LOCATIONS

Adult Education & Workforce Development Center  
40 West Main St., Canton NY 13617

Gouverneur Central School  
113 East Barney St., Gouverneur, NY 13642

Northwest Technical Education Center  
1000 Park St., Ogdensburg, NY 13669

Ogdensburg Adult Education Center  
1020 Park St., Ogdensburg, NY 13669

St. Lawrence Centre Mall  
6100 Mall Rd, Massena, NY 13662

Seaway Technical Education Center  
7225 State Hwy 56, Norwood, NY 13668

Southwest Technical Education Center  
3606 State Hwy 56, Gouverneur, NY 13642

TEAM

Program Director  
Jane Akins

Program Manager  
Dave Evans

Adult Education Coordinators  
Jennifer Rowledge
Felicia Saumier
Alex Pacific

Office Personnel  
Katelyn Campbell
Carolyn Cavanaugh
Jane LaShombe
Michele Lawrence
Rebekah Maurer
Jane Peacock

Lisa Rushlow  
Literacy Instructors  
Lisa Ames
Vikki Burcume-Hooper
Amanda Charleson
Kelly Day
Anne Marie Massic
Betsy Mott
Lori Smith
Judy Tomford
Miranda Vari

Occupational Instructors  
Paige Brooks
Julia Colbert
David Denny

Blossom Fernandes
Jarrid Gardner
Jacqueline Green
Gayle Hammers
Marletha Hughto
Judy Ingraham
Danielle Lennox
Mark Murphy
Raanitha Pillay
Christine Richardson
Jonathan Santamoor
WELCOME

Here at St. Lawrence-Lewis BOCES Adult Education and Workforce Development, we take education and training very seriously. During the outbreak of COVID-19, we were quick to respond by accommodating our students with online learning and technology. We will continue to find ways to teach and support the adult learners in our community. Browse through our catalog to discover some of the opportunities and classes that are available. Whether you are interested in healthcare courses such as Phlebotomy, EKG, CNA, or Medical Assistant, or trade and industry courses such as welding, electrical, building maintenance, or refrigeration and air conditioning, you can give us a call to learn more. We also offer TASC preparation classes to get you on your way to obtaining your high school equivalency diploma. So, make the most out of every day by gaining valuable training and education credentials. Call today: 888-360-7693

Together we can move mountains. We are here for you!

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FUNDING AVAILABLE
call to see if you qualify

YOU MAY QUALIFY IF

You are 19 or older without a high school diploma.

You receive SNAP benefits from St. Lawrence County.

You have a high school diploma and show qualifying scores in math and reading.

Call 1-888-360-7693 or visit www.sllboces.org to register for an information session.
Jarrid Gardner is a Dual Specialty Cardiac Technician at Canton-Potsdam Hospital in Potsdam, NY. He is also an Adult Education Instructor at SLL BOCES for Phlebotomy.

He attended two courses at St. Lawrence-Lewis BOCES Adult Education and Workforce Development in the fall of 2017. These courses were Phlebotomy and EKG Technician. They helped him to receive certifications and secure a job with Canton-Potsdam Hospital.

After receiving these certifications because of his hard work, determination, and career success, we asked him to share his talents and love of his work by coming back to teach for BOCES as a teaching assistant with Gayle Hammers.
“I learned way more than just drawing blood.”

“I liked being able to be hands-on and perform the duties associated with your studies.”

“I was able to obtain the experience and learn the material needed to take the NHA test.”

“I loved that the instructor had a lot of experience in the medical field and was able to make the information relevant…”

“Taking my first Medical Assistant course in Phlebotomy was easy (but a lot of studying work) - it met after my regular work day and the instructor and my fellow students were amazing! I feel fully prepared to work as a certified Phlebotomist in any setting.”
To start off can you tell me a bit about yourself?

I am 22 years of age and from Massena, NY. I am one who tends to go above and beyond for what I believe in. I see myself as hard working and very driven to expand my horizons. I strive to experience opportunities when they come my way.

