



Center for Instruction,
Technology & Innovation

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TURNING
POINT**
here!

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information!*



ADULT OFFERINGS

2022-2023 COURSE CATALOG



ACCREDITATION

The Center for Instruction, Technology & Innovation is accredited by the Commission of the Council on Occupational Education: 7840 Roswell Rd., Bldg. 300, Suite 325, Atlanta, GA 30350 - 770.396.3898 or 800.917.2081

NOTICE OF NONDISCRIMINATION

CiTi does not discriminate on the basis of an individual's race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal nondiscrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Employees, students, applicants or other members of the CiTi community (including but not limited to vendors, visitors and guests) may not be subjected to discrimination, including harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic. CiTi is committed to creating and maintaining a working and learning environment which is free from discrimination, including harassment. Inquiries regarding discrimination and/or harassment may be directed to:

Roseann Bayne
Assistant Superintendent for Instruction
179 County Route 64, Mexico, NY 13114
Telephone: (315) 963-4286
E-mail: rbayne@CiTiboces.org

Inquiries may also be directed to:
United States Department of Education's Office for Civil Rights
32 Old Slip 26th floor, New York, NY 10005-2500
Telephone: (646) 428-3800
E-mail: OCR.NewYork@ed.gov

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Mitchel Pettit
Practical Nursing Graduate



My TURNING POINT LED TO MY FUTURE

"I quickly learned there are a lot of different jobs out there. The possibilities are endless, you can work anywhere. It all started with the PN program at CiTi, and I just kept going from there."

CiTi Mission

The mission of the Center for Instruction, Technology & Innovation (CiTi) adult offerings is to deliver adult and continuing education programs and services to Central New York residents and employers in an atmosphere that fosters intellectual growth, pride in achievement, and opportunities for economic viability. CiTi strives to provide a caring and collaborative learning environment instilling a passion for lifelong learning while developing job readiness skills in preparation for career pathways progression.

CiTi Vision

The Center for Instruction, Technology & Innovation will be a leader in educating and training adults by fostering career skill development and lifelong learning in collaboration with community partners leading to economically thriving communities.

CiTi Core Values

We embrace innovation & creativity. We make student-based decisions with honesty, respect & integrity. We collaborate, focused on quality service, expertise & student success.

CiTi LOCATIONS

CiTi Lifelong Learning Center:

104 Cayuga Street
Fulton, NY 13069

Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus:

11 River Glen Drive
Fulton, NY 13069

CiTi Campus (mailing address):

179 County Route 64
Mexico, NY 13114

www.CiTiboces.org/AdultOfferings
315.963.4283





REGISTER TODAY!



CiTi Lifelong Learning Center



Center for Instruction, Technology & Innovation (CiTi) - Cayuga Community College Campus



CiTi Mexico Campus

Virtual Open House!

Sign up to join our weekly virtual open houses to learn more information about offerings!

Citiboces.org/AdultVirtualOpenHouse

Email

The fastest and easiest way to register!

adultofferings@Citiboces.org

Call

Call **315.963.4283**. Regular hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Summer hours are Monday through Friday, 9 a.m. to 4 p.m.

In Person

Visit our office at:

CiTi Lifelong Learning Center (Admissions)

Hours: 9:30 a.m. - 5:30 p.m.,

Monday through Friday

104 Cayuga Street

Fulton, NY 13069

ADULT OFFERINGS ANNUAL CALENDAR

* fluid end date contingent upon theory and driving hours completed

** day and evening class options depending on start date

Program	Start Date	End Date	Days	Time	Length	Tuition	Location
Dental Assisting	9/6/22	6/23/23	M-F	8:30 - 11 a.m. or 12 - 2:30 p.m.	2-year program (part-time)	\$14,000	Fulton
Dental Assisting Review Class	ongoing	ongoing	TBD	TBD	18 hours	\$150	Online
Dental Receptionist	June TBD	August TBD	M-F	8 a.m. - 3:30 p.m.	190 hours	\$2,125	Mexico
Medical Assisting	9/12/22	2/27/23	M-F	8 a.m. - 3:30 p.m.	730 hours	\$8,670	Fulton
Nurse Assisting**	9/26/22	TBD	M,T,TH	8 a.m. - 3:30 p.m. or 5-9 p.m.	125 hours	\$2,860	Fulton
Phlebotomy	TBD	TBD	M,W	5:30-8:30 p.m.	88 hours	\$1,300	Mexico
Practical Nursing	8/29/22	06/29/23	M-F	8 a.m. - 3:30 p.m.	1200 hours	\$13,300	Fulton
Auto 1	9/12/22	3/2/2023	M-TH	4:30-9:30 p.m.	400 hours	\$5,100	Mexico
Auto 2	1/9/23	6/30/23	M-TH	4:30-9:30 p.m.	450 hours	\$5,200	Mexico
Entry Level Driver Training CDL-A (Tractor Trailer)*	10/4/22	12/22/22	T,W,TH	4:30-8:30 p.m.	100 hours	\$5,975	Mexico
Entry Level Driver Training CDL-B (Dump Truck)*	7/19/22	9/22/22	T,W,TH	4:30-8:30 p.m.	100 hours	\$5,125	Mexico
	10/4/22	12/22/22					
	1/10/23	3/30/23					
HEMO	3/21/23	5/25/23	T,W,TH	4:30-8:30 p.m.	100 hours	\$4,250	Mexico
Welding	10/3/22	3/21/23	M-TH	5:30-9:30 p.m.	332 hours	\$6,125	Mexico
	1/30/23	7/13/23					
Welding - 33	Open enrollment 2/28/23- 6/17/23	ongoing	M-TH	6:30 - 9:30 p.m.	33 hours	\$750	Mexico



