



*Lifelong Learning
is on Your
Horizon*

Adult Career and Educational Services

January - August 2012

- *Advanced Manufacturing*
- *Business & Industry*
- *Career & Technical Education*
- *CDL A & B*
- *Computer Technology*
- *GED® Exams*
- *GED®/Literacy*
- *Health Occupations*



*New York State Workforce
Training Provider*

Table of Contents

Superintendent Message	3
Cattaraugus-Allegany BOCES Board of Education	3
Cattaraugus-Allegany BOCES Directors	3
General Information	4
Daytime Career & Technical Classes	5
CDL A & B	6
Business and Industry Customized Training	6
Driving Programs	7
Health Occupations	8
Dental Assisting	9
GED® Class Offerings	10
GED® Eligibility	11
GED® Test Schedule	12
Belmont Center Class Offerings	13
Ellicottville Center Class Offerings	14
Community Location Class Offering	14
Olean Center Class Offerings	15-16
Course Descriptions	17-22
Adult & Continuing Education Staff Directory	23
Registration Information	23
Financial Aid Information	23
Registration Form	24



Message from the District Superintendent

Adult Education has a long history in our state and a strong tradition in our BOCES. It began in 1911 with what were called moonlight programs because people studied by the light of the moon. The manpower cuts of the 1960's provided a framework to train unemployed individuals for the marketplace.

Teaching literacy and GED® preparation has long been our strong suit as well as Vocational and Technical Education. The state of our economy and the rapid changes in technology make the need for a strong Adult Career and Educational Services Department greater than ever.



Our dedicated staff stands ready to offer courses for professional advancement, job training, personal growth or the vocational domain. Occupational and work force development training is part of our core mission and we can structure our course offerings to meet almost any need in a variety of settings. It is our goal to be a cooperative partner with local business, industry and other agencies to assist them with training and career development. We have modern, up-to-date technology and access to distance learning to assist in this important task.

The Cattaraugus-Allegany-Erie-Wyoming BOCES takes great pride in our ability to provide services in this important area. We stand ready to assist adult learners at all levels.

Dr. Robert D. Olczak
District Superintendent & Chief Executive Officer

Board of Education

Gilbert Green, President
Susan Potter, Vice President

Maxine Dowler	Dr. Heinke Lillenstein
Brian Eaton	Louis D. Nicol
Charles Joyce	Brad Sande
Robert Keenan	Sally Nenno, Clerk

Directors

Lynda Quick, Assistant Superintendent
Carol Fial, Special Education
Michael Graf, Information Technology
Pam Kirkwood, Attorney/Director of Personnel/Labor Relations
Timothy Cox, Instructional Support Services
Paul Carmichael, Career & Technical Education
Tom Potter, Controller

OUR LOCATIONS

Olean Center 1825 Windfall Road Olean, NY 14760	Ellicottville Center 5550 Route 242 E Ellicottville, NY 14731	Belmont Center 5536 Co. Route 48 Belmont, NY 14813	Southern Tier West 4039 Route 219 Salamanca, NY 14779
---	---	--	---

General Information

Eligibility

Enrollment is open to any person 16 years of age or older. Students who are currently enrolled in a high school must present written authorization from a home school official to register for a program. Adult Education programs do not provide course credit for high school students.

Equal Opportunity

CA BOCES hereby advises students, parents, employees and the general public that it offers employment, programs and educational opportunities, including career & technical education opportunities, without regard to gender, race, color, national origin, handicap or any other legally protected status. Inquiries regarding this non-discrimination policy and grievance procedures may be directed to: Human Resources Director, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760; 716-376-8237.

Registration

Early registration is required. Please don't wait to register! We need a minimum number of registrants for each course in order to run. Sometimes your registration will make the difference between running the class or cancelling it or you may lose a spot because the course is full. **A seat in a class can only be reserved if payment is received.** In the event that a course is cancelled, an attempt to notify all registrants will be made via telephone.

Tuition and Fees

The fee covers normal supply costs for most courses. Payment is required in full at the time of registration. Book and supply fees are due at time of registration. We accept cash, money order, check, MasterCard and VISA. **Notice: Any check returned for insufficient funds will be assessed a \$25.00 fee.**

Course Cancellation

If a minimum enrollment is not reached for a course, BOCES reserves the right to cancel the course and refund the tuition fees.

Refunds

Tuition refunds will be granted only for the following:

1. **CANCELLATION OF CLASSES.**
A full refund will be made if a class is cancelled because of insufficient registration.
2. A refund minus a \$10 registration fee will be issued if the Adult Education Office is notified in writing five days before the first class session of your intention to withdraw. No refunds will be granted after this time.
3. Refunds may take approximately 15-30 days to process.

Tuition Assistance - Do you qualify?

- ◆ Veteran/GI Bill
- ◆ Adult without a high school diploma
- ◆ ACCESS-VR (VESID)
- ◆ Unemployed/Underemployed

Call 716-376-8278.

Daytime Career and Technical Education classes offered at Centers at Belmont, Ellicottville, and Olean

**Advanced Manufacturing Machining
Animal Science
Audio Visual Production
Automotive Technology
Building Technology
Collision Repair Technology
Computer Aided Drafting/PLTW
Computer Systems Technology
Cosmetology
Criminal Justice**

**Culinary Arts
Early Childhood/Human Services
Hospitality and Tourism (one-year
program)
Media Communication Technology
Medical Assisting
Medical Professions
Natural Resources
Power Equipment Technology
Welding/Metal Fabrication**



Programs are available to adults in the daytime. Each of the programs are half days, morning or afternoon, for two years. Please contact our career counselor for details regarding tuition, financial aid and case advisement. Programs begin in September. Contact 716-376-8278.



Jobs!!

CDL Class A Tractor Trailer

or

CDL B/Heavy Equipment



Train with a licensed professional so you can become a professional driver. Learn all the necessary state and federal regulations regarding commercial driving. This 150-hour course or 45-hour course includes classroom instruction and driving to prepare you for safe operation, maneuvers and knowledge of the industry.

Requirements:

- CDL A - Minimum 21 years of age
CDL B - Minimum 18 years of age
- Possess a current driver's license and a Class A or B Permit (NY or PA)
- Driving record free of violations which could hinder employment
- Pass D.O.T. physical and drug tests

Financial aid available to those who qualify. Call 716-376-8278 for more information.