What is your favorite part about BOCES?

I enjoy the people I get to work with and meet while at BOCES.

Can you tell me what made you decide to take this class/program?

I took two courses, Phlebotomy and EKG Technician, at the same time. I knew I wanted to be a part of the healthcare field due to my love of working with people.

What was your favorite part of the class/program?

I’d say my favorite part was the hands-on portion of both classes. Being able to apply what I learned is very fulfilling.

How did taking a class at BOCES help/support you in your career journey?

Taking both courses allowed me to further my career in healthcare without having a good knowledge background. I would not have been able to do both of the occupations as well as I am or have.

How has your career grown?

I started off as a Phlebotomy technician where I got to learn all aspects and was able to do home draws by the end of my career in the Laboratory. I then was offered a position in cardiology to further what I have learned from BOCES. In cardiology, I was also able to learn about stress testing and neurological testing like the electroencephalogram due to CPH not having a neurology department in house.

What made you decide to come back to BOCES and participate in teaching?

When the opportunity came knocking, I had to think about if I even was able to teach what I learned throughout my career as a phlebotomist. I decided to take this chance for myself to grow more as a person who could communicate better and help shape minds.

What is your favorite part of working with students in the Phlebotomy program?

I enjoy being able to share my knowledge and experience. I find it very rewarding to teach others on my skills to aid in furthering their education.

What would you say to someone else that is considering taking a class at BOCES?

I would say that you gotta start somewhere, even if this is just a stepping stone at least it is a foot in the door to learn and have experiences that can help shape your career.

What is your favorite part of your job at CPH?

I love to be able to be a part of a team that is working diligently for a patient’s care.

Why do you feel BOCES programs like this one are important for the community?

Courses like these are able to aid people like myself in furthering their education and able to help one’s career down the road. Vocational degrees can be more time flexible than a standard college experience.
Phlebotomy Technician
Course Cost: $1,641

The Phlebotomist is a vital member of the clinical laboratory team, whose main function is the drawing of blood from patients and taking the blood specimens to the laboratory to prepare for testing. Students completing the Phlebotomy Technician course will attain through lecture, demonstration and clinical laboratory experience, all the skills necessary to sit for the national certification exam through National Healthcare Association and for entry-level placement as a Phlebotomist. This course is also valuable for current healthcare workers looking to broaden their skills.

Prerequisite: Student must: 1) be 18 years of age or older 2) possess a High School diploma or High School Equivalency diploma. (Class size: minimum 6, maximum 20). No prior experience required, e-book and certification exam included in tuition.

Note: The class involves live venipuncture and capillary sticks. Students and volunteers will be asked to sign consent forms.

Canton Adult Education & Workforce Development Center

Summer:
July 13, 2020-August 27, 2020
Mon., Wed., Thur.: 4:30-7:30 pm
Classroom A
Hybrid Course

Fall:
September 10, 2020-Dec 17, 2020
Tue. & Thur.: 5:00-8:00 pm
Classroom A

EKG Technician
Course Cost: $1,370

EKG Technicians are in demand! This is a comprehensive certification program that prepares students to function as EKG Technicians and enables them to sit for the national certification exam through National Healthcare Association. Technicians work in a variety of clinical settings, including hospitals, clinics and physician's offices. They prepare and educate patients prior to collecting diagnostic data used to determine heart function. EKG Technicians also work for insurance companies to provide data for health and life insurance policies. Textbook and certification exam included in tuition.

Prerequisite: Student must possess a High School diploma or High School Equivalency diploma. No prior experience required (Class size: minimum 6, maximum 18)

Note: The class involves live EKG's. Students and volunteers will be asked to sign consent forms.

