



**ROCKLAND
ADULT & COMMUNITY
EDUCATION**

FALL-WINTER 2024-25



Learning for Life

rocklandboces.org





ROCKLAND ADULT & COMMUNITY EDUCATION

Rockland Adult & Community Education (RACE): LEARNING FOR LIFE

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Notice Of Non-Discrimination

Rockland BOCES does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, reproductive rights decisions, gender (sex), gender identity, military status, veteran status, domestic violence victim status or political affiliation and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. Rockland BOCES provides equal access to the Boy Scouts and other designated youth organizations. Inquiries regarding Rockland BOCES' non-discrimination policies or procedures should be directed to either:

- | | |
|--|--|
| 1.) Yasmin Helou-Caré, Ph.D.
Assistant Superintendent of Human Resources
Civil Rights Compliance Officer
Rockland BOCES
65 Parrott Road, West Nyack, NY 10994
(845) 627-4729
rbcompliance@rboces.org | 2.) United States Department of
Education, Office of Civil Rights |
|--|--|

• Rockland County Partnership for Safe & Healthy Youth



ROCKLAND COUNTY
PARTNERSHIP FOR
SAFE & HEALTHY YOUTH

For young adults experiencing a behavioral health crisis, contact the Rockland County Partnership for Safe & Healthy Youth at (845) 405-4180.

IN-DEMAND SKILLS FOR TODAY'S CAREERS



HEALTHCARE

Looking for a challenge with many rewards?

Demand for healthcare professionals is skyrocketing! From nurse to medical assistant to pharmacy technician, RACE will prepare you for a well-paying, engaging career in the booming healthcare industry. Gain the skills for employment in hospitals, long-term care facilities, home healthcare, residential care and health clinics.



INDUSTRY TRADES

Learn a new set of skills to enter the workforce for the first time, change careers or pick up a new specialty!

Whether you choose Auto Mechanics, CDL, Carpentry, Electrical Trades, Welding or Plumbing, our Adult and Community Education programs afford students the opportunity to learn the latest techniques in modern facilities. Our faculty members are industry experts with strong ties to local business communities.



CULINARY / HOSPITALITY

Aspiring "Iron Chef" or Home Cooking Explorer?

If cooking is your passion, our RACE courses will develop your culinary and pastry skills with American Culinary Federation (ACF) curriculum in basic and gourmet food production, baking, nutrition, dining etiquette, customer service, food safety and sanitation.

Call (845) 348-3500 or visit rocklandboces.org to register.

ONLINE LEARNING



Rockland BOCES Workforce Development and Continuing Education online adult learning courses and programs are designed for those who prefer the flexibility of online education to accommodate their personal or professional lives. For those students, we offer a wide range of interactive virtual courses through our partnership with **ed2Go**. All online offerings are led by expert instructors, many of whom are nationally known authors, and the courses are affordable, convenient and flexible.

ADULT LEARNING Courses

Whether you are looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones.

PROGRAMS BEGIN EVERY SIX WEEKS!



Scan here to register online

CAREER TRAINING Programs

Prepare for industry certification or begin a new career. Teams of professionals have developed effective, web-based programs in a variety of high-demand fields. Our instructors will keep you motivated and help you achieve success.

TAKE THE FIRST STEP ON A NEW CAREER PATH TODAY!



Scan here to register online!

Select a program

- Accounting and Finance
- Business
- Computer Applications
- Computer Programming
- Healthcare and Medical
- Fitness
- Hospitality
- Information Technology
- Language Arts
- Law and Legal
- Personal Development
- Teaching and Education

CAREER TRAINING GETS YOU ON THE PATH TO A BRIGHTER FUTURE!

- Hands-on classroom and/or internship experience
- Industry certifications
- Tuition payment plans available
- Tuition assistance up to \$10,000 for eligible students



Orientations require a reservation. Please email Student Support Specialist Kelly Paul at kpaul@rboces.org or call (845) 348-3500 ext. 3583 for assistance.

Aug 14 @ 5pm	Sep 11 @ 5pm	Oct 2 @ 1:30pm	Oct 23 @ 1:30pm
Aug 21 @ 5pm	Sep 18 @ 5pm	Oct 9 @ 5pm	Oct 30 @ 5pm
Sep 4 @ 1:30pm	Sep 25 @ 1:30pm	Oct 16 @ 5pm	Nov 6 @ 1:30pm

FOR ADDITIONAL COURSES AND DETAILED INFORMATION, PLEASE GO TO [REGISTRATION.XENEGRADE.COM/RACE](https://registration.xenegrade.com/race).

TABLE OF CONTENTS

Healthcare.....	2
Culinary Arts.....	6
Industrial Arts.....	6
Automotive Technology.....	9
Additional Training Courses.....	10
Something for Everyone.....	12
Wellness.....	13
Literacy.....	14
Rockland Works.....	15
Youth Connections.....	15
General Information.....	16

CLASS FORMATS:

- **Classroom** (●): Class takes place in person on campus.
- **Hybrid** (◆): Some classes take place in person and some classes take place remotely using the Internet or through Internet-based assignments.
- **Remote** (▲): Class is live, but takes place remotely using the Internet.

HEALTHCARE

◆ **Medical Assisting** (CARMED0125F)
400 hours \$6,290 (includes textbooks, equipment and certification fee)
Nyack, BERC 9/30 – 5/15 M – Th 5:30 – 9:30pm

◆ **Medical Assisting** (CARMED0225F)
400 hours \$6,290 (includes textbooks, equipment and certification fee)
Nyack, BERC 9/30 – 5/15 M – Th 9am – 1pm

This comprehensive program prepares students to become professional medical assistants who are trained and certified in Medical Assisting, Phlebotomy, EKG and Basic Life Support/CPR. Through remote and hands-on instruction, students acquire both the administrative and clinical skills needed to assist medical professionals in doctors' offices, labs and other healthcare facilities. This course includes hands-on classroom practice of drawing blood and other clinical skills. **Tuition payment plan available.** Passing score on Reading Comprehension assessment required. HSD or equivalent required. Health form and immunization required. Orientation required.