Business & Industry

Customized Employee Training

Employers: Our goal is simple...

- To provide you with the skills your employees need to navigate in today's and tomorrow's world. We customize professional instruction as needed in Career and Technical Education and Career and Personal Development. Training is available at your location or one of ours.

For more information call Nancy at 716-376-8384.

Driving Programs



Driver Adult Training

For adults over 21 years of age. Learn to drive in traffic, parallel park, pass, change lanes and more. Good for those just learning to drive and those that need improvement. Students are expected to practice outside of class. Course consists of 5 hours classroom, 15 hours observation and 15 hours drive time. Call 716-376-8278 for more information or to register.

5-Hour Pre-Licensing Course

All applicants for a NYS driver's license must take a five-hour course consisting of classroom driver training and highway safety instruction. Included is an alcohol and drug education component. Below is a list of classes that meet the Bureau of Motor Vehicle requirement before a road test will be offered. All classes are held 4:00 - 9:30 p.m. **Fee: \$25.00**

- Belmont Career Technical Center - Feb. 1, Apr. 4, June 6, Sept. 12
- Ellicottville Career Technical Center - Feb. 15, Apr. 25, June 12, Sept. 19
- Olean Career Technical Center - Jan. 11, Feb. 8, Mar. 14, Apr. 18, May 23, July 11, Aug. 15, Oct. 3

Prepaid registration is required. Remit payment to: CA BOCES, Attn: 5-Hour, 1825 Windfall Road, Olean, NY 14760. For more information, call Larry Jonak at 716-376-8274.

Point & Insurance Reduction

Save 10% each year for three years on your car insurance. Refresh your driving knowledge with a review of time-tested safe driving tips and an overview of today's vehicle and traffic laws. You may also be eligible to reduce as many as four violation points on your driving record. **Fee: \$35.00. Prepaid registration is required. Remit payment to CA BOCES, Attn: Point & Insurance Reduction, 1825 Windfall Road, Olean, NY 14760. For more information, call Larry Jonak at 716-376-8274.**

- | | |
|--|--|
| • January 23 & 25, 2012 (Mon. & Wed. 6-9 PM) | Belmont, Ellicottville & Olean Centers |
| • March 5 & 7, 2012 (Mon. & Wed. 6-9 PM) | Belmont, Ellicottville & Olean Centers |
| • April 16 & 18, 2012 (Mon. & Wed. 6-9 PM) | Belmont, Ellicottville & Olean Centers |
| • May 14 & 16, 2012 (Mon. & Wed. 6-9 PM) | Belmont, Ellicottville & Olean Centers |
| • June 11 & 13, 2012 (Mon. & Wed. 6-9 PM) | Belmont, Ellicottville & Olean Centers |

INTERESTED IN A HEALTH OCCUPATION?

DENTAL ASSISTING - One-year, part-time class (Tuesday and Thursday evenings; every other Saturday) begins October 2, 2012 at Olean Career Technical Center. 200-hour internship held at local dental offices. (620 hours).

NURSE AIDE/HOME HEALTH AIDE - Six-week class (Monday through Friday) begins January 23, 2012, April 16, 2012 and June 4, 2012 at the Olean Career Technical Center; February 13, 2012 at the Belmont Career Technical Center; and July 30, 2012 at The Pines Healthcare & Rehabilitation Center in Machias. (145 hours)

MEDICAL BILLING - Seventeen-week class begins March 7, 2012 on Wednesday evenings at the Olean Career Technical Center. *Medical Terminology may be required depending on experience.* (51 hours)

MEDICAL OFFICE ASSISTING - Seventeen-week class (Tuesday and Thursday evenings) begins March 6, 2012 at the Olean Career Technical Center. (102 hours)

MEDICAL TERMINOLOGY - Four-day class begins February 7, 2012 at the Olean Career Technical Center. *May be required for Medical Billing.* (12 hours)

PHLEBOTOMY - Thirteen-week class (Monday and Wednesday evenings) begins March 5, 2012 at the Olean Career Technical Center. Upon successful completion of this course, you will be eligible to apply for certification through the American Society for Clinical Pathology. (157 hours)

PRACTICAL NURSING - Two-year, part-time programs begin in late-August yearly at the Olean, Belmont and Ellicottville Career Technical Centers. Pre-entrance testing required. The Practical Nursing program offers the opportunity for adult students to practice patient-centered nursing care of all age groups. Nursing theory and patient care lab skills taught in the classroom are combined with a supervised clinical experience to develop a knowledgeable competent nurse. Courses included in this program are Fundamental Skills, Structure and Function of the Human Body, Pharmacology, Growth and Development, Medical-Surgical Nursing, Pediatric and Maternity Nursing. The program is registered by the NY State Education Department for 1,300 hours of combined academic and clinical instruction. The program prepares the student for admission to the state licensing examination.

**Contact Christine Halliday at 716-376-8268 for more information or to register
or visit our website at www.caboces.org**

.....
.....
.....
Financial Assistance Available for Practical Nursing
.....
Federal PELL Grants, Federal Stafford Loans, PLUS Loans.
.....
Contact Larry Jonak at 716-376-8274 or e-mail larry_jonak@caboces.org
.....
.....



DENTAL ASSISTING

One-Year Program

Have you ever thought about becoming a Certified Licensed Dental Assistant? Beginning October 2, 2012, the Career and Technical Center in Olean will be offering a part-time program in Dental Assisting.

This program, approved by the New York State Education Department for licensure and certification purposes, will provide an excellent opportunity for persons with an interest in the dental profession to begin a rewarding career as a licensed health care professional. Students will receive training in Clinical Procedures, Professional Dental Assisting, and the Biomedical Sciences. Dental Assisting can open the door to exciting careers such as certified dental assistant, dental receptionist, and dental lab technician.

Classes are held two evenings a week and two Saturdays a month. Visit our website at www.caboces.org for more information and the enrollment packet or contact Cathy Tomerlin at 716-376-8217. Enrollment is limited.