Canton Adult Education & Workforce Development Center

Summer:
July 13, 2020-August 27, 2020
Mon., Wed., Thur.: 4:30-7:30 pm
Classroom A
Hybrid Course

Fall:
September 15, 2020-Nov 24, 2020
Tue. & Thur.; 4:30-7:30 pm
Classroom E

Healthcare Clerical Support
Course Cost: $2,315

With the growing need for adequate medical care, qualified workers who possess office and technology skills, along with necessary medical-associated knowledge, have great opportunities to secure clerical or customer service positions in the medical field.

This comprehensive program prepares students to sit for the Certified Administrative Medical Assistant national certification exam through the National Healthcare Association. As a Certified Medical Administrative Assistant, you may perform some or all of the following tasks:

• Review and answer practice correspondence
• Operate computer systems to accomplish office tasks
• Answer calls, schedule appointments, greet patients and maintain files
• Update and maintain patient and other practice-specific information
• Coordinate operation reports such as time and attendance

A 20-hour job shadow outside of normal class hours is a required element of this course. Medical assisting is one of the fastest-growing careers in America. By becoming a Certified Medical Administrative Assistant (CMAA), you’ll have the recognized credentials healthcare employers are searching for. Textbooks and certification exam included in tuition.

Canton Adult Education & Workforce Development Center

September 9, 2020-February 3, 2021
Mon. & Wed.: 5:00-9:00 pm
Classroom B
Nurse Assistant
Course Cost $1,949
(+$115 state testing fee)

This 130-hour course meets the requirements for New York State Nurse Assistant Certification. Learn the skills necessary to obtain employment in an acute care hospital, nursing home, residential health care facility, and/or home care agency. This course includes 30 hours of clinical experience in a local health care facility. Upon completion of this course and passing the NYS clinical and written tests, the student will be eligible for Nurse’s Assistant Certification. Textbook included.

OGDENSBURG
BOCES Northwest Tech (130 hours)
October 13, 2020-December 3, 2020
Mon.-Fri.; 3:15-7:15 pm

Clinical Experience
November 18, 19, 20, 23, 24
8:00 am-2:30 pm

NYS Testing:
December 1, 2, 3, 2020

NORWOOD
BOCES Seaway Tech (130 hours)
October 21, 2020-Dec 14, 2020
Mon.-Fri.; 4:30-8:30 pm

Clinical Experience
December 1, 2, 3, 4, 7, 8
4:00-9:30 pm

NYS Testing:
December 10, 11, 14, 2020

Medical Assistant

Medical Assistants are in high demand in the field of healthcare. These individuals are vital members of the healthcare team that can administer medications, assist with procedures, obtain laboratory specimens, perform electrocardiograms, and provide patient education. The Medical Assistant is often the individual that sets the tone for the patient’s experience. Medical assistants work in hospitals, clinics, private practices, and even ambulatory care.

If you are interested in the healthcare field, this is a great way to start your future! The St. Lawrence-Lewis BOCES comprehensive Medical Assistant Program includes the following courses:

- CPR AED
- First Aid
- Healthcare Clerical Support
- EKG Technician
- Nurse Assistant
- Phlebotomy Technician
- Clinical Skills for the Medical Assistant

Certifications
Graduates of our program receive national certifications in Phlebotomy, EKG, Administrative Medical Assistant, Clinical Medical Assistant and C.N.A. Licensure.

Growing Demand
The demand for medical assistant is projected to grow 29% from 2016 to 2026. The growth of aging baby boomers will increase this demand.

Helping People
Being a Medical Assistant enables you to work with people and make a difference by helping people every day.

Financial Security
Dependent on the area of employment, Medical Assistants can generate, anywhere between $23,000 and $38,000 annually.