ADULT HIGH SCHOOL EQUIVALENCY PROGRAM

All High School Equivalency (HSE) classes below will prepare students for the New York State General Equivalency Diploma exam.

Location	Days	Time	Instructor
Fulton CiTi Lifelong Learning Center 104 Cayuga Street	Monday & Wednesday	9 a.m. – 12 p.m.	Mr. Fisher
CiTi Lifelong Learning Center 104 Cayuga Street	Monday & Wednesday	4 p.m. – 7 p.m.	Mrs. Scheppard
CiTi Lifelong Learning Center 104 Cayuga Street	Tuesday & Thursday	8:30 a.m. – 11:30 a.m.	Mr. Fisher
Mexico CiTi Main Campus 179 County Route 64	Tuesday & Thursday	12:30 p.m. – 3:30 p.m.	Mr. Fisher
Oswego Oswego Public Library 120 E. Second Street	Monday & Wednesday	1 p.m. – 4 p.m.	Mr. Fisher
Pulaski Pulaski High School (Library) 4624 Salina Street	Tuesday & Thursday	6 p.m. – 9 p.m.	Mrs. Scheppard

Home Study

- Individualized packets will be mailed, emailed or available at class locations for pick-up
- Designed for students who are unable to attend classroom sessions
- In-person tutoring available
- Must be 21 years or older to qualify
- In-person assessment of needs and ability to learn independently will be done prior to entrance into home study program



How to Enroll:

Contact the CiTi Lifelong Learning Center at

315.963.4283



Or use the QR code to
request a phone call!

AUTO 1

**Tuition:**

\$5,100

**Program Breakdown:****Program Length:**

400 hours (250 theory and shop, 150 internship)

Schedule:

M-Th, 4:30-9:30 p.m.

Start Date:

9/12/2022

Instructor:

Ken Mitchell

**Location:**

CiTi Campus (179 County Rt 64, Mexico, NY 13114)



The Auto 1 course provides the foundational skills to enter the field of automotive repair and service. Training in a state-of-the-art automotive facility, students enrolled in this program will receive instruction including preparation for the Automotive Service Excellence (ASE) entry-level certifications in Maintenance and Light Repair. Instruction focuses on braking systems, electrical and electronic systems, and suspension and steering. The program will include internship hours with a local automotive employer. Students who successfully complete the program will receive a CiTi Certificate of Completion.

- SOC (Standard Occupational Classification) Code: 53-3032
- U.S. Department of Labor: www.bls.gov/SOC
- Currently not a COE approved program

**Admissions Requirements:**

- Completed application
- Achieve reading score of 576 and math score of 596 on Level D of the TABE exam
- Students must provide their own safety glasses and steel toe work boots
- Valid Driver's License
- Interview

AUTO 2



The Auto 2 course was created to provide a pathway for ASE Professional B Technicians to achieve ASE Master Technician status. The course will offer training in advanced diagnostics in a state-of-the-art facility. Instruction will include ASE test prep I the areas of engine performance, engine mechanical testing and service, electronical/electronic systems, heating and air conditioning, braking systems, suspension and steering, and drivetrains and transmissions. The program will include internship hours. Students who successfully complete the program will receive a CiTi Certificate of Completion.

- SOC (Standard Occupational Classification) Code: 53-3032
- U.S. Department of Labor: www.bls.gov/SOC
- Currently not a COE approved program



Admissions Requirements:

- Completed application
- Achieve reading score of 576 and math score of 596 on Level D of the TABE exam
- 21 years of age
- Valid Driver's License
- Interview



Tuition:

\$5,200



Program Breakdown:

Program Length:

450 hours (250 theory and shop, 200 internship)

Schedule:

M-Th, 4:30-9:30 p.m.

Start Date:

1/9/2023

Instructor:

Ken Mitchell



Location:

CiTi Campus (179 County Rt 64, Mexico, NY 13114)

ENTRY-LEVEL DRIVER TRAINING

CDL-A (TRACTOR TRAILER)

**Tuition:**

\$5,975

**Program Breakdown:****Program Length:**

100 hours (52 theory, 48 behind-the-wheel)

Schedule:

T,W,Th, 4:30-8:30 p.m.