Call us toll free 1-888-354-0553

GED® Class Schedule/Locations

For more information about GED® classes, call Amy Swalcy at 716-376-8211

United Methodist Church-Angelica
15 Park Circle, Angelica, NY
Tuesday & Thursday
12:00 - 3:00 p.m.

Allegany County Employment & Training Center (One Stop)
7 Wells Lane, Belmont, NY
Tuesday & Wednesday
3:30 - 6:30 p.m.

Arcade Library 585-492-1297
365 Main Street, Arcade, NY
Monday & Thursday
9:00 a.m. - 12:00 p.m.

The Core Learning Center
585-268-5213
5455 Route 19 N, Belmont, NY
Monday & Wednesday
4:00 - 7:00 p.m.

Cattaraugus Free Library
716-257-9500
21 Main Street, Cattaraugus, NY
Tuesday & Thursday
4:00 - 7:00 p.m.

Cuba Library 585-968-1668
39 E. Main Street, Cuba, NY
Monday & Wednesday
4:30 - 7:30 p.m.

Delevan Library 716-492-1961
28 School Street, Delevan, NY
Monday & Wednesday
5:00 - 8:00 p.m.

Fillmore Library 585-567-8301
46 W. Main Street, Fillmore, NY
Monday 6:00 - 9:00 p.m. and
Wednesday 4:00 - 7:00 p.m.

Blount Library - Franklinville
716-676-5715
5 N. Main Street, Franklinville, NY
Call 716-376-8211 for dates and times

Little Valley Library 716-938-6301
110 Rock City Road, Little Valley, NY
Tuesday & Thursday
4:00 - 7:00 p.m.

Christ United Methodist Church
633 Linwood Avenue, Olean, NY
Tuesday & Thursday
9:00 a.m. - 12:00 p.m.

Olean's Friendship Center
716-372-0208
121 N. Union Street, Olean, NY
Monday & Wednesday
9:00 a.m. - 12:00 p.m.

Randolph Municipal Building
716-358-9701
72 Main Street
Monday & Wednesday
5:00 - 8:00 p.m.

Richburg Public Library
585-928-2694
160 Main Street, Richburg, NY
Tuesday & Thursday
4:30 - 7:30 p.m.

Salamanca Public Library
716-945-1890
Wildwood Avenue, Salamanca, NY
Monday 4:30 - 7:30 p.m. and
Wednesday 4:00 - 7:00 p.m.
Tuesday & Thursday 10:00 a.m. - 1:00 p.m.

South Dayton United Methodist Church Call 716-376-8211 to sign up.
328 Pine Street, South Dayton, NY
Tuesday & Thursday
4:00 - 7:00 p.m.

David Howe Public Library
585-593-3410
155 N. Main Street, Wellsville, NY
Monday & Thursday
5:00 - 8:00 p.m.

Are You Eligible and Ready to Test?

IF YOU

- Do not have a regular high school diploma (IEP holders are eligible),
- Are a resident of New York State (at least 30 days),
- You are or will be **at least 19 years old** on the first day of the test,

OR

- If under 19 years of age, you must obtain the appropriate documentation and include the attachment with the application identifying the eligibility criteria you meet.

ARE YOU READY TO PASS?

We request that each GED® test candidate show that they are well prepared to pass the GED® examination.

Candidates should take an Official GED® (half length) Practice Test through a local GED® preparation program **and** score a minimum of 450 on each subtest and 2500 in their total score. Full length practice tests may be acceptable with slightly lower scores.

Two I.D.'s required for admission to the exam

- Acceptable: Drivers' License, Sheriff's I.D., Social Services card, Birth Certificate, signed credit card, signed Social Security card, Voters Registration, Passport, or Military I.D. No high school I.D. can be used.

You may call CA BOCES GED® Testing Center at 716-376-8211 to inquire.

Already passed some parts of the test? Prepare and retest now. Old scores "expire" when new test is released in 2014.



2011-2012 GED Exam Schedule

Please bring a copy of last test results and picture ID.

GED® Exam Date	Test Site	Start and End Time
January 25-26, 2012 (Wed. & Thursday)	Ellicottville Center	3:00 p.m. – 8:00 p.m.
February 4 & 11, 2012 (Saturdays)	Olean Center	9:00 a.m. – 2:00 p.m.
March 7-8, 2012 (Wed. & Thursday)	Belmont Center	9:00 a.m. – 2:00 p.m.
March 23-24, 2012 (Friday & Saturday)	Olean Center	9:00 a.m. – 2:00 p.m.
April 4-5, 2012 (Wed. & Thursday)	Ellicottville Center	3:00 p.m. – 8:00 p.m.
April 18-19, 2012 (Wed. & Thursday)	Belmont Center	9:00 a.m. – 2:00 p.m.
May 9-10, 2012 (Wed. & Thursday)	Ellicottville Center	3:00 p.m. – 8:00 p.m.
May 30-31, 2012 (Wed. & Thursday)	Olean Center	9:00 a.m. – 2:00 p.m.
June 6-7, 2012 (Wed. & Thursday)	Ellicottville Center	3:00 p.m. – 8:00 p.m.
June 20-21, 2012 (Wed. & Thursday)	Belmont Center	9:00 a.m. – 2:00 p.m.

For a GED® Exam Application, go to www.nysed.gov and search GED® application. Mail applications to Olean Career and Technical Center Adult Ed./GED® Department, 1825 Windfall Road, Olean, NY 14760.

