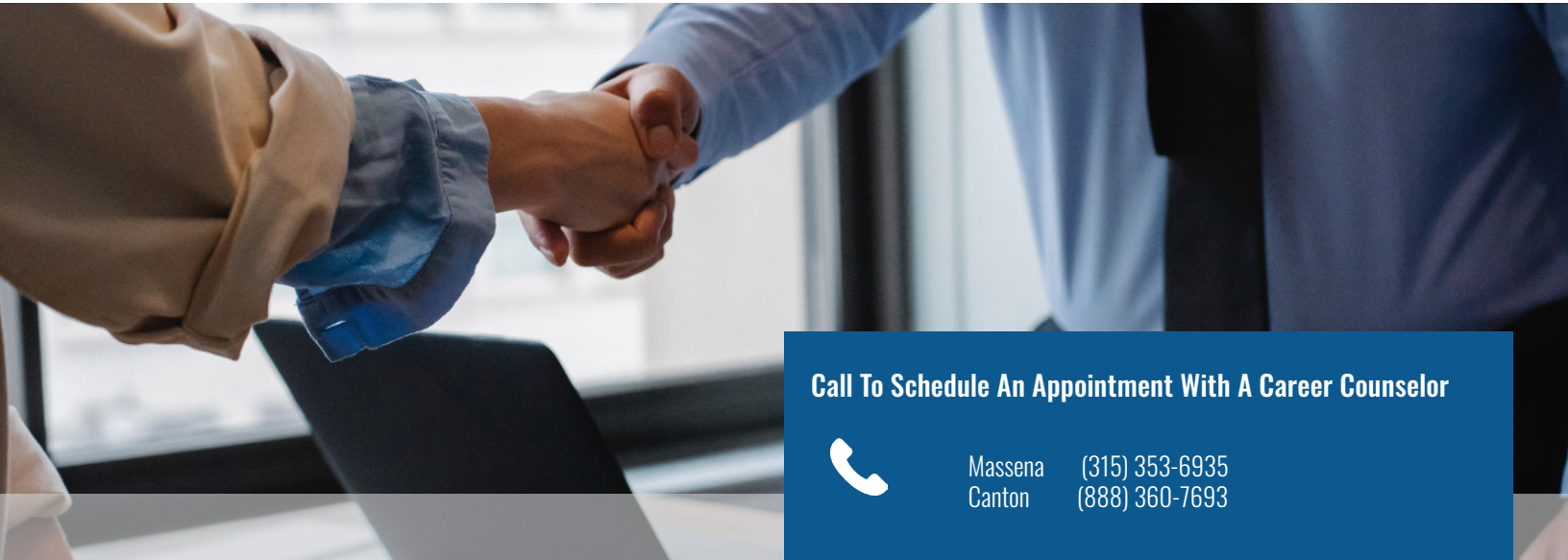
Join us for an upcoming “Walk-In TA Job Fair” employment event and learn about becoming a teaching assistant on the St. Lawrence-Lewis BOCES educational team.

We offer meaningful careers and a benefit package that includes:

- a 10-month schedule, based on the school calendar with optional summer work available
- health insurance, optical and dental plan
- membership in the New York State Teachers’ Retirement System

Chosen candidates who obtain fingerprint clearance, will have an opportunity to obtain the necessary training to obtain a NYS Teacher Assistant Certification. All positions start September 1, 2023.

CENTER FOR JOB CONNECTIONS



Call To Schedule An Appointment With A Career Counselor



Massena (315) 353-6935
Canton (888) 360-7693

The Center For Job Connections Provides A Vast Array Of Job Services, Referrals And Training Program Opportunities.

- Job Shadow
- Career Fairs
- Career Plan
- Master job Application
- Interview Practice
- Resume Development
- Resume Posting
- Research Companies
- Job Boards
- College Admission
- Labor Market Information
- 1 on 1 Career Counseling
- Tuition Assistance
- Short-term Training Programs
- Purple Briefcase Platform
- Cover Letter
- Career Exploration
- Job Applications
- Occupational Training Programs
- Career Speakers
- Job Search Guidance
- Job Search Workshops
- Job Club
- Networking Skills
- Business Contacts

Purple Briefcase

St. Lawrence-Lewis BOCES Adult Education and Workforce Development is proud to announce a new job search resource called Purple Briefcase. This is an online platform that allows you to search for jobs and connect with employers. A unique feature of this platform is a job board that is exclusively North Country employers. The platform has a broader set of career tools. As a student, alumni or a community job seeker the platform is completely free. To access Purple Briefcase and create a profile, do the following:

- Go to <https://app.purplebriefcase.com/pb/account/logout?s=SLLBOCES>
- Once you reach the link regardless if you are a student, alumni or community member click the new student option.
- You will then be asked to type in your information. The only required fields are your First name, Last name, email address, and Student ID (which is also your email address).

HIGH SCHOOL EQUIVALENCY PREPARATION

Attention adult community members that do not have their High School Diploma

Q. Do I need to attend classes to sit for the high school equivalency exam?

A. Although not a requirement in NY it is highly beneficial. You get the advantage of assessing yourself to ensure your readiness to pass the exam and the chance to become familiar with the content on the exam ahead of time which can cut down the need for retesting.

Q. Where is the high school equivalency exam offered?

A. The HSE/GED exam is given at 40 West Main St., Canton NY 13617 on a monthly basis. Exam dates are published in our catalog each semester which is available online at sllbooces.org under Services - Adult Education. Pre-registration via GED.com and a valid government issued photo ID are required. In lieu of a government ID, a secondary photo ID such as a school ID can be accepted; however, in addition you will need to bring proof of residency in NY State for 30 days or more.