Ask about tuition assistance available up to \$10,000

(◆) Clinical Medical Assisting (CARMEDSK0125F)

288 hours	\$4,179 (includes textbooks, equipment and certification fee)		
Nyack, BERG	9/30 – 2/27	M – Th	9:30am – 1:30pm

This course teaches students select clinical and administrative components of working in physicians' offices, clinics and other health-related facilities. Topics include HIPAA, electronic health records, medical office procedures, health insurance, scheduling and reception. Clinical coursework includes infection control, vital signs, assisting with the physical exam, lab testing, anatomy, physiology, medical terminology and Basic Life Support/CPR. Medical billing, ICD/CPT coding, EKG and phlebotomy will be introduced. **Students that successfully complete this course may take the National Healthcareer Association's Certified Clinical Medical Assistant (CCMA) certification exam. Tuition payment plan available. Passing score on Reading Comprehension assessment required. HSD or equivalent required. Health form and immunization required. Orientation required.**

(◆) Dental Assistant Program (CARDENT0125F)

60 hours	\$1,859 (includes textbooks)		
Nyack, BERG	9/9 – 10/30	M & W	9am – 1pm

The 60-hour Dental Assisting program helps to prepare students for entry-level positions in one of the fastest growing healthcare positions. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. Topics include dental anatomy and physiology, oral health and prevention of dental disease, infection control, dental radiology, tooth restorations, dental equipment, assisting in dental care, the dental office and legal aspects of dentistry. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. **Passing score on Reading Comprehension assessment required. HSD or equivalent required. Orientation required.**

(◆) **Medical Coding** (CARADMC0225F)

171 hours	\$4,035 (includes textbooks, rental of coding manuals, certification test and fees)		
Nyack, BERC	9/17 – 2/13	T & Th	5:30 – 8:30pm
		Saturdays	9am – 1pm

This course is designed by the AAPC to prepare students for a career as a medical coder in hospitals, physicians' offices and other healthcare settings; and to pass the AAPC Certified Professional Coder (CPC) exam. Topics include: terminology, anatomy & physiology and medical coding purposes, principles and guidelines. Includes instruction on ICD-10, CPT and HCPCS coding including determination of the levels of evaluation and management services. **High school diploma and a basic understanding of medical terminology and anatomy and physiology is required. Tuition payment plan available. Passing score on Reading Comprehension assessment required. HSD or equivalent required. Orientation required.**

(◆) Medical Billing and Coding (CARMBCS25F)

162 hours	\$4,750		
Nyack, BERCC	10/8 – 3/11	T & Th	5 – 9pm

Physicians in the United States depend on medical billers and coders to receive payment for their services. Positions are available in hospitals, medical practices, insurance companies, billing companies, nursing homes, specialty pharmacies and more! This course covers the entire revenue cycle, from patient registration to medical coding, claims submission, reimbursement and collections.

Additional topics include legal, ethical and regulatory compliance, health records, medical terminology, basic structures, functions and common disorders of the human body, diagnostic coding (ICD-10), medical procedure coding (CPT), HCPCS coding, types of health insurance, insurance claims submission and follow up. Students who successfully complete the course will receive a voucher to take the National Healthcareer Association's Certified Billing and Coding Specialist (CBCS) Certification exam. **Tuition payment plan available. Passing score on Reading Comprehension assessment required. HSD or equivalent required. Orientation required.**

Ask about tuition assistance available up to \$10,000

◆ **Medical Office Assistant** (CARAMOS0125F)

144 hours \$2,691 (includes textbook and certification testing fee included)
Nyack, BERC 10/15 – 2/27 T & Th 5 – 9pm

This course will prepare students for positions in private practices, billing agencies and health care institutions. Topics include: ICD-10 coding, CPT coding, HCPCS coding, billing, health insurance and the use of the HCFA HCF 1500 form, medical reception, patient communication strategies and HIPAA. Students who successfully complete the course may sit for the National Healthcareer Association's Certified Medical Administrative Assistant (CMAA) exam. **Passing score on Reading Comprehension assessment required. HSD or equivalent required. Tuition payment plan available. Orientation required.**

▲ **Pharmacy Technician** (CARPHAR0125F)

135 hours \$2,650 (includes books and certification fee)
Remote 10/7 – 4/21 M & W 10am – 1pm

This course will prepare students for positions in hospitals, nursing homes, retail and manufacturing! Students will be introduced to medical terminology related to pharmacy, dosage calculations, IV admixture preparation basics, dispensing of prescriptions, pharmacy rules and regulations, HIPPA and communication skills. Successful students will be prepared to take the Pharmacy Certification exam given by the National Pharmacy Certification Board (PTCB). **HSD or equivalent required. Passing score on Reading Comprehension assessment required. Tuition payment plan available. Orientation required.**

● **Nurse Assisting** (CARCNA0125F)

132 hours \$2,527 (includes textbook and testing fee)
Nyack, BERC 1/7 – 5/13 T & Th 8am – 2pm

● **Nurse Assisting** (CARCNA0125F)

132 hours \$2,527 (includes textbook and testing fee)
Nyack, BERC 9/23 – 12/16 M, W & Th 5 – 9pm

This NYS-approved program will prepare students to take the New York State Nurse Aide Certification Exam. Students are trained to work as nurse aides in nursing homes, hospitals and other health-related fields. This extensive training includes a 30-hour clinical rotation in a nursing home. Clinical dates may take place on Saturdays. **Passing score on Reading Comprehension assessment required. Proof of immunization is required. Tuition payment plan available. Orientation required.**

● **Phlebotomy Technician with EKG** (CARPHLE0125F)

80 hours \$2,778 (includes textbook and testing fee)
Nyack, BERC 9/30 – 1/29 M & W 9am – 12pm

▲ **Phlebotomy Technician with EKG** (CARPHLE0225F)

80 hours \$2,778 (includes textbook and testing fee)
Nyack, BERC 10/8 – 11/22 T, Th & F 5 – 9pm

Students will learn the practice and skill of drawing blood for phlebotomy positions in laboratories, hospitals and doctors' offices. In addition, students learn to prepare for and perform an electrocardiogram using 12-lead EKG equipment. After practicing on mannequins, students will draw blood from one another under the supervision of their instructor. Ask the admissions counselor about phlebotomy internships available at local healthcare facilities! **Passing score on Reading Comprehension assessment required. HSD required. Students who successfully complete the program will be allowed to sit for the National Healthcareer Association - Certified Phlebotomy Technician (CPT) Exam. Tuition payment plan available. Orientation required.**

● **Patient Care Technician** (CARPCT25F)

80 hours \$2,300 (includes textbook and testing fee)
Nyack, BERC 9/3 – 1/29 M & W 6 – 9pm

Patient Care Technicians work in healthcare settings such as hospitals, clinics, rehabilitation centers, long-term care facilities, physicians' offices and assisted living facilities. These professionals possess the technical skills to perform bedside care, diagnostic tests, collection of laboratory specimens, vital signs, phlebotomy, EKGs, and more. The Patient Care Technician course at Rockland BOCES is designed for the Nursing Assistant/Aide who wants to progress their career, advance their skills and become a more competitive candidate for employment. Successful students may take the National Healthcareer Association - Certified Patient Care Technician (CPCT) national certification exam. **Passing score on Reading Comprehension assessment required. HSD required. Tuition payment plan available. Orientation required. Prerequisite: Nurse Aide Certification**