Start Date:

10/4/2022

Instructor:

Nick Marshall

**Location:**

CiTi Campus (179 County Rt 64, Mexico, NY 13114)



In this Federal Motor Carrier Safety Administration approved, entry-level driver training program, students will participate in classroom theory and maneuvers, and tractor trailer training in driving safely, pre-trip and post-trip vehicle inspection, basic control of the vehicle, managing space and speed, spotting hazards and emergencies, skid control and recovery, transporting cargo safely, air brake operation and combination vehicles. Students will participate in road training in the following areas: backing up, parallel parking and docking, city driving, road driving and drop and hook. After students complete their training, they schedule a road test which is reimbursable through CiTi after the student has completed the program. Students who successfully complete the program will receive a CiTi Certificate of Completion.

- SOC (Standard Occupational Classification) Code: 53-3032
- U.S. Department of Labor: www.bls.gov/SOC
- Currently not a COE approved program

**Admissions Requirements:**

- Completed application
- Achieve reading score of 576 and math score of 596 on Level D of the TABE exam
- 21 years of age
- Driving abstract prior to starting the class
- Pass a DOT physical and drug test
- Interview
- CDL-A Learner's Permit

ENTRY-LEVEL DRIVER TRAINING

CDL-B (DUMP TRUCK)



In this beginner's program, students will participate in classroom theory and dump truck training in driving safely, pre-trip and post-trip vehicle inspection, basic control of the vehicle, managing space and speed, spotting hazards and emergencies, skid control and recovery and transporting cargo safely. CDL-B classroom hours also include air brakes. Students will participate in road training. After students complete their training, they schedule a road test which is reimbursable through CiTi after the student has completed the program. Students who successfully complete the program will receive a CiTi Certificate of Completion.

- SOC (Standard Occupational Classification) Code: 53-3032
- U.S. Department of Labor: www.bls.gov/SOC
- Currently not a COE approved program



Admissions Requirements:

- Completed application
- Achieve reading score of 576 and math score of 596 on Level D of the TABE exam
- Driving abstract prior to starting the class
- Pass a DOT physical and drug test
- Interview
- CDL-B Learner's Permit



Tuition:

\$5,125



Program Breakdown:

Program Length:

100 hours (52 theory, 48 behind-the-wheel)

Schedule:

T, W, Th, 4:30-8:30 p.m.

Start Date:

7/19/2022

Instructor:

Nick Marshall



Location:

CiTi Campus (179 County Rt 64, Mexico, NY 13114)

WELDING

**Tuition:**

\$6,125

**Program Breakdown:****Program Length:**

332 hours

Schedule:

M-Th, 5:30-9:30 p.m.

Start Date:

10/3/2022 and 1/30/2023

Instructor:

Barbie Jo Grey and Scott Malone

Completion Rate: 100% *

Job Placement Rate: 60%*

**Location:**

CiTi Campus (179 County Rt 64, Mexico, NY 13114)

*CiTi data for 2020-2021 program year



This program is designed to prepare students to take the American Welding Society (AWS) entry-level welder exam. Students will learn SMAW, GMAW or GTAW welding techniques. Successful students must pass two guided bend tests, a workmanship test and eight written module tests. Students who successfully complete the program will receive a CiTi Certificate of Completion and AWS Entry-Level Welder Certificate.

- SOC (Standard Occupational Classification) Code: 51-4121
- U.S. Department of Labor: www.bls.gov/SOC
- HEGIS Code 5308.00
- COE approved program

**Admissions Requirements:**

- Completed application
- Achieve reading score of 576 and math score of 596 on Level D of the TABE exam
- Students must provide their own safety glasses, steel toe work boots and non-flammable clothing
- Interview

WELDING - 33



This 33 hour program is designed for students requiring a skill enhancement or basic training in either SMAW, GMAW or GTAW. Enrollment is on a continuous basis as space and timing allow.

- SOC (Standard Occupational Classification) Code: 51-4121
- U.S. Department of Labor: www.bls.gov/SOC
- HEGIS Code 5308.00



Admissions Requirements:

- Completed application
- Students must provide their own safety glasses, steel toe work boots and non-flammable clothing.
- Interview



Tuition:

\$750



Program Breakdown:

Program Length:

33 hours

Schedule:

M-Th, 6:30-9:30 p.m.,
approximately 3 weeks

Start Date:

Ongoing

Instructor:

Barbie Jo Grey and Scott Malone



Location:

CiTi Campus (179 County Rt 64, Mexico, NY 13114)

*CiTi data for 2020-2021 program year

HEAVY EQUIPMENT MAINTENANCE AND OPERATION (HEMO)



Tuition:
\$4,250



Program Breakdown:

Program Length:

100 hours

Schedule:

T, W, Th, 4:30-8:30 p.m.