Quick Completion
Our program is designed so you can take our courses at your own pace. If you want to move quickly, you are able to finish the program in as little as one year.
Direct Support Professional
Cost: $1,302.00

The purpose of this training program is to prepare you for entry into the human services field as a direct support professional. You will learn about the many roles and functions of the profession, develop an understanding of where direct support professionals are employed and the importance of key aspects of the profession to include ethical, professional, legal and multicultural issues. You will be exposed to local and state human service agencies and develop those skills needed to be employed in the profession. SLLBOCES Adult Education and Workforce Development works closely with United Helpers. Appropriate students who successfully complete this course will be referred to United Helpers for employment opportunities. The course is approved for credit as the first 72 hours of the 288 hour direct support professional apprentice program. Textbook included in tuition.

CANTON
Adult Education & Workforce Development Center

July 13, 2020-August 27, 2020
Mon., Wed., Thur.: 8:30 am-12:00 pm
Online Class

September 14, 2020-Dec 16, 2020
Mon., Wed., Fri.: 1:30-3:30 pm
Online Class

September 22, 2020-Nov 19, 2020
Tue. & Thur.: 9:00 am-1:00 pm
Classroom C

Direct Support Professional (DSP)

If you are interested in working with people with developmental disabilities in a residential care setting, becoming a Direct Support Professional (DSP) is a great place to start. A Direct Support Professional is a member of the health care team who works under the direct supervision of the Assistant Program Manager. They provide resident assistance as assigned and in the manner outlined in the care plan as well as in the policy and procedures manuals.

The primary responsibility of a Direct Support Professional is attending to the needs of the residents. A typical day for a Direct Support Professional may include providing personal care: feeding, showering, bathing, grooming, nail care, changing clothes, assisting with ambulation, etc. Direct Support Professionals attend medical appointments and participate in outings as well. If you enjoy working with and helping people and working as part of a residential care team, this may be a good entry-level career path for you.

United Helpers’ Mosaic hires Direct Support Professionals to work at Individualized Residential Alternatives (IRAs) and at the Day Habilitations located at the Mosaic Complex in Ogdensburg and another in Potsdam. There are six Intermediate Care Facilities located in Ogdensburg, Rensselaer Falls, Lisbon, Heuvelton (2), and Morristown and seven, smaller, more residential Individualized Residential Alternatives (IRAs) located in Ogdensburg (3), Norwood (2), Potsdam and Rensselaer Falls.

Source: United Helpers Management Corporation

KRISTEAN FLETCHER

Krisdale Fletcher took our Direct Support Professional course and TASC™ Fast Track course. These classes have helped her work towards her High School Equivalency diploma and get a job with United Helpers as a DSP. See what she has to say about her experience with St. Lawrence-Lewis BOCES Adult Education.

What was your favorite experience?

My favorite experience is that I got to learn from Alex Pacific and Anne Marie Massic. They helped me to learn more, expand my knowledge and encouraged me to do what I didn’t think was possible.

Would you recommend this to others?

I would recommend this experience for others because if you want to expand your knowledge or try new experiences this is something you should try.

Do you have any advice for someone thinking about taking these courses?

My advice is to go for it, even if you think you can’t you would be surprised how much you think you can’t do that you can.
**TASC™ Readiness Assessment**

This assessment helps you see how ready you are to take the test for your diploma!

Test in all five areas of the TASC™ High School Equivalency diploma exam (Math, English Language Arts, Science, and Social Studies). The test is like taking the real exam but is only half as long and helps you see strong or weak areas.

Register for an assessment in any of these locations by:

- Calling 1-888-360-7693
- Online at registration.xenegrade.com/SLLBOCES
- Visiting the center during normal class hours and speaking with the instructor

**CANTON Adult Education & Workforce Development Center**

**9:00 am-2:00 pm**

Fri., June 5, 2020
Fri., July 3, 2020
Fri., August 7, 2020
Fri., October 2, 2020
Fri., October 30, 2020
Fri., November 20, 2020

**OGDENSBURG Adult Education Center**

**9:00 am-2:00 pm**

Tues., June 2, 2020
Thur., July 2, 2020
Tues., August 4, 2020
Tues., September 29, 2020
Tues., October 27, 2020
Tues., November 17, 2020