NEW

● **Electrocardiography (EKG) Technician** (CAREKGS25F)

30 hours \$789 (includes textbook and testing fee)
Nyack, BERC 10/9 – 11/6 T 9am – 3pm

Students will learn to perform a 12-lead electrocardiogram, troubleshoot technical problems and identify normal and common abnormal cardiac rhythms. Upon successful course completion, students are eligible to take the Certified EKG Technician (CET) Exam offered by the National HealthCareer Association. **Passing score on Reading Comprehension assessment required. HSD required. Orientation required.**

◆ **Veterinary Assistant Program** (CARVET25F)

100 hours \$2,599
Nyack, BERC 9/30 – 12/18 M, W & Sa 6 – 9:30pm

This 100-hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals and how to assist the veterinarian during examinations. Administrative duties such as fee collection, banking and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Class will also take place on occasional Saturdays. **Passing score on Reading Comprehension assessment required. Orientation required.**

Clinical Externship: Upon successful completion of this Veterinary Assistant Program, you will be eligible to participate in a 40-hour clinical externship with a local facility. You may be asked to submit to a thorough background check, drug screening and meet other requirements.

◆ **Animal Science** (TANSCIPM25F)

437 hours \$8,550 (supplies and textbooks additional)
West Nyack, Bldg. 3 9/5/24 – 6/13/25 M – F 8 – 10:30am or 11:30am – 2:15pm

Animal Science students will acquire basic knowledge and skills necessary for further study or entry-level positions in animal science and related fields. This technical course teaches specialized and advanced skills in areas such as veterinary assisting, care and handling of animals in a laboratory or veterinary setting, dog grooming and kennel/pet shop management. **Passing score on Reading Comprehension assessment required. Orientation required.**

● **NYS CNA Review Class** (PCNAREV25F)

Nyack, BERC 12/4 – 12/6 M – W 5 – 9pm 12 hours \$245

For NYS-Certified nurse aides who would like to update their skills or prepare to retake the NYS-Certified Nurse Aide examination. **Class size is limited to eight students. Tuition does not include the fee for the certification exam.**

▲ **Practical Nursing Entrance Exam Prep** (PLPN25F)

Remote 11/5 – 1/30 T & Th 7 – 9:30pm 54 hours \$415

This class is offered to help students obtain the minimum required scores on the Practical Nursing entrance exam and to strengthen their skills to be successful in the program. It covers math, reading, writing, critical thinking and test taking skills. Students are given the opportunity to take a practice test as part of the course. **Textbook purchase required. Please call (845) 348-3500 for information.**

◆ **Practical Nursing** (LPNFT24-25)

This program is a 1,080-hour course in the biological, physical and behavioral sciences with correlated clinical learning experiences. Applicants must have a high school diploma (or equivalency) and either US citizenship or legal INS status. Consideration is given to entrance exam results, interview, education and work history. **Federal financial aid and tuition payment plans available to eligible students.**



Mandatory Online Video Conferencing Information Sessions begin February 6, 2025!

To reserve a seat, visit the Practical Nursing page at rocklandboces.org.

Contact: The Practical Nursing Admissions Office at 845-627-4830

● CULINARY ARTS

(◆) Culinary Arts (TCULIN1AM25F or TCULIN1PM25F)

437 hours \$8,550 (supplies and textbooks additional)

West Nyack, Bldg. 9 9/5/24 – 6/13/25 M – F 8 – 10:30am or 11:30am – 2:15pm

Students are introduced to all aspects of the restaurant industry while working in our fully-equipped commercial kitchen using professional equipment. **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**

Cooking Demonstration Classes! Bring your appetite since there will be plenty of opportunity for tasting!

(●) Move Over Summer, Fall Menus are Here! (PCKSUMMER25F)

West Nyack, Bldg. 9 9/24 T 6:30 – 9:30pm 3 hours \$105

Summer's bounty may be winding down (farewell, heirloom tomatoes) but fall's harvest is coming in hot! In this course, Chef Anthony will demonstrate how to utilize all that fall has to offer in soups, stews and other heartier meals. Skip dinner and bring your appetite as this is a chef demo class.

(●) Cruise the Mediterranean (PCKCRUISE25F)

West Nyack, Bldg. 9 10/15 T 6:30 – 9:30pm 3 hours \$105

Chef Anthony will take you on a dining cruise circumnavigating the Mediterranean. This class will cover the superfoods, flavors and techniques that make this region's food healthy and delicious. Flavor and taste are NOT compromised when it comes to healthy eating in this cuisine! This is a chef demo class. See you on board!

NEW

(●) Bavarian and Eastern European Cuisine (PCKBAVARIAN25F)

West Nyack, Bldg. 9 11/5 T 6:30 – 9:30pm 3 hours \$105

We traveled the world with Chef Anthony and now, based on student requests, he will share his favorite Bavarian and Eastern European recipes, bringing heartiness and a change of taste to the dining table. This is a chef demo class. Bring your appetite!

(●) Meal Planning for Weight Loss and Better Eating Habits (PCKMEAL25F)

West Nyack, Bldg. 9 10/10 & 10/17 Th 6 – 7:30pm 3 hours \$100

Enjoy this two-day demonstration class with Kendell Brenner, accredited culinary educator and nutrition coach, as he demonstrates food hacks and meal plans to keep you on track for the week. Ready-to-go, healthy meals offering you a variety of entrees and sides that can be done in one day, packed and ready to go for the rest of the week! There will be GF and Vegan options.

● INDUSTRIAL ARTS

(◆) Carpentry (TCARPAM25F OR TCARPPM25F)

437 hours \$8,550 (supplies additional)

West Nyack, Bldg. 2 9/5/24 – 6/13/25 M – F 8 – 10:30am or 11:30am – 2:15pm

Learn the technical skills necessary for new construction, renovation work and cabinetry work from the ground up. Gain hands-on experience in renovating and constructing buildings. **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**

(◆) Building Trades (CARBLD25F)

110 hours \$2,470

West Nyack, Bldg. 1 11/12 – 3/27 T & Th 3 – 6pm

This project-based, hands-on class will teach students basic building maintenance and construction including carpentry, electrical and plumbing skills, blueprint reading, tile work, finish work and hand tools. Successful students will receive OSHA certification. Real world projects will take place in BOCES' shops. **A passing score on a reading assessment is required. Orientation required. Tuition payment plan available.**

Ask about tuition assistance available up to \$10,000

(●) Home Maintenance For All (VHOM25F)

West Nyack, Bldg. 2 10/9 – 12/11 W 7 – 9:30pm 25 hours \$310

This class will cover basic tools the homeowner should have as well as replacing switches and receptacles, dry wall repair, painting, basic plumbing and toilet repair, tiling, home safety and other topics relative to home repair and maintenance. Students can choose whether they would like to participate in the skills hands-on or to observe. Many topics of interest will be discussed, so even if a repair is not done by the homeowner, they will be familiar with the topic in order to discuss it with a contractor.