***YOU MUST REGISTER IN ADVANCE! Completed test applications should be in our office no later than the Friday prior to the test. You must include an Official Practice Test score of 2500/450 (each section) minimum with your test application. Official Practice Tests are available through GED® Preparation classes.**

Please fill in first and second test choice. Registration is limited and your first test choice may be full when we receive your application. If you do not include a second choice you will automatically be scheduled in the next available GED® test. You will be sent a confirmation letter if accepted in the GED® test. **For more information call: (716) 376-8211.**

*** Persons requesting Special Accommodations must submit the appropriate forms (website: www.nysed.gov) to the GED® Test Examiner, Olean Career and Technical Center, 1825 Windfall Road, Olean, NY 14760 for proper approval. For more information, call 716-376-8214.**

Belmont Center

Course descriptions begin on page 17

Call 716-376-8211 or 716-376-8384

Course	Day	Time	Wks	Fee/Supplies	Start Date
CDL A/Heavy Equipment	Varies	Varies	Varies	Call for details	Varies
CDL B/Heavy Equipment	Varies	Varies	Varies	Call for details	Varies
J Class A - Tractor Trailer Commercial Drivers License (CDL)	Varies	Varies	Varies	Call for details	Varies
A Class B - Commercial Drivers License (CDL)	Varies	Varies	Varies	Call for details	Varies
N Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	1/23/12
Welding - General	Mn & Th	5-7:30 p.m.	6	\$360	1/30/12
F 5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	2/1/12
E Nurse Aide/Home Health Aide	Mn-Fr	Varies	5	\$620/\$115 State Test	2/13/12
B Heavy Equipment	Sa	8 a.m.-4:30 p.m.	7	\$500	3/17/12
M Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	3/5/12
A Substitute Teacher	Varies	5-8 p.m.	5 days	\$125/\$30 book	3/12/12
R 5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	4/4/12
A Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	4/16/12
P Security Guard	Mn & Tu	5-9 p.m.	1	\$95/See desc. for add'l fee	4/23/12
R Welding - Pipeline	Mn & Th	5-7:30 p.m.	8	\$480	4/16/12
M Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	5/14/12
A 5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	6/6/12
J Heavy Equipment	Sa	8 a.m.-4:30 p.m.	7	\$500	6/9/12
U Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	6/11/12
N Security Guard	Mn & Tu	5-9 p.m.	1	\$95/See desc. for add'l fee	6/18/12
A Heavy Equipment	Sa	8 a.m.-4:30 p.m.	7	\$500	8/11/12
U Practical Nursing	Mn-Fr	8-11 a.m.	Yr	Call for details	8/29/12
G Security Guard	Mn & Tu	5-9 p.m.	1	\$95/See desc. for add'l fee	8/13/12



Call us toll free 1-888-354-0553

Ellicottville Center *Course descriptions begin on page 17* Call 716-376-8211 or 716-376-8384

	Course	Day	Time	Wks	Fee/Supplies	Start Date
J A N	CDL A/Heavy Equipment	Varies	Varies	Varies	Call for details	Varies
	CDL B/Heavy Equipment	Varies	Varies	Varies	Call for details	Varies
	Class A - Tractor Trailer Commercial Drivers License (CDL)	Varies	Varies	Varies	Call for details	Varies
	Class B - Commercial Drivers License (CDL)	Varies	Varies	Varies	Call for details	Varies
	Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	1/23/12
F E B	5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	2/15/12
	Security Guard	Tu	5-9 p.m.	2	\$95/See desc. for add'l fee	2/14/12
M A R	Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	3/5/12
A P R	5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	4/25/12
	Heavy Equipment	Sa	8 a.m.-4:30 p.m.	7	\$500	4/21/12
	Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	4/16/12
M A Y	Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	5/14/12
J U N	5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	6/12/12
	Heavy Equipment	Sa	8 a.m.-4:30 p.m.	7	\$500	6/23/12
	Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	6/11/12
A U G	Heavy Equipment	Sa	8 a.m.-4:30 p.m.	7	\$500	8/18/12
	Practical Nursing	Mn-Fr	8-11 a.m.	Yr	Call for details	8/29/12



Community Location *Course descriptions begin on page 17* Call 716-376-8211 or 716-376-8384

Location	Course	Day	Time	Wks	Fee/Supplies	Start Date
The Pines - Machias	Nurse Aide/Home Health Aide	Mn-Fr	Varies	6	\$620/\$115 State Test	7/30/12

Olean Center

Course descriptions begin on page 17

Call 716-376-8211 or 716-376-8384

Course	Day	Time	Wks	Fee/Supplies	Start Date
5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	1/11/12
CDL A/Heavy Equipment	Varies	Varies	Varies	Call for details	Varies
CDL B/Heavy Equipment	Varies	Varies	Varies	Call for details	Varies
Class A - Tractor Trailer Commercial Drivers License (CDL)	Varies	Varies	Varies	Call for details	Varies
Class B - Commercial Drivers License (CDL)	Varies	Varies	Varies	Call for details	Varies
J Computer Introduction	Th	6-9 p.m.	3	\$70/\$15 review cards (3)	1/26/12
N HVAC (Heating, Ventilation & A/C)	Mn	6-9 p.m.	7	\$180	1/23/12
Nurse Aide/Home Health Aide	Mn-Fr	Varies	6	\$620/\$115 State test	1/23/12
Photography	Wd	6-8 p.m.	6	\$80	1/11/12
Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	1/23/12
Security Guard	Mn & Tu	5-9 p.m.	1	\$95/See desc. for add'l fee	1/23/12
Sign Language	Tu	6:30-8:30 p.m.	10	\$165 plus book/see desc.	1/24/12
Welding - General	Tu & Th	4:00-6:30 p.m.	6	\$360	1/24/12
5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	2/8/12
Accounting - Level 1	Wd	5:30-8:30 p.m.	7	\$147	2/1/12
Dog Obedience	Wd	5:30-6:30 p.m.	7	\$70	2/8/12
Internet Explorer/E-mail	Th	6-9 p.m.	2	\$45	2/23/12
Jewelry Design	Tu	5:30-8:30 p.m.	3	\$55 plus \$40 supplies	2/7/12
F Masonry	Wd	6-9 p.m.	14	\$450	2/8/12
E Medical Terminology	Tu & Th	5:30-8:30 p.m.	2	\$70	2/7/12
B Office Skills of the 21st Century	Tu, Th & Fr	9 a.m.-1 p.m.	8	\$600	2/7/12
OSHA 10-Hour Construction Industry Outreach Course	Wd & Th	9 a.m.-4:30 p.m.	1	\$150	2/22/12
Photoshop Basics	Mn & Wd	6:30-8:30 p.m.	3	\$95	2/6/12
Plumbing Basics	Wd	6-8 p.m.	4	\$115	2/22/12
Residential Wiring	Tu	5:30-9 p.m.	6	\$210/\$70 book	2/7/12
Welding - General	Mn & Wd	6-8:30 p.m.	6	\$360	2/6/12
5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	3/14/12
A+ Computer Repair Certification Preparation	Wd	5-9 p.m.	37	\$1,350/\$400 kit	3/7/12
Auto Body Technology - Level 1	Tu & Th	5-9 p.m.	3	\$240	3/13/12
Dog Grooming	Tu	6-8 p.m.	5	\$90	3/13/12
Dog Obedience	Tu	6-7 p.m.	7	\$70	3/13/12
M Machining - Manual	Mn & Wd	4:30-7:30 p.m.	5	\$285	3/19/12
R Medical Billing	Wd	5:30-8:30 p.m.	17	\$400/\$95 book	3/7/12
Medical Office Assisting	Tu & Th	5:30-8:30 p.m.	17	\$600/\$95 book	3/6/12
Microsoft Excel 2007	Th	6-9 p.m.	8	\$175/\$48 books	3/15/12
Phlebotomy	Mn & Wd	4:30-7:30 p.m.	15	\$675	3/5/12
Photography - Advanced	Wd	6-8 p.m.	5	\$65	3/7/12
Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	3/5/12
Security Guard	Mn & Tu	5-9 p.m.	1	\$95/See desc. for add'l fee	3/19/12
Web Design	Mn & Wd	6:30-8:30 p.m.	3	\$95	3/5/12