Start Date:

3/21/23

Instructor:

Nick Marshall



Location:

CiTi Campus (179 County Rt 64, Mexico, NY 13114)



The program is presented in four modules: Wheel Loaders, Excavators, Dozers and Backhoe Loaders. Training includes: classroom and simulators, equipment identification, maintenance and tools. Students will also learn basic site setup, equipment operating techniques and safe equipment loading and transporting. Students practice using state-of-the-art equipment. Upon successful completion, students will be issued a CiTi Certificate of Completion.

- SOC (Standard Occupational Classification) Code: 47-2073
- U.S. Department of Labor: www.bls.gov/SOC
- Currently not a COE approved program



Admissions Requirements:

- Completed application
- Achieve reading score of 576 and math score of 596 on Level D of the TABE exam
- Students must provide their own steel toe work boots
- Pass a DOT physical and drug test
- Interview

PHLEBOTOMY



In this program, students learn to become a phlebotomist. The program will include classroom hours and externship hours. Evening programs are offered at various times throughout the year. Externship hours must be completed in two months during daytime hours or weekends (times vary).

Workforce funding is available.



Admissions Requirements:

- Completed application
- Up-to-date immunizations
- COVID vaccine required
- Students must provide their own lab coat if their externship requires



Tuition:

\$1,300



Program Breakdown:

Program Length:

88 hours (48 classroom, 40 externship)

Schedule:

Monday and Wednesday, 5:30-8:30 p.m.

Start Date:

TBD

Instructor:

Shelly Spencer, NRCMA, NRCPT, NRCEKG



Location:

CiT Campus (179 County Rt 64, Mexico, NY 13114)

MEDICAL ASSISTING

**Tuition:**

\$8,670 (includes books, supplies, lab coat and NAHP exam fee)

Median loan debt incurred by student:

\$7,600

**Program Breakdown:****Program Length:**

730 hours (570 theory/lab, 160 externship)

Schedule:

M-F, 8 a.m.-3:30 p.m. (class/lab)
(clinical hours will vary)

Start Date:

9/12/22

Instructors:

Shelly Spencer, NRCPT, NRCEKG,
Brittany Watts NRCMA, NRCEKG, NRCPT

Completion Rate:

75%*

Job Placement Rate:

67%*

**Location:**

Center for Instruction, Technology &
Innovation (CiTi)- Cayuga Community
College Campus
(11 River Glen Dr, Fulton, NY 13069)

*CiTi data for 2020-2021 program year



The demand for medical assistants is high and continues to grow. This program is both clerically and medically oriented and prepares individuals to assist in physicians' offices, hospitals, clinics, schools and other health-related facilities. Medical secretary skills such as: electronic medical records (EMR), filing, office procedures, word processing, use of automated office equipment, computerized medical office procedures and medical billing/coding are taught along with medical assistant skills/topics such as medical terminology, anatomy and physiology, electrocardiograms, pharmacology, vital signs, phlebotomy and assisting the physician in medical examination. A clinical externship will be scheduled following the classroom portion of the program. Upon successful completion of the program, students earn a Certificate of Completion from CiTi, as well as an additional certificate in Infection Control. Students will then be eligible to sit for certification exams for the nationally registered Certified Medical Assistant, Phlebotomy Technician and Electrocardiogram Technician. All exams are offered through the National Association of Health Professionals. Upon successful completion, students will be issued a CiTi Certificate of Completion.

- US Dept of Labor: www.bls.gov/SOC
- SOC (Standard Occupational Classification) Code: 31-9092
- HEGIS Code 5214.00
- COE approved program

**Admissions Requirements:**

- Completed application with two professional references
- HS diploma or equivalent required
- Achieve reading 10 and math 8 on Level
- A of the TABE exam OR a passing Kaplan exam score will be accepted.
- College transcripts, if prior attendance
- Up-to-date physical and immunization records
- Valid CPR card
- Background check
- Students must provide their own watch, scrubs and shoes for class and clinical
- Interview

NURSE ASSISTING



This program allows students to learn personal care skills necessary to assist the elderly and chronically ill who may live in nursing homes, rehabilitation centers or may be a patient in a hospital or long-term home care agency. The program will include classroom hours and lab/clinical experience hours in local nursing homes. Students can also sit for the New York State Certification Exam. Both day and evening programs are offered at various times throughout the year. Upon successful completion, students will be issued a CiTi Certificate of Completion.