(◆) Electrical Trades (TELECAM25F)

437 hours \$8,550 (supplies additional)

West Nyack, Bldg. 2 9/5/24 – 6/13/25 M – F 8 – 10:30am or 11:30am – 2:15pm

Learn residential and commercial electricity, communication and data wiring. Work with wire switches, lights, receptacles and appliances. **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**

(◆) Basic Electrical Construction (CARELEC25F)

150 hours \$3,637 (supplies included)

West Nyack, Bldg. 2 10/7 – 1/23 M, T & Th 5 – 8:30pm

Gain the knowledge and skills required for an entry-level position in the electrical field! Topics include: tool recognition and proper use, safety, introduction to the National Electric Code, basic electrical theory, basic blue print reading, hands-on activities including circuitry, pipe-bending, installation of electrical devices and controls and proper wiring technique. Successful students will receive OSHA certification. **HSD or equivalent required. A passing score on a reading assessment is required. Orientation required. Tuition payment plan available.**

(●) Basic Electrical House Wiring (VELEC25F)

West Nyack, Bldg. 2 9/16 – 10/1 M, T & Th 5 – 8:30pm 28 hours \$450

This popular course prepares the student for the basics of residential wiring: installation techniques, tools, electrical boxes, cables, switches and receptacles. Use actual materials and tools to set up and test typical circuits and apply theory and provisions of the National Electrical Code. **Class size is limited.**



(●) Creating Storage Solutions (VSTOR25F)

West Nyack, Bldg. 3 10/21 – 1/13 M 6 – 9pm 30 hours \$425

Have you ever thought about turning your ability to be uber organized into a career? In this class you'll learn how to level up your skills through designing, building and installing aesthetically pleasing storage solutions, with an emphasis on commercial settings. Topics also include sketching, measuring, use of tools and basic carpentry.

(●) Construction Management (VCONSTRUCT25F)

72 hours \$1,120

West Nyack, Bldg. 1 9/30/24 – 5/5/24 M 6:30 – 9:30pm

Construction managers plan, coordinate, budget, and supervise construction projects from start to finish. According to the bureau of labor statistics, employment of project management specialists is projected to grow six percent from 2022 to 2032, faster than the average for all occupations. Students interested in taking this class should have a high school diploma, experience in the construction field, and an interest in learning how construction projects come together, from initial cost estimates until the build is complete and beyond. OSHA certification included.



(●) Residential and Commercial Electrical Training - 80 hours (VELECWIR25F)

This course is offered in collaboration with employers and labor unions to prepare students for either employment or electrical apprenticeships. Learn about the residential and commercial wiring used in today's construction. You will also learn the route to become a licensed electrician through an apprenticeship. Visit apprenticeship programs and meet with employers. Scholarships available. Please call (845) 348-3500 for information.

● **Plumbing** (CARPLUM25F)

110 hours \$2,470
West Nyack, Bldg. 2 10/21 – 3/25 M&T 3 – 6pm

Learn to install, repair and maintain residential and commercial plumbing systems! This basic course is suitable for individuals interested in pursuing a career in plumbing, homeowners wishing to handle basic plumbing problems, and for those in related fields such as maintenance and construction. Gain a clear understanding of the components, fixtures and piping systems that make up a plumbing system. Students will learn safety procedures and will familiarize themselves with the tools, equipment and materials used in installation and repairs. They will learn about pipe materials, fittings, and joints, and how to connect them. Water supply systems and distribution and pressure within the plumbing systems will be covered as well as fixture installation including hot water heaters. Learn to troubleshoot common problems like leaks and clogs, and to perform basic repairs. Students will receive OSHA certification. A passing score on a reading assessment is required. Orientation required. Tuition payment plan available.

● **Basic House Plumbing and Heating** (VPLUM25F)

West Nyack, Bldg. 2 10/15 – 12/3 T 7 – 9:30pm 24 hours \$325

This hands-on course provides an overview of plumbing and heating systems in homes and then teaches students how to diagnose and repair common plumbing and heating problems.

● **Introduction to Welding** (VINTRWELD25F)

West Nyack, Bldg. 2 10/7 – 12/16 M 6 – 9pm 27 hours \$475

Learn to weld! There are a variety of welding processes for fusing together metal. From flux-cored welding, to GMAW/MIG welding, to GTAW/TIG welding, to SMAW welding, to Oxy-Acetylene Welding, each welding process serves a specific purpose depending on the environment and types of materials being welded. This class will introduce students each of the different welding processes, focusing primarily on Oxy-Acetylene Welding. Students should bring a welding mask and gloves. The instructor will review these supplies on the first day of class.

● **MIG Welding** (VMIGWELD25F)

West Nyack, Bldg. 2 10/16 – 12/11 W 6 – 9pm 27 hours \$475

Metal Inert Gas (MIG) welding refers to a process of using a consumable wire electrode to heat and melt metals. This course will focus on MIG welding frequently used in automobile applications. Participants will learn about different types of welds and inspecting and testing welds for defects. This is a rigorous course requiring students to perform industry-standard welds using proper techniques. **Prerequisite: Basic Welding experience. Students should bring their own welding masks and gloves. Instructor will go over supplies on the first day of class.**

● **TIG Welding** (VTIGWELD25F)

West Nyack, Bldg. 5 10/10 – 12/12 Th 6 – 9pm 27 hours \$475

Tungsten Inert Gas (TIG) welding is the process of joining metals using a tungsten electrode. It can produce versatile, high-quality welds with aesthetically smooth surfaces. During this hands-on class, students will learn TIG welding techniques as well as safe use of welding equipment. **Students should bring their own welding masks and gloves. The teacher will go over supplies on the first day of class.**

● **General Welding** (CARWELD0125F)

200 hours \$5,748 (includes supplies, textbooks and equipment)
West Nyack, Bldg. 5 10/21 – 3/4 M, T & W 5 – 9pm