Q. When I was in high school, I passed several regents exams. Does that count towards obtaining my high school equivalency diploma?

A. New York does grant credit on the GED exam subtests for any regents' exams passed. However, you need to have an Attachment R completed and sent in to NY State Education Department by your local guidance counselor to get these credits. If you receive regent's credits in all four subtest areas (English, Math, Science, and Social Studies) you will still need to take and pass one subtest of your choice to receive your equivalency diploma.

Q. How do I register for the high school equivalency exam?

A. You must pre-register via an established GED.com account. Those who are under age 19 also will need to upload an Age Eligibility Form completed by their local guidance counselor with their online application. You may register for a single or multiple subtests in a day. If you require accommodations, you may apply for accommodations for the online exam via your GED.com account. You must submit these and have them approved before registering for the exams to be offered any accommodations. If for any reason you can not attend a scheduled exam, you must reschedule it 24 hours prior to the exam date or you will be counted as a "no show" and must wait 60 days before rescheduling the missed exam. Scores are available shortly after completion of the exam via your GED.com account. If you do not meet the minimum passing score, you will need to wait 60 days before scheduling a retest.

Q. How do I receive instruction to assist me in passing the high school equivalency exam?

A. You can register for individualized classes to help you prepare to successfully pass the GED exam by calling (888) 360-7693 and enrolling in an information and assessment session. These sessions happen monthly. Over the two-day session you will be given all of the information you need to begin preparing for the exam and will be assessed in reading and math skills to help ensure you receive practice materials at the right level to help you be successful. Your instructors can offer you valid NY practice materials and readiness exams and also help you to register online for the exam as well as assist you with Age Eligibility and applying for accommodations if needed.

Q. I have a very busy schedule. Do I need to attend a face-to-face class, or can I learn from home?

A. We offer distance learning options that allow students to complete the majority of their work at home. You must be 21 or older to take advantage of these options. You will have tutoring labs available weekly both in person and via zoom to help you with your materials at home. You must come in face to face to register, posttest, and then sit for the actual GED exam.

Q. Do I need a high school diploma to get a job?

A. That depends on the line of work you are hoping to be hired for. Many employers do require a diploma, but some fields do not. The diploma is a stepping stone that opens many more doors once it is achieved and allows you greater options in more career fields and higher pay.

Q. Does BOCES offer occupational training programs that do not require a high school diploma?

A. Yes! The classes in our catalog will specify if a high school diploma is a pre-requisite for the class.

GED Exam Dates



June 13 and June 14

July 11 and July 12

August 10 and August 11

September 26th and September 27th

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**For program inquiries and registration,
call 1-888-360-7693**

Program funding may be available!

No Children

Children may not accompany their parents to class unless indicated in course description.

How to Register

Online: Go to <https://registration.xenegrade.com/sllboces>.

Phone: Call (888) 360-7693 with the course(s) you would like to enroll into.

Walk-in: Stop into the Adult Education & Workforce Development Center at

40 West Main St., Canton, NY

Monday-Friday 8:00 AM - 4:00 PM.

Payment

To be considered enrolled in a course, tuition must be paid in full prior to the start of a class. For students being funded by an outside agency, written notification from the funding agency must be supplied. Cash payments of \$50 or less will be accepted with in-person enrollments only. All other payments must be made with a check, money order or credit card.

Refunds Policy

If a course is canceled by St. Lawrence-Lewis BOCES: A full refund will be issued. If student withdraws and notification is received 72 hours prior to first class: A full refund is given. If student withdraws and notification is received less than 72 hours prior to first class: No refund is given.

If student is a no show to first class or provides notification of withdraw after the start of class: No refund is given. Refunds will take approximately 2-4 weeks. Extenuating circumstances will be considered at the discretion of the Program Supervisor.

Course Completion Certificate

Where applicable, St. Lawrence-Lewis BOCES will award completion certificates to students who successfully complete course requirements.

Non-Discrimination statement

The St. Lawrence-Lewis Board of Cooperative Educational Services (BOCES) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The BOCES is an equal opportunity employer. The following person has been designated to handle inquiries regarding the non-discrimination policies: Marshall Fiese, 40 West Main Street, Canton, NY 13617 (315) 386-4504. Inquiries concerning the application of the St. Lawrence-Lewis BOCES non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).

Online Course Policies

Ed2go \$100 Programs: St. Lawrence-Lewis BOCES Adult Education will reimburse \$67 of the \$100 course fee for any student who drops an online course after enrollment but before the completion of the course, and explains in writing his or her dissatisfaction with the course.

Gatlin Certificate Programs: The majority of GES programs can be completed within 90 to 180 days. Since our programs are self-paced, it has been our policy to work with students until they are able to complete their program. When students need more time, we are happy to accommodate their needs. If a student, for whatever reason, is not able to continue with their training, we will make arrangements for the student to take time off and complete their course when it is convenient for them. The only reason we would give a refund would be if we fail to perform. If it is our fault the student is not able to complete their program, we will give the student a full refund. If a student simply wants to withdraw and will not accept our policy to defer their training, they are not entitled to a refund. Students are given all materials and complete access to their entire course upon registration, so partial refunds are not an option. The basic GES policy on refunds is that once the course is accessed either by requesting materials or viewing lessons there are no refunds.