- SOC (Standard Occupational Classification) Code: 31-1014
- U.S. Department of Labor: www.bls.gov/SOC/
- HEGIS Code 1299.00
- COE approved program



Admissions Requirements:

- Completed application
- Up-to-date physical and immunizations
- Students must provide their own scrubs and shoes
- Interview



Tuition:

\$2,860



Program Breakdown:

Program Length:

125 hours (95 classroom, 30 clinical)

Schedule:

M, T, Th, 8 a.m. - 3:30 p.m. OR

Evenings: M, T, Th, 5 p.m.-9 p.m., *hours depend on start date

Start Date:

9/26/22

Instructor:

Nancy Monica, MSN RN

Completion Rate:

86%*

Job Placement Rate:

83%*



Location:

Center for Instruction, Technology & Innovation (CiTi)-
Cayuga Community College Campus
(11 River Glen Dr, Fulton, NY 13069)

*CiTi data for 2020-2021 program year

PRACTICAL NURSING



Tuition:

\$13,300 (Includes E-books, supplies, NYS Nurse Aide Certification Test fee and uniforms. Tuition also covers the NCLEX Exam Fee.)

Application Fee:

\$75 non-refundable application fee required

Median loan debt incurred by student:

\$9,500



Program Breakdown:

Program Length: 1,200 hours

Schedule:

M-F, 8 a.m. - 3:30 p.m. (class/lab) for approximately 11 months, Clinical hours are generally M-F, 6:45 a.m. - 3 p.m.

Start Date: 8/29/22

Instructors:

Elizabeth Rice, BSN RN,
Jennifer DiGregorio, BSN RN,

Completion Rate: 92%*

Job Placement Rate: 100% *

Licensure Exam Pass Rate: 85%*



Location:

Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus
(11 River Glen Dr, Fulton, NY 13069)

*CiTi data for 2020-2021 program year



Practical nurses perform hands-on patient care in a high-demand occupation. This program prepares students to work as a practical nurse in such places as homecare agencies, nursing homes, physicians' offices, hospitals and healthcare clinics. Students learn through classroom, lab and clinical experiences. After the successful completion of Basic Skills, students will sit for the New York state Nurse Aide Certification Test to earn a certificate as a Certified Nurse Assistant (CNA). Phase two of the program includes Medical-Surgical Nursing and Specialty Areas (Reproductive Health, Mental Health and Pediatrics), with continued lab and clinical experience. Upon successful completion of the program, students are eligible to sit for the National Council Licensure Examination (NCLEX). Upon successful completion, students will be issued a CiTi Certificate of Completion.

- SOC (Standard Occupational Classification) Code: 29-2061
- HEGIS Code 5209.20
- U.S. Department of Labor: www.bls.gov/SOC
- COE approved program



Admissions Requirements:

- Completed application with two professional references
- Passing score on the KAPLAN pre-entrance exam
- 250-word essay
- HS diploma or equivalent required
- College transcripts, if prior attendance
- Up-to-date physical and immunization records
- Valid CPR card
- Students must provide their own stethoscope, watch, white shoes, medical scissors and medical flashlight pen
- Computer with camera and Internet access are highly recommended.
- If you have ever been convicted of a misdemeanor or felony or have charges pending against you for professional misconduct, contact the NYSED Office of Professions at <https://eservices.nysed.gov/professions/contact-us/#/> prior to enrollment to determine your eligibility to receive a license; Questions pertaining to moral character may hamper your ability to obtain a nursing license even if you have passed all Practical Nursing classes and the NCLEX
- Interview

DENTAL ASSISTING



As valuable members of the dental assisting profession, dental assistants take on significant responsibilities. Working directly with dentists, they perform a wide variety of tasks requiring both interpersonal and technical skills. Dental Assisting includes hours of dental experience in area dental offices, over a period of nine months. Coursework includes dental theory, emergency care, infection control, preventive dentistry, clinical assisting and dental radiology. Dental Assisting has been approved by the NYS Department of Education for licensure and certification purposes. Upon completion, graduates are eligible to take certification exams, which lead to licensure. Sstudents will be issued a CiTi Certificate of Completion.

- US Dept of Labor: www.bls.gov/SOC
- HEGIS Code: 5202.00
- SOC Code: (Standard Occupational Classification) 31-9091
- COE approved program



Admissions Requirements:

- Completed application with two professional references
- HS diploma or equivalent required
- 250-word essay
- Achieve acceptable level on TABE admissions exam OR a passing Kaplan exam score.
- College transcripts, if prior attendance
- Up-to-date physical and immunization records
- Valid CPR card
- Licensure fee
- Students must provide their own shoes
- If you have ever been convicted of a misdemeanor or felony or have charges pending against you for professional misconduct or have child support obligations, contact the NYSED Office of Professions at <https://eservices.nysed.gov/professions/contact-us/#/> prior to enrollment to determine your eligibility to receive a license; Questions pertaining to moral character may hamper your ability to obtain a dental assisting license even if you have passed all Dental Assisting modules and the DANB
- Interview
- COVID vaccine required

CHECK OUT our Dental Assisting National Boards online review class and our summer Dental Receptionist training program online!