This comprehensive course introduces students to multiple welding processes such as shielded metal arc (SMAW), gas metal arc (GMAW) and gas tungsten arc (GTAW), more commonly known each as Stik, MIG and TIG welding. Topics also include oxy-acetylene welding, welding and shop safety, tools and equipment used in welding, proper welding techniques for different materials, positions and joints and reading fabrication drawings. **Successful students will earn OSHA 30 certification. Passing score on Reading Comprehension assessment required. Students need to wear steel-toed boots. Class size limited. Tuition payment plan available. Orientation required.**

● AUTOMOTIVE TECHNOLOGY

◆ Automotive Collision Repair (TAUTOCOLL1AM25F or TAUTOCOLL1PM25F)

437 hours \$8,550 (supplies additional)
West Nyack, Bldg. 2 9/5/24 – 6/13/25 M – F 8 – 10:30am or 11:30am – 2:15pm

This National Automotive Technicians Education Foundation/Automotive Service Excellence (ASE) program will provide the skills necessary for students to learn to repair, customize and detail vehicles as skilled automotive collision technicians. **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**

◆ Automotive Technology (TAUTOTECAM25F or TAUTOTECPM25F)

437 hours \$8,550 (supplies and textbooks additional)
West Nyack, Bldg. 1 9/6 – 6/13 M – F 8 – 10:30am or 11:30am – 2:15pm

This National Automotive Technicians Education Foundation/Automotive Service Excellence (ASE) program will provide the skills necessary for students to troubleshoot and repair complex systems of today's high-tech automobiles. **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**

◆ Automotive Service Technician (CARAUTOTECH25F)

204 hours \$5,275
West Nyack, Bldg. 1 10/7 – 3/4 M – W 5 – 9pm

Part I: MLR (Maintenance and Light Repair): This first part of the course is designed to prepare students for entry-level positions at local dealerships and independent auto repair shops. Course will include the following: shop safety; using lifts and shop equipment; inspection; lubrication service; brake, exhaust, suspension and steering; electrical and cooling systems; and tune-ups. Students, once approved, will also have access to manufacturer training with Ford (the Ford ACE program). Successful students will be eligible to take the student level Automotive Service Excellence (ASE) certification in Maintenance and Light Repair and earn entry level certification as well as multiple industry certifications from Ford training courses.

Part II: During Part II, students will focus on Basic Automotive Electricity and Electronics—the design, operation, and diagnosis of starting, charging, ignition and lighting systems of the automobile. Students will demonstrate the ability to perform basic diagnostic checks with state-of-the-art test equipment using the digital multi-meter and computer scan tools. Successful students will have the opportunity to take the ASE 609 refrigeration certification examination, and to earn NC3 certification in the use of the multi-meter. Students may register for Part II alone with applicable experience. Please speak with the admissions counselor about this option. **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**

● Auto Mechanics I (VAUTO125F)

West Nyack, Bldg. 1 10/7 – 12/16 M 6 – 9pm 27 hours \$325

This introductory course will teach students the basic theory and operation of automotive gas engines including engine specifications, fluids, oil and coolants. Additional topics include shop safety, use of tools, transmission, drive, ignition and fuel systems and electrical and brake systems. Students will be taught how to service transmissions, perform basic tune-ups and brake replacement. **Textbook purchase required.**

◆ Course I: CDL Permit Preparation (VCDLPMIT0125F)

West Nyack, Bldg. 3 10/21 – 11/6 M & W 6 – 8pm 12 hours \$125

◆ Course I: CDL Permit Preparation (VCDLPMIT0225F)

West Nyack, Bldg. 3 10/22 – 11/7 T & Th 6 – 8pm 12 hours \$125

This course will prepare students to take the New York State Department of Motor Vehicles written exam necessary to obtain a Class B Commercial Driver's License with "P" and "S" endorsements on vehicles with air brakes.

● Course II: CDL BTW Driver Training (VCDLDRT0225F)

West Nyack, Bldg. 5 9/24 – 11/12 T & Th 5 – 8pm 48 hours \$2,325

This program prepares students to pass the New York State Department of Motor Vehicles road test for a Class B Commercial Driver's License. This license allows the driver to operate school buses, small and large trucks and various other specialty vehicles. **Students must have a valid NY CDLB permit with "S", "P" and air brake endorsements and must pass a Department of Transportation (DOT) physical and drug screen before the first day of class.**

● ADDITIONAL TRAINING COURSES

◆ Bookkeeping (CARBOOK0125F)

106 hours \$1,199 (supplies and textbooks additional)
Nyack, BERC 10/16 – 3/24 M & W 6 – 9pm

This course is for individuals who have a non-accounting background and wish to learn the principles of double-entry bookkeeping. Topics include recording day-by-day business and financial transactions, the basics of financial statements, general ledger and adjusting and closing entries. Instruction in Microsoft Excel and Quickbooks included. **HSD or equivalent required. Passing score on reading and math assessments required. Orientation required. Tuition payment plan available.**

◆ Cosmetology (TCOSMETIAM25F or TCOSMETIPM25F)

500 hours \$8,550 (supplies additional)
West Nyack, Bldg. 3 9/6 – 6/13 M – F 8 – 10:30am or 11:30am – 2:15pm

Gain the skills you will need to earn your New York State Cosmetology License (2 year, 1000-hour program). **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**



CYBERTECHNOLOGY / CYBERSECURITY

Enter the exciting and fast-growing fields of cyber technology and cybersecurity! Choose to take one or both of the below programs.

◆ Cybertechnology I (CARCYTECH25F)

West Nyack, Bldg. 3 10/12 – 3/15 Sa 8am – 2:30pm 120 hours \$3,700

For those just starting in the field, this hands-on course will equip students with the skills necessary to enter the workforce as an Information Technology (IT) professional. Successful students will be prepared to pass the TestOut PC Pro certification exam. Students who successfully complete the course will also receive one voucher for the CompTIA A+ Certification exam. **A passing score on a Reading Comprehension assessment is required. Orientation required. Tuition payment plan available. Cost of books, supplies and TestOut certification exam included.**

◆ Cybertechnology II: Cybersecurity (CARCYBSEC25F)

Nyack/BERC 4/26/25 – 9/20/26 Sa 8am – 2:30pm 120 hours \$3,621

This course will equip students with the skills to move into the role of Cybersecurity Specialist and to help protect organizations from criminal activity and ensure data privacy. Students will be prepared to pass the TestOut Security Pro certification exam as well as the CompTIA Security+ certification exam. Cost of books, supplies and TestOut certification exam included. Students who successfully complete the course will be given one voucher for the CompTIA Security+ certification exam. **Prerequisite: Previous experience in PC maintenance. A passing score on a Reading Comprehension is required. Orientation required. Tuition payment plan is available.**

8-Hour Pre-Assignment Training for Security Guards (VSECUR25F)

West Nyack, Bldg. 3 10/16 – 10/17 W & Th 5-9pm 8 hours \$65

This is an 8 hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course. **Refunds: Students will receive a 100% refund prior to the start of instruction. Students will receive a 50% refund if requested before start of second day.**

COMING
SOON!