Call us toll free 1-888-354-0553

Olean Center

Course descriptions begin on page 17

Call 716-376-8211 or 716-376-8384

Course	Day	Time	Wks	Fee/Supplies	Start Date
5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	4/18/12
Accounting - Level 2	Wd	5:30-8:30 p.m.	7	\$147	4/18/12
Automotive Technology	Tu & Th	6-9 p.m.	5	\$360	4/3/12
Dog Obedience	Wd	5:30-6:30 p.m.	7	\$70	4/11/12
A Nurse Aide/Home Health Aide	Mn-Fr	Varies	6	\$620/\$115 State Test	4/16/12
P Office Skills of the 21st Century	Tu, Th & Fr	9 a.m.-1 p.m.	8	\$600	4/10/12
R Photography	Wd	6-8 p.m.	10	\$130	4/25/12
Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	4/16/12
Residential Wiring	Tu	5:30-9 p.m.	6	\$210/\$70 book	4/17/12
Welding - General	Tu & Th	4-6:30 p.m.	6	\$360	4/17/12
5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	5/23/12
Auto Body Technology - Level 2	Tu & Th	5-9 p.m.	3	\$240	5/1/12
Jewelry Design	Tu	5:30-8:30 p.m.	3	\$55 plus \$40 supplies	5/22/12
M Machining - CNC Lathe	Mn & Wd	4:30-7:30 p.m.	4	\$280	5/7/12
A OSHA 10-Hour Construction	Wd & Th	9 a.m.-4:30 p.m.	1	\$150	5/2/12
Y Industry Outreach Course					
Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	5/14/12
Security Guard	Mn & Tu	5-9 p.m.	1	\$95/See desc. for add'l fee	5/21/12
Welding - General	Mn & Wd	6-8:30 p.m.	6	\$360	5/14/12
Machining - CNC Mill	Mn & Wd	4:30-7:30 p.m.	6	\$420	6/25/12
J Microsoft Word 2007	Th	6-9 p.m.	12	\$260/\$72 books	6/7/12
U Nurse Aide/Home Health Aide	Mn-Fr	Varies	6	\$620/\$115 State test	6/4/12
N Point & Insurance Reduction	Mn & Wd	6-9 p.m.	1	\$35	6/11/12
5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	7/11/12
J Dog Grooming	Th	6-8 p.m.	5	\$90	7/19/12
U Dog Obedience	Mn	6:30-7:30 p.m.	7	\$70	7/9/12
L Security Guard	Mn & Tu	5-9 p.m.	1	\$95/See desc. for add'l fee	7/23/12
Welding - General	Mn & Wd	6-8:30 p.m.	6	\$360	7/9/12
A 5-Hour Pre-Licensing Course	Wd	4-9:30 p.m.	1	\$25	8/15/12
U Practical Nursing	Mn-Fr	8:15-11:15 a.m.	Yr	Call for details	8/29/12
G Substitute Teacher	Varies	5-8 p.m.	5 days	\$125/\$30 book	8/6/12



Register online at www.caboces.org

Course Descriptions

5-Hour Pre-Licensing

Pre-requisite for a NYS driver's license consisting of classroom driver training, highway safety instruction and alcohol and drug education. Class meets the Bureau of Motor Vehicle requirements.

A+ Computer Repair Certification Preparation

Substantial growth in the field of computer repair parallels huge gains in the use of technology. If you enjoy working with computers, then take the next step toward a rewarding technology career with this comprehensive course. A+ training offered by the Computer Repair Technology Association (CompTIA) prepares you for testing and certification in a job field with unlimited potential. This is a 150-hour course.

Accounting - Level 1

Learn basic bookkeeping skills along with fundamental accounting principles and procedures. This 21-hour course will teach you how to maintain a checking account, record daily business transactions in journals, and post to ledgers in order to produce simplified financial statements.

Accounting - Level 2

This 21-hour course will expand your knowledge and skills learned in Level 1 and will include payroll preparation, payroll taxes, and personal income taxes. Get beginners knowledge about depreciation, inventory and different types of business entities. (Pre-requisite: Accounting - Level 1).

Auto Body Technology - Level 1

Auto Body is a field that combines Old World craftsmanship with cutting-edge techniques. This 24-hour class teaches you valuable basic skills such as safety, repair, restoring, refinishing, customizing and painting. Using modern welding and spray-painting equipment, you will gain first-hand knowledge and experience that prepares you for an entry-level job in a rewarding and rapidly growing field.

Auto Body Technology - Level 2

This 24-hour course expands on Level 1. Students will do prep work, prime, remove old paint, remove door panels, light fixtures, etc., then learn the art of painting and clear coating.

Automotive Technology

This 30-hour course is designed to explore the basics of systems that deal with the engine, fuel, and powertrain. Topics discussed will be Basics of Engine Design, Ignition Systems, Fuel Systems, Suspension and Steering, Wheel Alignment, Tires and Wheels, Struts and Shocks, Wheel Bearings, Brakes, and Exhaust Systems. Class consists of 20% classroom theory, 80% hands on instruction, and is designed to encourage people with very little experience to attend. Auto repair is becoming very complicated, with sensors sending signals to engine management systems that are interacting with power train control modules. Because of this new technology, diagnosing and repairing these vehicles is becoming more challenging.