Tuition:

\$14,000

(includes books, supplies, lab jacket, scrubs, and certification exam fee)



Program Breakdown:

Program Length:

1,043 hours

(Follows the CTE program - 2 years part-time)

Schedule:

M-F, 8:30 a.m.-11 a.m. OR 12-2:30 p.m.

Start Date:

9/6/22

Instructor:

Adele Haskins, RDA

Completion Rate: 86%*

Job Placement Rate: 100%*



Location:

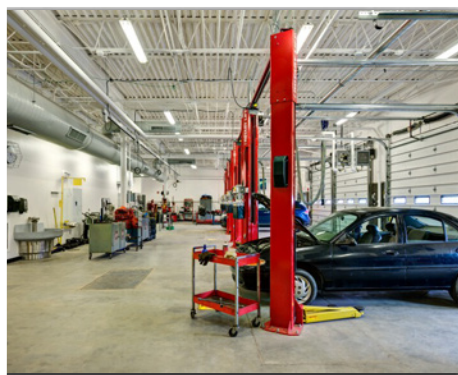
Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus
(11 River Glen Dr, Fulton, NY 13069)

*CiTi data for 2020-2021 program year

CORPORATE TRAINING

Does your company need training?

Does your company need training? CiTi can provide customized corporate training to meet the unique needs of the ever-changing workforce. We have more than 2,000 sq. ft. of industry-standard training spaces available nights/weekends and summer, or we could come to you! Brush up your skills at our state-of-the-art labs!



5-HOUR PRE-LICENSING

Students who successfully complete this course earn the MV-278 certificate, which is required before you can register to take the NYS road test.

The 5-hour pre-licensing courses will be held exclusively via Zoom.

Enrollment closes 36 hours prior to the start of the class.

TO REGISTER:

Citiboces.org/5hour

Call 315.963.4283 or visit Citiboces.org/AdultOfferings for more information.



MEET OUR INSTRUCTORS

FULL-TIME

Adele Haskins, RDA has more than 30 years of experience in the dental field. She is a graduate of the Oswego County BOCES Dental Assisting program. She is licensed by the New York State Office of the Professions as a dental assistant, and is certified by the Dental Assisting National Board (DANB). Adele has more than seven years of Dental Assisting teaching experience. Her dental experience includes: office manager, and assistant in oral surgery, oral anesthesia, geriatrics, and general dentistry. Additionally, Mrs. Haskins served as an industry mentor and lead judge for the secondary Dental Assisting SkillsUSA New York State competition.

Jennifer DiGregorio, RN holds a New York state license and an A.A.S. in Nursing from Onondaga Community College along with coursework toward completion of the BSN program at SUNY Delhi. She possesses eight years of nursing experience and has taught in the CiTi Practical Nursing program for three years.

PART-TIME:

Shelly Spencer, NRCMA, NRCPT, and NRCEKG graduated from Great Lakes Institute of Technology as a medical assistant. Ms. Spencer has 16 years of experience in the field of medical assisting, as well as 12 years of teaching experience in the CiTi Medical Assisting program.

Elizabeth Rice, BSN is the Health Occupations Coordinator at CiTi. Ms. Rice earned her Bachelor of Science degree in Nursing from Utica College and holds a New York state RN license. She is currently enrolled in the Masters of Science in Education program at SUNY Polytechnic College. Elizabeth has been the Health Occupations Coordinator since 2014. In addition to her supervisory role, she also teaches Infection Control and CPR and is a clinical instructor in both the Practical Nursing and Nurse Assisting programs. Her nursing specialty is emergency medicine.

Brittany Watts, NRCMA, NRCPT, NRCEKG is a graduate of the CiTi Medical Assisting program. She also holds a certification as a telemetry technician. Ms. Watts has four years experience in the field and this is her second year teaching in the CiTi Medical Assisting program.

Nancy Monica, MS, RN earned her Master of Science degree in Nursing Education from Chamberlain College of Nursing. She possesses a New York state Registered Professional Nurse license. Nancy has 33 years of experience in the healthcare field. Ms. Monica is the theory and clinical instructor for CiTi's Nurse Assisting program.

Barbie Jo Grey is the CiTi welding instructor. Barbie is a 2001 graduate of the secondary Welding Technology program. She worked as a teaching assistant in the secondary welding program for a number of years before becoming a Welding instructor at CiTi, as well as working at Phoenix Welding. Barbie is a certified American Welding Society (AWS) welder, inspector and trainer. She is pursuing a teaching degree from the State University of New York at Oswego.

Scott Malone is also a graduate of CiTi's secondary Welding Technology program. He has 30+ years of experience and is a certified pipe and structural welder. Scott has been an American Welding Society Certified Weld Inspector since 2004.