**GOUVERNEUR Central School**

**3:30-8:30 pm**

Thur., June 4, 2020
Tue., June 30, 2020
Thur., August 6, 2020
Thur., October 1, 2020
Thur., October 29, 2020
Thur., November 19, 2020

**St. Lawrence Centre Mall**

**9:00 am-2:00 pm**

Wed., June 3, 2020
Wed., July 1, 2020
Wed., August 5, 2020
Wed., September 30, 2020
Wed., October 28, 2020
Wed., November 18, 2020

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**Career Exploration**

Length: Open Enrollment

Career related activities and lessons that teach basic reading, writing, and literacy skills within a specific occupational sector. This course prepares students for enrollment into the Occupational Training and/or TASC™ Fast Track.

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**Student Support Services**

- Provide individual or small group career and class mentoring
- Help with time management and study skills
- Assist with goal setting and developing a plan to reach goals
- Explore strengths and weaknesses to assist in reaching goals
- Assist with decision making regarding careers
- Assist with locating and applying for jobs
- Help with selecting and applying for educational or occupational training programs
Direct Support Professional

TASC™ Fast Track

Length: closed entry

Intense 64 hour literacy program which focuses on math and reading to prepare students to take the TASC™ exam. With successful completion, students will sit for the TASC™ Readiness Assessment.

The purpose of this program is to prepare you for entry into the human services field as a direct support professional.

This class:

- Develops an understanding of the key aspects of the ethical, legal, and multicultural issues in the daily work of a DSP
- Develops daily work skills for a DSP
- Can lead to referral to United Helpers for employment opportunities and continued apprenticeship
- Is approved for credit as the first 72 hours of the 288 hour DSP apprenticeship program

YOU MAY QUALIFY IF

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You have a high school diploma and show qualifying scores in math and reading.

Call 1-888-360-7693 or visit www.sllboces.org to register for an information session.

OFFICIAL TASC™ EXAM DATES

Test for Assessing Secondary Completion or TASC™ is a national high school equivalency exam resulting in a high school equivalency diploma.

Paper Based Testing
July 21 & 22, 2020
September 22 & 23, 2020
November 17 & 18, 2020

Computer Based Testing
June 23 & 24, 2020
August 25 & 26, 2020
October 20 & 21, 2020

Official TASC™ Exam Dates

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OFFICIAL TASC™ EXAM DATES

Test for assessing secondary completion or TASC™ is a national high school equivalency exam resulting in a high school equivalency diploma.

Paper Based Testing
July 21 & 22, 2020
September 22 & 23, 2020
November 17 & 18, 2020

Computer Based Testing
June 23 & 24, 2020
August 25 & 26, 2020
October 20 & 21, 2020

Online tools training for computer-based testing can be accessed at: http://www.acces.nysed.gov/hse/
Trade & Industry

**Introductory Welding**
Course Cost: $643

This course is recommended for individuals new to welding or who have limited experience with welding. It is also a refresher course for employees who occasionally provide welding for work assignments. This course is also beneficial to pre-apprentices and is a required core related instruction course for apprentices, regardless of trade. An Introduction to Oxy-Fuel Cutting, Welding, Brazing and Welding Symbol/Blueprint reading is included. The program also includes basic metallurgy, hand tool usage and basic repair, specific safety training for welders, as well as basic introduction to Plasma Cutting. Students will practice Torch Welding, Brazing, and Cutting (manual and automated), as well as Plasma Cutting. No Prior Experience Needed. Participants are responsible for providing their own Personal Protection Equipment (PPE). See list.

**Intermediate Welding**
Course Cost: $643

Prerequisite: Introductory Welding

This course is recommended for people who have some experience with welding (see pre-requisites) or have been out of the practice of welding and need a refresher. This course includes an introduction to Shielded Metal Arc Welding or “Stick” Welding. The program focuses on the fundamentals of Stick Welding from machine operation, basic electricity, welding electrode specifications, and safety. Students will practice flat, horizontal, vertical, and overhead welding using applicable electrodes. Electrodes used in class feature: E-6010, E-6013, and E-7018 rod. Participants are responsible for providing their own Personal Protection Equipment (PPE). See list.