Business & Industry Customized Training

Employers, to stay current and competitive in today's business climate, help your staff improve through on-site professional development. BOCES offers training in trades, technology and career and professional development. We can schedule and customize seminars at one of our four convenient locations or on site. For more information call Nancy at 716-376-8384.

CDL A/Heavy Equipment

Now is the time to become experienced on Heavy Equipment and also earn your CDL A License! The CDL component trains you to test and receive a Class A (Tractor Trailer) Commercial Driver License (CDL). The Heavy Equipment component provides an introduction to the heavy equipment industry and basic heavy equipment operation. Employment from satisfactory completion of this class can be found in all types of truck driving jobs such as equipment transporting, dump trucks/trailers, sand and gravel, paving, concrete/asphalt, mining, freight haulers, construction materials, tankers, etc. and also the proposed road construction jobs.

CDL B/Heavy Equipment

Now is the time to become experienced on Heavy Equipment and also earn your CDL B License! The CDL component trains you to test and receive a Class B Commercial Driver License (CDL). The Heavy Equipment

component provides an introduction to the heavy equipment industry and basic heavy equipment operation. Employment from satisfactory completion of this class can put you on the road to a career as a professional driver of dump trucks, cement mixers, utility trucks, garbage trucks, delivery vans, food service trucks and many other commercial vehicles.

Class A Tractor Trailer Commercial Drivers License (CDL)

Are you interested in an exciting, professional career as a Class A Tractor Trailer Driver? Learn to drive a Tractor Trailer in just 5 weeks. Jobs are plentiful for over-the-road drivers. Funding may be available for this 150-hour training. **Must have CDL A permit, DOT physical and drug test. Must be 21 years of age.**

Class B Commercial Drivers License (CDL)

Learn all the necessary state and federal regulations regarding CDL B. This 45-hour program consists of classroom and driving to prepare you for safe operations, pre-trip, inside and out, parallel parking, straight line backing and other maneuvers. Drive on the road with a professional licensed driver and get a working knowledge of the industry. Must be 18 years of age, possess a current drivers license, Class B permit, DOT physical and drug test.

Computer Introduction

Are you a new computer user? This 9-hour course offers a comprehensive overview of how a computer works for the user who has little or no experience. Learn everything from the beginning...how to use a mouse and keyboard, terms used in the computer world, explore Windows XP using Word Pad, Calculator and Paint. To the middle...creating and organizing your files and folders in Windows Explorer and My Computer. To the end...with step-by-step instruction of moving, copying, saving your files and folders and also providing you with the knowledge and skills you need to protect your system from outside attacks such as malware, spyware, scams.

Dental Assisting

This 620-hour course provides training and experience and will serve as a stepping stone to a more highly-skilled, better paying job. Students will learn patient care, office and laboratory duties as well as fulfill a clinical internship requirement within a local dental office. Students work chairside as the dentist examines, treats patients and prepares material for dental procedures. Graduates are eligible to sit for the New York State licensing exam. Employment opportunities are readily available in dental offices, clinics and public health departments. High school diploma or GED and pre-testing are required.

Dog Grooming

Keep your dog looking beautiful between regular grooming visits or maintain your dog's coat all by yourself! Learn from a professional groomer. **First class** will be INTRO/INFORMATION night (owners only). Please bring a picture of your dog. Instructor will tell you what tools and supplies will be needed. We will have catalogs for pricing of all the supplies you will need. Figure your cost for your supplies then decide if this class is for you. Once all supplies are purchased and delivered, we will start the following 4 classes on a date to be determined. **Second class**, you will learn how to cut toenails, brush teeth and clean ears. **Third class**, you will learn how to shampoo your dog and maintain and brush their coat. **Fourth class**, you will use clippers for trimming feet, pads, and around face and ears. **Fifth class**, includes haircuts with scissors and/or clippers.

Dog Obedience

True pet lovers agree! Even the most cherished family dog can benefit from obedience classes. This 7-hour class can give you the insight you need toward enjoying a well-behaved, beloved and happier pet. Your dog will learn basic obedience commands. Instructor will address individual pet issues and you will benefit from watching others.

Heavy Equipment - Belmont

Learn safety and operation of a JD450G Dozer w/foot steering, JD300D backhoe loader, JD 210C Backhoe loader, JD 450J Dozer, JD 450C Dozer, Bobcat 863 Skid Steer, Bobcat 425 Mini-Excavator, Case 2WD 895 Farm Tractor, Case 580C Super E Backhoe & 1974 Chevy Dump Truck. Must wear work boots (steel-toed preferred but not necessary) and no shorts please. (Please bring a lunch).

Heavy Equipment - Ellicottville

Learn safety and operation of a FG25 Forktruck, Bobcat 425 Excavator, 450 John Deere Bulldozer w/Log Winch, 450 JD Dozer lever steer, 555D Ford Backhoe w/Extendahoe, 4200 International Dump Truck GVWR 29,900

lbs, S185 Bobcat Skidsteer, 110 JD Tractor/Loader and 1400 Metavic Log Trailer w/Grapple. Must wear work boots (steel-toed preferred but not necessary) and no shorts please. (Please bring a lunch).

HVAC (Heating, Ventilation & A/C)

In this 21-hour course, learn the basics of residential heating and air conditioning including various techniques, systems and materials. Also includes basics of electric current, motor theory, ventilation and basic troubleshooting of both forced and hydronic heating systems, understanding codes and high velocity air conditioning.

Internet Explorer/E-mail

This 6-hour course provides a thorough introduction to Internet Explorer. Learn how to browse the Web, check IP addresses, work with Favorites, and use a History List. Learn about tabbed browsing, how to save and print a Web page, conduct searches and explore privacy, security options, etiquette on the net, search engines and how to surf. Learn how to send and receive e-mail messages as well as send and receive computer files, such as documents, pictures, and virtually any other type of information.