Nick Marshall is a 2005 B. Ramer Tech Graduate of the Heavy Equipment Repair and Operations program. He went on to get his Associates Degree from Alfred State college in Automotive Trades: Heavy Equipment, Truck, and Diesel Repair. He founded his own trucking company in 2008, then later joined the CiTi Team in 2020. Nick teaches Heavy Equipment Repair and Operation, Heavy Equipment Maintenance and Operation, CDL-A and CDL-B.

Ken Mitchell is the Auto 1 and 2 instructor. Ken graduated from the Oswego County BOCES Auto Services program in 1977. He has worked 45 years in the auto field. He has worked in private, independent auto shops and dealerships as a Service Manager, B Technician and 30 years as an A Technician. Ken owned and operated his own shop from 2009 to 2020.

IMPORTANT INFORMATION

ADMISSION POLICY

The program will comply with the state, federal and local labor laws. It shall be the policy of CiTi to provide equal opportunities for all persons affected by the myriad operations of CiTi without regard to age, race, sex, marital status, disability, creed, religion, political affiliation or national origin.

1. Admission into all classes is subject to acceptance and space availability. Students are encouraged to apply early. Once a class is filled, applicants are placed on a waiting list. A minimum number of students must be enrolled for classes to occur.
2. Applicants should understand that not everyone is accepted into the program. A final decision on selection will be made after the candidate completes all of the application steps.
3. The complete application steps, as well as admissions requirements, are outlined in program application packets.
4. Candidates must participate in an admissions interview. The goal of the interview is to help ensure that the candidate can and will be successful in the program.
5. All candidates will receive a letter indicating whether or not they are being accepted into the program.

TRANSFER POLICY

Internal transfer of credit: CiTi programs each have a specific curriculum designed to ready the student to become an integral part of the workforce. The specificity of these individual curricula will not allow transfer of credit from one program to another.

Transfer of external credit: Transfer of credit from another institution to a CiTi program is not allowable.

Transfer credit policies for students coming into the Practical Nursing program from an Accredited RN program: Transfer credits are no longer accepted. Program curriculum and hours vary in each nursing program, therefore transfer of credit is prohibited.

Returning Students

Students who were previously unsuccessful or terminated may be allowed to return to the program once and if space allows. Returning students are not guaranteed a position in the following year's program. Students must submit

a letter to the Health Occupation coordinator or CTE coordinator detailing why they were unsuccessful as well as an action plan going forward outlining how they will be successful in the program.

CODE OF CONDUCT

CiTi is committed to providing a safe and orderly school environment where students may receive, and CiTi personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other CiTi personnel, parents/guardians and visitors is essential to achieving this goal. A full version of our code of conduct is included in our student handbook available on our website.

WITHDRAWAL OR DISMISSAL

Withdrawal

It sometimes becomes necessary for a student to withdraw from a program, due to an extenuating circumstance arising from medical, personal, financial or other acceptable reason. Withdrawing students will be responsible for program costs and are subject to the Tuition Refund Policy and Return to Title IV Policy outlined in the Center for Instruction, Technology & Innovation Student Handbook. Students wishing to withdraw must complete the following steps:

1. Notification of withdrawal must be submitted to the Student Services Office either by email, mail, in person or by phone. An unofficial withdrawal refers to a student who fails to attend or ceases to attend classes without notification. The withdrawal determination date for students who do not officially withdraw will be recorded as the last date of an academically related activity in which the student participated.
2. Meet with the case manager and/or program coordinator to discuss options. There may be solutions available that do not require leaving the program.
3. Meet with the Financial Aid Office to determine financial obligations, regulations and deadlines.

Dismissal

A student may be dismissed from a training program for academic, attendance, safety, disciplinary or other reason deemed appropriate by the school, in accordance with the Center for Instruction, Technology & Innovation Student Handbook. Dismissed students will be responsible for program costs as previously defined.

REFUND AND PAYMENT POLICY

Program costs are due at the beginning of each new program unless other arrangements have been made. These may include a payment plan, approved agency funding, or approved Title IV Federally Funded Loans. Program costs must be paid in full prior to the end date of the program.

- 1) Refunds, when due, will be made without requiring a request from the student.
- 2) Refunds, when due, will be made within 30 days of (1) the last date of attendance if written notification has been provided to CiTi by the student, or (2) from the date the CiTi terminates the student's enrollment in the program or determines withdrawal by the student.
- 3) In the event a program has to be cancelled by CiTi prior to the program's start date, students will be refunded 100% of any associated tuitions or fees. In these instances, refunds shall be issued to students within 30 days of the planned start date for the program.
- 4) Students that withdraw on or before the first day of class will receive a refund of any tuition paid; the institution will only retain application fees (not to exceed \$100). Appropriate refunds for a student who does not begin classes shall be made within 30 days of the class start date.
- 5) Students who have not visited the facility prior to enrollment will have the opportunity to withdraw without penalty (without incurring tuition charges) within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Only tuition is eligible to be refunded. The cost of books, uniforms and other miscellaneous items, are non refundable. Tuition refund checks may take up to 30 days to process. CiTi is compliant with the Veterans Refund Policy, as well as all policies as set forth in Veterans Administration Circular 22-79-6, dated March 8, 1979, on file in the school office.