**Heating and Ventilation**
Course Cost: $1,102.00 + Textbook

This course will prepare you for a career as a heating and ventilation technician with specialized skills that are needed to perform service and repair procedures. It is designed to give an introductory knowledge of heating and ventilation systems. The student will obtain a working knowledge of the following:

- Gas Fired Forced Air Systems
- Oil Fired Forced Air Systems
- Hydronic Heating Systems
- Radiant Heating Systems
- Electric Heating Systems
- Fundamentals of Electricity
- Basic Electricity
- Electrical Controls
- Plumbing

The focus of the course will be on correct installation, annual service and tune-up procedures, gas, oil, and electrical furnace.

**NORWOOD BOCES Seaway Tech**

**Fall:**
- September 14, 2020-Nov 16, 2020
- Mon.: 4:30-8:30 pm

**Welding Lab**

**Heating and Ventilation Lab**

**NORWOOD BOCES Seaway Tech**

**Fall:**
- September 16, 2020-Feb 10, 2021
- Wed.: 4:30-8:30 pm

**HVAC Lab**

**How to Register**

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

Phone: Call 1-888-360-7693 with the course(s) you would like to enroll into.
Electrical Maintenance 1: Basic Electricity
Course Cost: $468 + Textbook

This course is recommended for maintenance workers, general construction workers, homeowners, pre-apprentices, and anyone who wants/needs a layman’s knowledge of electricity. This course familiarizes students with basic principles of electricity and their practical applications. A basic understanding of electrical theory, introduction to electrical systems, plus some elementary instruction in the use of test meters and troubleshooting techniques are included. It will cover electrical components, symbols, and measurements, a review of electrical circuits along with magnetism and electromagnetism and basic calculations of circuit parameters.

Adult Education & Workforce Development Center
July 6, 2020-August 31, 2020
Mon.: 4:30-8:30 pm
Online Course

Electrical Maintenance II: Electronics
Course Cost: $668 + Textbook

This course is a hands-on study of electronic devices and instruments used in industrial electronics. The student is introduced to the theory and operation of electronic devices such as diodes, power supplies, oscilloscopes, and other electronic test equipment.

CANTON
Adult Education & Workforce Development Center
December 2, 2020-Feb 10, 2021
Wed.: 4:30-8:30 pm
Classroom: C

FEATURES INCLUDE:
- Self-paced, Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Financial assistance available
- Student Advisors Included
- Industry Recognized Certifications
- Counselors help match your interests

Visit our website to enroll, learn more, or view all of our online courses.
Professional Development Lunch & Learn

Free soft skills for employees

Employee skills development is vital to employee performance and workplace environment. Employees are a company’s biggest asset and are vital to growth and success. Training programs allow employees to strengthen skills and better engage in the workplace. Investing in your employee’s professional development is key in the retention of staff. It is cost efficient and can improve employee engagement and morale. St. Lawrence-Lewis BOCES is invested in meeting the training needs of our local workforce. **Registration required**

**Presentation Skills**

Presentations can be intimidating and nerve rattling without the proper preparation, skills, and communication style. This presentation skills workshop will provide information on hands-on instruction and practical tools needed to design and lead effective training sessions. Participants will learn to plan a well-organized and informative presentation.

**How to Make a Decision**

Do you struggle to make the “right” decision? Many factors can cloud your decision-making ability and prevent you from achieving success. Do you make decisions before you have all the information? What is relevant in the decision-making process? This workshop will show participants how to identify the main and relevant factors and how bias may affect them to make better and more effective decisions.