Jewelry Design

Looking for a new idea for gifts? Try our Jewelry-making class! The first class you will make a basic necklace; the second class, earrings; and the third class, a bracelet. These will not necessarily be a matching set so you can learn multiple techniques. Check out the instructor's blog at www.alisnotesfromthenorthwoods.blogspot.com to see the jewelry pieces she makes.

Machining - CNC Lathe

This 24-hour course will cover set up, operating and g-code programming of a CNC Lathe. Approximately 15 hours will be lecture time spent on programming while the other 9 hours will be setting tool and work offsets and CNC Machining. (Pre-requisite-Manual Machining or equivalent experience.)

Machining - CNC Mill

This 36-hour course will cover set up, operating and g-code programming of a CNC Mill. Approximately 18 hours will be lecture time spent on programming while the other 18 hours will be setting tool and work offsets and CNC Machining. (Pre-requisite-Manual Machining or equivalent experience.)

Machining - Manual

This 30-hour basic course will start you down the path to a highly paid career. Students will learn and apply safety, measurement and inspection used in the manual machining trade. Training on the lathes include set-up, basic turning, drilling, boring and treading. Mill training will be set-up, basic drilling, tapping and milling.

Masonry

Have you always wanted to do those home repairs or earn a little extra cash? Now you can! Start this class with the theory of masonry, learn the math needed, measure with transits and then get into the repairs. You will learn how to repair foundations, walls, steps, chimneys, and tile. We will finish the class with basic blueprint understanding and then try your hand at estimating for that small job! As an added bonus, you will learn the art of building a fireplace from one of the finest masons in the area.

Medical Billing

Learn medical billing including terminology and gain a complete overview of the medical claim process from initial patient appointment through the final financial transaction. Includes identifying and resolving patient billing complaints, verifying patient insurance coverage, diagnosis and procedure coding and adherence to HIPAA guidelines and regulations. This 51-hour course will benefit anyone in the medical field (new or established) including the biller, front desk personnel, nurse practitioners, and doctors by providing needed information and understanding the entire claim cycle.

Medical Office Assisting

This 102-hour course introduces students to entry level and basic office skills including scheduling, filing, record keeping, verbal and written communications, medical reception techniques, completing insurance forms, interpersonal skills, ethical and legal principles and adherence to HIPAA guidelines and regulations. Clinical skills will include medical terminology, transcription, hand washing, how to take temperatures, pulse and blood

pressures, height and weight, eye exams, specimen collection, documenting charts and special exam assisting.
Pre-requisites: Keyboarding and Microsoft Word skills.

Medical Terminology

Medical Terminology is the basis of the health care field. This class will begin with word pronunciations, root words for some medical terms, medical abbreviations, diagnostic and laboratory abbreviations and all the body systems.

Microsoft Excel 2007

Students will learn spreadsheet terminology and Excel's window components, how to use the Help system and navigate worksheets and workbooks. They will enter and edit text, values, formulas, and pictures, and save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates.

Microsoft Word 2007

Students will learn how to enter and edit text and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents and insert graphics. Students will work with styles, sections and columns. They will format tables, print labels and envelopes and work with graphics. They will also use document templates and manage document revisions. Students will work with styles, sections and columns. They will format tables, print labels and envelopes and work with graphics. They will also use document templates and manage document revisions. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks and cross-references.

Nurse Aide/Home Health Aide

This 145-hour curriculum is taught by a registered nurse and includes basic medical terminology, entry-level bedside care skills, related anatomy and physiology, nutrition, patient observation techniques and patient safety concerns. Graduates can become employed as a Nurse Aide (Nursing Assistant) or following completion of the Supervised Clinical Experience in a home setting (11 hours), a Home Health Aide. HOURS MAY VARY.

Office Skills of the 21st Century

This 96-hour course will help you improve your keyboarding skills by increasing your speed and accuracy. Business computer software applications, Microsoft Word, Excel, Access, PowerPoint, and Publisher will be used to create business letters and other documents. Business skills introduced will be proofreading and filing, and job-seeking skills such as resumes, cover letters and interview skills. Telephone skills will also be covered.

OSHA 10-Hour Construction Industry Outreach Course

This course is designed for construction workers, project foremen, job supervisors, or anyone involved in the construction industry. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Workers must receive additional training, when required by OSHA standards, on the specific hazards of the job. Upon successful completion of the course, participants will receive an OSHA 10-hour Construction Outreach DOL course completion card. New York State recently adopted a Bill in the State Legislature that requires contractors working on public works projects, to which the State or any municipality is the party owner, to have their entire workforce trained in the OSHA 10-hour Construction Outreach Training Program. The Bill (No. A02721A) requires public work projects exceeding \$250K in total contract work, to contain provisions which require all workers to have completed the OSHA 10-hour Construction Outreach Training Course prior to going to work on the public works project on or after July 18, 2008. Lunch is on your own. This course can be taught on a Friday & Saturday or two Saturdays; whichever is more convenient for everyone.

Phlebotomy

This valuable program prepares the student for employment in various health care settings such as hospitals, labs, clinics or blood banks. The student learns the various techniques of blood collection methods as well as specimen processing. Emphasis is placed on anatomy, infection control, safety issues, and communication for

patient interactions. The course is a combination of 57 hours of classroom theory with lab and concludes with a minimum of 100 hours of **Daytime** internship in local hospitals and laboratories. Tuition includes textbook and certification test fee for the American Society for Clinical Pathology. **Pre-test required.**

Photography

Have you always wanted to know how to use a digital or 35mm camera? Learn manual ride, how to override auto focus, manual exposure control, depth of field, bracketing and much more.

Photography - Advanced

This class is for all of our previous students that wanted to advance to the next phase of the exciting world of Photography.

Photoshop Basics

Photoshop is a professional design software that is used in all aspects of creative design. This 12-hour program can be used for digital imaging, web publishing, print publishing, video and audio. Photoshop is the industry standard for professional photo editing, graphic design and digital imaging. This program is the premier tool for working with digital images of any kind. It can be used to do anything you can do in a traditional dark-room and much more. Images may originate from a digital camera, from scans, from stock photo libraries or from existing web-ready artwork. As the industry-standard, Photoshop skills are a necessity if you want to be employable in the graphic design field.