Civil Service 101 with Exam Prep

Rockland BOCES is collaborating with the County of Rockland to offer a NEW class about employment in county and local government. Topics will include how to locate job opportunities, where to view exam announcements, how to apply for exams, and what happens after the Civil Service exam. Also included is general preparation for Civil Service examinations. Please call (845) 348-3500 for more information.

Rockland County
PERSONNEL

◆ **Digital Design & Marketing** (TDDSIGNAM25F or TDDSIGNPM25F)

437 hours \$8,550 (supplies additional)

West Nyack, Bldg. 3 9/5/24 – 6/13/25 M – F 8 – 10:30am or 11:30am – 2:15pm

Students learn to design brochures, packaging, advertisements and websites on Apple computers with software such as InDesign, Illustrator, Photoshop, Dreamweaver and much more. **Passing score on Reading Comprehension assessment required.**

Orientation required. Tuition payment plan available. Students have the option of signing up for one of the Adobe programs at a reduced tuition price.

◆ **Teacher Assisting** (CARTEA0125F)

65 hours \$1,550 (includes application, fingerprinting and workshop fees)

Nyack, BERC 9/26 – 12/19 T & Th 6 – 9pm

Teacher Assistants provide extra support, attention and instruction to students in public or private schools, childcare centers or religious organization settings. This course guides students step by step through the certification process to become a Level I Teacher Assistant and prepares them to take the New York State teacher certification exam. **Passing score on Reading Comprehension assessment required. HSD or equivalent required. Tuition payment plan available. Orientation required.**

● **CAD For Beginners** (VCADB0125F)

Nyack, BERC 11/12 – 12/17 T 6 – 9pm 18 hours \$210

● **CAD For Beginners** (VCADB0225F)

Nyack, BERC 1/07 – 2/11 T 6 – 9pm 18 hours \$210

Imagine, design and shape the world around you with the powerful design tools in Auto CAD! This course is designed for the beginner interested in learning how to use a computer to create 3D designs for architecture, interior design, landscaping and much more!

● **Notary Public Workshop** (PNOTARY25F)

Nyack, BERC 11/6 W 6 – 10pm 4 hours \$85

This class will assist you in preparing for the written examination and appointment as a Notary Public in New York State. The topics will include principles of notarization, duties and functions, notarial acts, performing notarization and terminology review.

● **Computers For Beginners & Seniors** (COMSR0125F)

Nyack, BERC 10/5 - 11/2 Sa 9am – 12pm 15 hours \$189

● **Computers For Beginners & Seniors** (COMSR0225F)

Nyack, BERC 1/25 – 2/22 Sa 9am – 12pm 15 hours \$189

You can become computer-literate in this five-session class. Learn all of the computer basics, from hardware and software to Windows, at your own pace with lots of reinforcement and support. **Seniors pay discounted price of \$125. Proof of age required.**

● **Microsoft Excel** (COMEXCEL25F)

Nyack, BERC 9/10 – 11/5 T 6 – 8:45pm 22 hours \$255

Topics will include the creating, editing and formatting of worksheets. Students will learn to write formulas, filter and sort lists and to create and modify charts to illustrate their data. Emphasis will be given to enhancing the worksheet with fonts, borders, color and graphics. **Prerequisite: Windows experience.**

● **Introduction to Excel** (COMSINEX25F)

Nyack, BERC 11/23 Sa 9am – 3:30pm 6 hours \$94

Spend a day learning Excel! You will create a spreadsheet, learn how to work with formulas to do calculations and create charts to display data. **Windows and mouse experience required.**

● **Introduction to PowerPoint** (COMPORSAT25F)

Nyack, BERC 11/9 Sa 9am – 3:30pm 6 hours \$94

Impress them at your next business meeting! Have fun learning to create a PowerPoint presentation in just one day. Learn slide layout and enhancement, how to arrange your slides and more! **Prerequisite: Windows and mouse experience.**

Ask about tuition assistance available up to \$10,000

● **Introduction to Microsoft Word** (COMWORSAT25F)

Nyack, BERC 11/16 Sa 9am – 3:30pm 6 hours \$94
Learn the basics of creating, saving, modifying, formatting, reviewing, printing and inserting tables and other graphics into your documents. **Prerequisite:** Windows and mouse experience.

● **Word, PowerPoint & Excel: Beyond the Basics** (COMWPE25F)

Nyack, BERC 12/7 Sa 9am – 3:30pm 6 hours \$94
This course shows why Microsoft PowerPoint, Word and Excel are essential office skills in today's workplace. Learn how to create documents by incorporating information into Word using PowerPoint and Excel! Participants will produce Slide Shows, Spreadsheets and Documents quickly and efficiently. Learn how these skills are essential for anyone seeking or maintaining employment in today's market. **Prerequisite:** Must know how to use keyboard, mouse, personal computer and be familiar with Word, Excel and PowerPoint. New learners are welcome, but should be advised that this is a fast-paced course.

● **SOMETHING FOR EVERYONE**

● **Conversational Spanish I** (PSPANI25F)

Nyack/BERC 11/13 – 12/11 W 6 – 9pm 15 hours \$145
For the absolute beginner, this class introduces the basics of Spanish pronunciation, reading and vocabulary.

● **Elder Law and Special Needs Planning** (PEDLAW25F)

Nyack, BERC 11/6 W 6:30 – 9:30pm 3 hours \$45
This course is designed for senior and special needs adults and those who are concerned with their welfare. Topics include: asset protection planning, Medicaid planning and gifting strategies including life estates and long-term care insurance. Special attention will be given to the differences in planning for a couple versus a single person. Learn what housing options are available and how to pay for them.

● **Estate Planning** (PESPLAN25F)

Nyack, BERC 10/30 W 6:30 – 9:30pm 3 hours \$45
This course will explain different Estate Planning tools including: wills, living trusts, living wills, healthcare proxies, advanced medical directives, powers of attorney and when to use each. **Handouts provided.**

● **Introduction to Professional Voice Over** (PINVOICE0125F)

Nyack, BERC 12/3 T 6:30 – 9pm 2.5 hours \$40
From audio books to advertisements and beyond, we encounter recorded voices everywhere! In this one-night class, your instructor will take you behind-the-scenes in the voice over field for a fun and realistic look at how the voice over field really works.