**Using Digital Tools to Stay On-Track**

Is staying organized a challenge for you? Did you forget about your morning meeting? Have you asked yourself how you could be more structured in your personal and professional life? This workshop will walk you through the basics of using technology to organize and even motivate you in your daily life. Participants will leave with knowledge on how to keep themselves on track and focused to take on the tasks on their to-do list.

**Making a Good First Impression**

It takes approximately 30 seconds for someone to arrive at a first impression. Often before meeting someone we have already formed an opinion about them based on information such as their online persona or the individuals with whom they associate. Things like attire, attitude and timeliness are key factors in deciding if we “like” someone new in our work and personal lives. This workshop will give you the information and awareness to present yourself in a positive and professional light.

**Resolving Conflicts and Defusing Arguments**

Are things getting a bit heated at your place of work? Conflict management techniques can help you strengthen relationships and encourage more open communication. Without conflict management, differences can create enemies and be a waste of time and even money. Participants will learn to look at conflict as a way to encourage personal and professional growth with a collaborative approach.

**E-mail Etiquette**

The primary way that many of us communicate is through e-mail. All of this communication has varying results. E-mail can often be the source of miscommunication that can cause conflict in our professional lives. In order to get the results you desire you must be clear, concise and professional. If you wouldn’t say something in person, you shouldn’t say it in an e-mail. This workshop will go over the basics of e-mail etiquette so you can be sure that your communication is effective and professional.

**August 21st – 12:00-1:30 pm**

**September 18th – 12:00-1:30 pm**

**December 18th – 12:00-1:30 pm**

**October 23rd – 12:00-1:30 pm**

**July 24th – 12:00-1:30 pm**

**November 20th – 12:00-1:30 pm**

**PG 13 | SUMMER/ FALL 2020**
Online Course Policies

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

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

No Children
Children may not accompany their parents to class unless indicated in course description.

Due to COVID-19 we are currently unable to offer this course, but should the phased opening of our area progress we will schedule summer classes.

Participants in this pre-licensing program must hold a New York State Motor Vehicle Department’s Learner Permit. Completion of the NYS mandated 5-hour classroom program meets the requirements for earning the MV-278 certificate, which is required before a student can register to take their road test. The certificate is valid for one year.

Additional Information:

• You must pre-register and pre-pay for this course.
• There will be no registrations allowed at the door.
• You must bring your valid NYS Learner’s permit and one copy to class.
• You must bring your NYS Driver’s manual, pen and paper.

Driving Course Refund Policy: No refunds will be granted for cancellations or reschedules not received at least 72 hours prior to the beginning of the scheduled class (i.e., “no shows” are responsible for the course fee).

Class Meeting Dates
Canton ESC
Sat.:10:00 am -3:00 pm

September 19, 2020
October 17, 2020
November 14, 2020
December 12, 2020

How to Register

Online: Go to https://registration.xenegrade.com/sllboces.
Phone: Call 1-888-360-7693 with the course(s) you would like to enroll into.
Walk-in: Stop into the Adult Education & Workforce Development Center at 40 West Main St., Canton, NY Monday-Friday 8:00 am-4:00 pm.

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

Refunds Policy
If a course is cancelled by St. Lawrence-Lewis BOCES: A full refund will be issued. If student withdraws and notification is received 72 hours prior to first class: A full refund is given. If student withdraws and notification is received less than 72 hours prior to first class: No refund is given. If student is a no show to first class or provides notification of withdraw after the start of class: No refund is given. Refunds will take approximately 2-4 weeks. Extenuating circumstances will be considered at the discretion of the Program Supervisor.

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

You don’t need a classroom to gain new skills.
Notice of Nondiscrimination

The St. Lawrence-Lewis Board of Cooperative Educational Services (BOCES) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The BOCES is an equal opportunity employer. The following person has been designated to handle inquiries regarding the non-discrimination policies: Marshall Fiese, 40 West Main Street, Canton, NY 13617; 315-386-4504. Inquiries concerning the application of the St. Lawrence-Lewis BOCES non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 25th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or 800-877-8339 (TTY).