Plumbing Basics

Everyone wants to learn how to save money on their water bill, so come join us! Maintain all faucets, toilets, and shut-off valves; work on those traps under your sink; keep those leaks from costing you; and discuss all the different types of water pipes, including galvanized, cooper and plastics such as PEX and PVC.

Point & Insurance Reduction

Save 10% each year for three years on your car insurance. Refresh your driving knowledge with a review of time-tested safe driving tips and an overview of today's vehicle and traffic laws. You may also be eligible to reduce as many as four violation points on your driving record.

Practical Nursing

The Practical Nursing program offers the opportunity for adult students to practice patient-centered nursing care for all age groups. Nursing theory and patient care lab skills taught in the classroom are combined with a supervised clinical experience to develop a knowledgeable competent nurse. This part-time 2-year program is registered by the New York State Education Department for 1,300 hours of combined academic and clinical instruction. Pre-entrance examinations are given throughout the year. Admission requirements: High school diploma or equivalency diploma, pre-entrance test, Pre-admission interview with the Nursing Coordinator, physical examination showing the student to be in good health and required immunizations. The classes are offered at 3 locations; Belmont, Ellicottville and Olean. Cattaraugus-Allegany BOCES has high standard with a proven track record of a 100% pass rate on the NYS licensing exam.

Residential Wiring

This 21-hour course covers basic safety procedures, theory behind grounding, how to test for electrical energy, and identify unsafe conditions. Gain knowledge of how a house system is supplied, wired and protected, electrical formulas and installation of wiring devices commonly found in the home. All are based on the 2011 National Electric Code.

Security Guard

Security guards and surveillance officers protect property, maintain security and enforce regulations and standards of conduct. Typical employers include banks, building management companies, hotels, casinos, hospitals, retail stores, restaurants, schools and governments. This eight-hour class is required for anyone wishing to obtain employment as a security guard in New York State. NYS requires a payment of \$141.25 for NYS registration payable to the NYS Department of State. There will also be a \$25 renewal fee every two years.

Sign Language

This 20-hour class is a foundational class to introduce Sign Language including practice in finger spelling and common words and phrases. Text needed is "Talking With Your Hands, Listening With Your Eyes" by Gabriel

Grayson. ISBN# 978-0-7570-0007-2 by Square One Publishers. Amazon.com or Overstock.com approx. \$18.00.

Substitute Teacher

Do you love to teach? Do you love to pick the days you work? Do you love going to different schools? Then become a SUBSTITUTE TEACHER!! There is continuous recruitment for Substitute Teachers because of the great need. This class will prepare you to be an effective substitute teacher by empowering you to develop skills in classroom management, teaching strategies, legal and safety issues, professionalism and special education. Learn the effective use of short activities, five minute fillers and early finisher activities. JOIN US TODAY! Belmont BOCES class dates: 3/12/12, 3/13/12, 3/14/12, 3/19/12, and 3/20/12. Olean BOCES class dates: 8/7/12, 8/8/12, 8/9/12, 8/14/12 and 8/15/12. **Pre-requisite: Associates Degree**

Web Page Design

Learn how to build a fantastic website with basic skills. Students will design their own website by learning how to use tables, frames, photos, clip art, multimedia and more. (Pre-requisite: Basic computer skills).

Welding - General

Students will learn appropriate welding techniques in this 30-hour course. One-on-one training for MIG, TIG, stick and creative designs. Instructors will work with student with what they want to learn at the level they need. Students must bring a long sleeve shirt, welding jacket, welding gloves, work boots (steel-toed preferred but not necessary) and helmet (if you have one). No shorts or sandals.

Welding - Pipeline

API 1104 Standards & ASME 9 introduction will be covered in this class. API 1104 covers the gas and arc welding of butt, fillet, and socket welds in carbon and low-alloy steel piping used in the compression, plumbing and transmission of crude petroleum, petroleum products, fuel gases, carbon dioxide, and nitrogen and, where applicable, covers welding on distribution systems. ASME Section 9 will also be taught in this class. Welding qualifications to ASME 9 are for use with the ASME pipe work codes. (Pre-requisite: Must be able to weld a test plate - SHAW requirements).

ATTENTION ELIGIBLE VETERANS WITH MONTGOMERY GI BILL AND POST-911 GI BILL BENEFITS

If you are looking for training in a demand occupations, you may be eligible for funding. We can help you with career decisions and the enrollment process.

Call Theresa at 716-376-8278.

Do you have a skill or craft that you would like to share with the community? Do you enjoy teaching others? CA BOCES is looking for adults who would like to teach in our Continuing Education Division.

For details, please contact Nancy Salvucci at 716-376-8384.

ADULT & CONTINUING EDUCATION STAFF DIRECTORY

Paul Carmichael, Director of Career and Technical Education	716-376-8371
Christine Halliday, Health Occupations	716-376-8268
Lawrence Jonak, Financial Aid Specialist	716-376-8274
Deborah Monroe, Literacy/GED®/Adult Education	716-376-8264
Bethany Ruane, Adult Literacy Coordinator	716-376-8293
Nancy Salvucci, Technical Training for Industry Coordinator.	716-376-8384
Theresa Schueckler, Adult Case Advisor	716-376-8278
Amy Swalcy, Adult Education/GED®	716-376-8211
Catherine Tomerlin, Health Occupations Coordinator	716-376-8217
Laurie Zimmerman, Administrative Secretary	716-376-8383

Easy Ways to Register

IN PERSON: Visit our office at 1825 Windfall Road, Olean, NY. Office hours are Monday - Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 4:00 p.m.

BY FAX: Available 24 hours a day. FAX the registration form on page 24. Remember to include your VISA or MasterCard number and expiration date. Fax 716-376-8450

**Complete the registration form on page 24, enclose a check or money order payable to CA BOCES and mail to:
CA BOCES Adult Education Department
1825 Windfall Road, Olean, NY 14760**

BY PHONE: Call 716-376-8211 to speak to an Adult Education staff member who will answer questions and assist you with registering.

BY INTERNET: www.caboces.org (Registration only. Cannot accept online payments at this time).

FINANCIAL AID: Alternative student loans are available for some classes. Our Financial Aid Specialist is available to assist you at 716-376-8274.