● **Retirement Planning Today** (PRETIRE0125F)

West Nyack, Bldg. 3 9/17 & 9/24 T 6:30 – 9:30pm 6 hours \$59

● **Retirement Planning Today** (PRETIRE0225F)

West Nyack, Bldg. 3 9/19 & 9/26 Th 6:30 – 9:30pm 6 hours \$59
This six-hour course is designed to help you see the “big picture” when planning for retirement so you can make informed financial decisions. The course will cover strategies that teach you how to build wealth and align your money with your values to accomplish your goals in life. **Workbook provided by your instructor becomes a useful reference tool after the work is complete. If space is available, spouses may attend for free but must also be registered. Please call (845) 348-3500.**

● **Seeing Like a Travel Photographer: Capturing Great Travel Photography** (VCAP25F)

Nyack, BERC 9/23 & 9/30 M 6:30 – 9pm 5 hours \$59
Embark on a visual journey in our immersive photography class designed to teach you how to transform your travel snapshots into stunning visual stories. Whether you're traveling to a distant lands or exploring your own backyard, join us and unlock the secrets to seeing the world differently and capturing it like a pro. Topics include understanding light and composition, storytelling through photography, technical skills, post-processing tips and ethical considerations.

NEW

● Investing 101 for Everyone (PINVEST0125F)

West Nyack, Bldg. 3 10/8 T 6 – 7:30pm 1.5 hours \$25

● Investing 101 for Everyone (PINVEST0225F)

West Nyack, Bldg. 3 2/4 T 6 – 7:30pm 1.5 hours \$25

By the end of the course, you will better understand your investment personality and how to make investment decisions that will help you pursue your goals. We know investing can seem complex and intimidating but we will break down the fundamental principles into bite-sized pieces you can take home with you. **Beginners are welcome!**

NEW

● Mending (PMEND25F)

Nyack/BERC **10/5 – 12/14** **Sa** **12 – 2pm** **20 hours** **\$249**

Mending is a lost art, one that allows us to keep and cherish clothing. In this class students learn basic mending and alterations techniques, including patching holes, decorating stains and reinforcing spots of wear and tear. Walk away from the class with new skills, a comprehensive digital guide to mending and a small repair kit! Students may bring their own projects.

● Maximizing your Medicare! (PMED25F)

West Nyack, Bldg. 3 **10/8** **T** **6:30 – 9:30pm** **3 hours** **\$25**

Take the mystery out of Medicare! Make sure you know what to do as you approach age 65 and/or retirement. This workshop will cover Medicare parts A, B, C and D. It will provide in-depth information about the enrollment process, the best timing and how to choose a Medicare plan that's right for your individual situation, health, and budget. Learn how Medicare covers your medical and dental needs and about other marketed benefits that are being offered by various insurance companies. Many changes are coming to Medicare for 2025. Plans available to those already receiving Medicare and Medicaid will also be covered.

● WELLNESS

● Beginner Pilates - Explore the Core! (PBPILAT0125F)

West Nyack, Bldg. 9 9/24 – 11/12 T 4:30 – 5:30pm 8 hours \$120

Pilates is a method of exercise that consists of low-impact flexibility and muscular strength and endurance movements. This hour-long class will emphasize proper postural alignment, core strength and muscle balance to build strength in the “center” part of your body – your abdominals, buttocks, thighs, hips and arms. Work is done on a mat with lots of guidance and encouragement from a certified instructor. **Suitable for all ages. Bring a mat!**

● Intermediate Pilates (PIPILAT0125F)

West Nyack, Bldg. 9 9/24 – 11/12 T 5:45 – 6:45pm 8 hours \$120

For the intermediate-level Pilates individual, this program will expand on the Pilates mat work principles and exercises taught in the beginner-level program. The 12-week course will focus on working deep muscles with control, allowing for body redefinition, alignment, strength and core stabilization. **Suitable for all ages. Bring your own mat!**

● Yoga, Mindfulness and Meditation (PYOGAMIND25F)

West Nyack, Bldg. 9 9/26 – 12/12 Th 7 – 8:15pm 10 hours \$135

A very current presentation of concepts of mindfulness, yoga asanas and meditation. Yoga asanas are a core of the class and allow students to strengthen and stretch their bodies. Students will learn about mindfulness and practice meditation. The class enables students to develop a well-rounded yoga practice. Taught by an experienced and certified yoga instructor. **Suitable for all levels of yoga experience.**

● Introduction to Karate (PKARATE25F)

Nyack/BERC **10/9 – 12/18** **W** **7:30 – 8:30pm** **8 hours** **\$120**

Learn self-defense, develop self-discipline and respect, build good character and increase overall fitness while having fun! Excellent family activity. Class is appropriate for beginners but open to all levels. Minors must be accompanied by a parent. Instructor is a World Karate Federation certified coach and international champion. **(\$35 uniform fee additional.)**

• Literacy

TAKING STEPS TO A BRIGHTER FUTURE!

EXPANDED HOURS AND LOCATIONS

- Morning, afternoon, evening and Saturday classes are available at our main site in Nyack
 - Morning and evening classes are available in Spring Valley
- Evening classes are now available in Haverstraw!**

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES LEVELS 1-4

Learn or improve your English!

- Free to students age 21 or older
- Morning, evening and Saturday classes available
- Ask about our locations

Please www.rocklandboces.org/adulted to sign up for an orientation.

BRIDGE TO CAREERS

This course helps students improve their reading, writing and math skills for entrance into a GED® preparation or Career Training class

- Free to students age 18 or older
- Free career exploration, resume writing and interviewing skills
- Free case management to help you plan your next steps

Call Maria Giraldo at (845) 348-3500 ext. 3632 for information on how to get started!

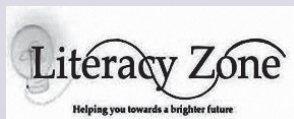
GED® PREPARATION

Get your high school equivalency diploma by attending test preparation classes!

- Free to students age 21 or older
- Attend one of our free orientations to learn more
- Passing NY State Regents tests can count toward your diploma
- Ask about our intensive math classes

Call Will Jordan at (845) 348-3500 ext. 3610 for information on how to get started!

• (NEW) Literacy Zone of Spring Valley



Live in Spring Valley? Our new Literacy Zone is committed to helping adult residents improve their personal and professional lives – free of charge!

- Health Services
- Financial Institutions
- Community Centers
- Libraries
- Adult Education Classes
- Job Training
- Computer Skills
- Immigration Services

Call Chrystelle Wade at (845) 925-4903 to learn more or visit our new Family Welcome Center at the Louis Kurtz Civic Center, 9 North Main Street, Spring Valley, NY 10977. The Family Welcome Center operates on Mondays and Tuesdays from 9am - 1pm.

• Rockland Works!

Looking to **JUMPSTART** your career? **ADVANCE** within your current job? **RETURN** to the workplace?

Rockland Works will customize an education and employment plan to assist you in reaching your goals. Tuition assistance is available for up to \$10,000 for job training courses in hospitality, biomedical, IT data management and manufacturing.

JOB SEEKERS

Rockland Works staff will help you:

- Conduct your job search using up-to-date labor market information.
- Build your employment portfolio including resume, cover letter, and interview skills.
- Utilize Career Center workspace, technology and resources.

EMPLOYERS

Rockland Works staff will help you:

- Save time and money on staffing and training.
- Speed up your recruitment and selection process.
- Fill vacant positions with qualified job seekers.
- Utilize Career Center job listing system to identify trends and in-demand occupations.

ADDITIONAL SERVICES INCLUDE:

- Basic computer training.
- Career-related instructor-led workshops.
- Training funds for skills upgrade or career transition for qualified candidates.
- Access to computers with internet, fax machine, phone and copier.

ROCKLAND
WORKS

All one-stop Rockland Works services are conveniently located:

Rockland BOCES Educational Resource Center (BERC)

131 North Midland Avenue, Nyack, NY 10960 | rocklandworks.org | (845) 770-2900

• Youth Connections

If you are between the ages of 18-24, **Rockland Works' Youth Connection Program** could help you open the door to your future!

youthConnections
education...training...jobs

- **PREP** for job success with our Work Readiness Bootcamp
- **GAIN** paid work experience through internships with local businesses
- **EARN** industry credentials with free classes in healthcare, vocational and customer service fields
- **GET** a High School Equivalency Diploma (GED®)

YOUTH CONNECTIONS SERVES:

- Young adults (ages 18-24) who did not complete high school or who have earned a high school diploma, but are not attending college.
- Those who are English Language Learners (ELL) or low literacy, pregnant or parenting, have offender status and/or are homeless.

All services are provided FREE of charge

For more information, visit rocklandworks.org or call (845) 770-2900

Creating Pathways to Better Careers and Economic Growth

Equal Opportunity Employer/Program.

Auxiliary aids and services available upon request to individuals with disabilities.

americanjobcenter | wdb Workforce Development Board
of ROCKLAND COUNTY

● GENERAL INFORMATION

Tuition Discounts and Funding Opportunities:

Veterans: The Division of Veterans Affairs has approved certain Adult Career and Technical Education and Part-Time Vocational Programs for veterans and other eligible persons. For more information, call (845) 348-3500.

Low-income or Displaced Workers: Rockland BOCES is an eligible training provider under the Workforce Innovation and Opportunity Act. If you are a low-income or displaced worker, you may be eligible to receive money to cover the cost of select courses and certificate programs. For more information, call (845) 348-3500.

Rockland County Volunteer Fire and EMS personnel: If you are in good standing and meet minimum qualifications, the County of Rockland can help you pay for training! The Higher Education Recruitment and Retention Opportunities (HERRO) Program reimburses up to \$6,000 in tuition. For more information call (845) 348-3500 or contact Rockland County Fire and Emergency at (845) 364-8800.

Refunds:

- **Seniors:** Students aged 62 and above are eligible for a 25% discount on classes between 15 and 30 hours long. Discounts must be requested at time of registration, and cannot be combined.
- **Refunds** for classes canceled by BOCES – 100% of tuition and fees collected in advance will be refunded.
- **Refunds** for student withdrawals:
Classes under 300 hours long:
 - If written notification is received 24 hours **BEFORE** the first day of class, tuition will be refunded. **No refunds are available after this time.**
 - A \$20.00 processing fee will be deducted from all refunds.
 - A \$100 registration fee will be withheld from courses requiring an orientation for registration.
 - All testing fees are nonrefundable.
 - For refund information related to the Practical Nursing Program, call (845) 627-4830.**Refunds will be made by credit card or check, depending on the form of payment used for registration.*

Canceled Classes: If there is low enrollment, a class may be canceled. You will be contacted by phone or email if there is a cancellation. Cancellations are not decided until a few days before the start of the class.

Transfers: Students may not transfer between programs. No credit is given for prior attendance in a similar program at another institution.

Class Locations:

Nyack/BERC:

131 North Midland Avenue
Nyack NY 10960 (rear entrance)

West Nyack:

65 Parrott Road, West Nyack, NY 10994

● **CAN'T REGISTER ONLINE? USE FORM BELOW**

Course Number _____ Day & Time _____

Course Title _____

Start Date _____ Tuition Enclosed \$ _____

**Please assume you have been accepted unless notified to the contrary.
No receipts are mailed. Please report to the first scheduled class.**

Last Name (Print) _____ First Name _____

Street Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Business Phone _____

E-Mail Address _____ Cell Phone _____

DOB (mm/dd/yyyy) _____

Credit Card: VISA/Master Card:

Card Number: _____ Expiration Date: _____

Same person as registrant? ☐ Yes ☐ No

Please circle the appropriate number.

- | | | |
|----------------------------------|--------------------------------------|-------------|
| 1. White, not of Hispanic Origin | 2. Black | 3. Hispanic |
| 4. Asian or Pacific Islander | 5. American Indian or Alaskan Native | |
| 6. Non-resident Alien | 7. Afro-Caribbean | 8. Other |

Gender: _____

U.S. High School Diploma or Equivalent: ☐ Yes ☐ No

I have read and understand the refund policy. I authorize Rockland BOCES to charge my credit card \$_____ for tuition for this course and I agree to pay it in accordance with the agreement governing the use of this card.

Signature _____ Date _____ / _____ / 20 _____

Make money order payable to ROCKLAND BOCES ADULT EDUCATION

Fax registrations must be paid by MasterCard/Visa.

No personal checks accepted.

**** Tuition includes all insurance fees. Textbooks are not included.**

See Page 16 for refund policy.

**** There is a \$20 administrative fee charged for the processing of requested refunds.**

Amount Received _____

Money Order Number _____

Received By _____ Date _____

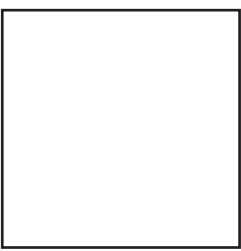
Receipt Number _____

Mail or Fax to: Adult Education Program Administrator
FAX (845) 348-3559
BOCES Educational Resource Center
131 North Midland Avenue, Nyack, NY 10960



ROCKLAND BOCES
ROOTED IN THE COMMUNITY

131 North Midland Avenue, Nyack, NY 10960



Residential Customer

Get SOCIAL with us:



FALL-WINTER 2024-25