Tuition Refund Schedule for Non Eligible Title IV Programs:

- 1) Prior to beginning of the CiTi program..... 100% REFUNDED
- 2) Drop within first 6% of the CiTi program75% REFUNDED
- 3) Drop within first 12% of the CiTi program50% REFUNDED
- 4) Drop within first 18% of the CiTi program25% REFUNDED
- 5) No Refund after exceeding 18% of the CiTi program

The percentage of CiTi program is computed by taking the total number of scheduled clock hours as of the student's last day of attendance divided by the total clock hours in the CiTi program.

Tuition Refund Schedule for Title IV Eligible Programs:

- 1) Prior to beginning of the CiTi program..... 100% REFUNDED
- 2) Drop within first 6% of the Payment Period.....75% REFUNDED
- 3) Drop within first 12% of the Payment Period.....50% REFUNDED
- 4) Drop within first 18% of the Payment Period.....25% REFUNDED
- 5) No Refund after exceeding 18% of the Payment Period

The percentage of CiTi program is computed by taking the total number of completed clock hours as of the student's last day of attendance divided by the total clock hours in the payment period.

Tuition Refund Schedule for Personal Enrichment, Additional Certification and 5-Hour Pre-Licensing Courses:

- 1) Drop six or more business days prior to the start of course.... 100% REFUNDED
- 2) Drop five or less business days prior to the start of course0% REFUNDED



FINANCIAL AID

Financial aid (Title IV) is available for certificate programs, along with multiple funding stream opportunities for all programs. Financial assistance availability changes annually. Students should contact the school financial aid advisor for up-to-date information as well as investigate options on their own. Students have rights and responsibilities associated with various types of financial aid. Specific written information is available through the Financial Aid Office. Continuation of all aid is based on a student maintaining satisfactory academic progress and meeting established attendance requirements.

Federal Financial Aid (Title IV)

- Pell Grants
- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans (Parent)

Other Financial Assistance

- CiTi Payment Plans
- Private Student Loans
- Grants & Scholarships
- ACCES-VR
- AmeriCorps Education Award
- Bureau of Indian Affairs
- Children of a Deceased Public Servant
- Children of POW, MIA, Deceased/Disabled Vets
- County Departments of Employment and Training
- Department of Veteran Affairs
- Private Scholarships/Employers/Unions
- NYS Aid to Native Americans
- Vietnam or Persian Gulf Veteran Tuition Award

TYPES OF AID DESCRIPTIONS

Pell Grants

Eligible Programs:

Medical Assisting, Practical Nursing

Pell Grants are based on individual need as determined by the United States Department of Education, based on an annual congressionally-approved formula, which is applied consistently to all applicants. The formula uses the information provided on a Free Application for Federal Student Aid (FAFSA) financial aid form. The total cost of attending the program, for full-time enrollment status, will determine the actual amount of a Pell Grant. Pell Grants must be applied for each academic year. Students attending within one academic year (July through June) submit one application. Students attending over more than one academic year (January through December) submit two applications. There is no repayment required for a Pell Grant unless a student drops from the program and has been overpaid. Students may apply online at www.studentaid.gov. Electronic signatures with which to sign the online application may be obtained at www.pin.ed.gov. The school code is 012783 (Oswego County BOCES Adult Careers Center).

Direct Student Loans/Parent Loans

Eligible Programs: Medical Assisting, Practical Nursing

CiTi participates in the Direct Subsidized Stafford, Unsubsidized Stafford and Parent Loans for Undergraduate Students (PLUS) programs. The school and the U.S. Department of Education, in compliance with Title IV regulations, determine eligibility. A student must be enrolled in at least one-half of the full-time program hours to be eligible for the loans. A student must complete a FAFSA and have a valid Institutional Student Information Record (ISIR) that establishes Pell Grant eligibility before applying for a loan. Maximum amounts per year are \$5,500 for dependent students and \$9,500 for independent students. Through a PLUS loan, parents may borrow up to the cost of attendance less other financial aid for dependent students. Students/parents may apply for loans prior to enrollment or any time throughout the program. Students and/or parents who are interested in loans must sign a master promissory note online at www.studentaid.gov. Students must also complete entrance and exit counseling and informed borrowing requirements on www.studentaid.gov.

CiTi Payment Plans

With the approval of the financial aid advisor, students may enter into a payment plan via a payment contract. The contract evenly spreads the cost over the length of the program. There are no fees associated with the payment contract. The contract must be signed and returned prior to the course start date. All payments will be made to CiTi with acceptable forms of payment being cash, a cashier's check or money order, or MasterCard or VISA. Any payment received after the established due date may result in late fees or termination from the course.

Private Student Loans

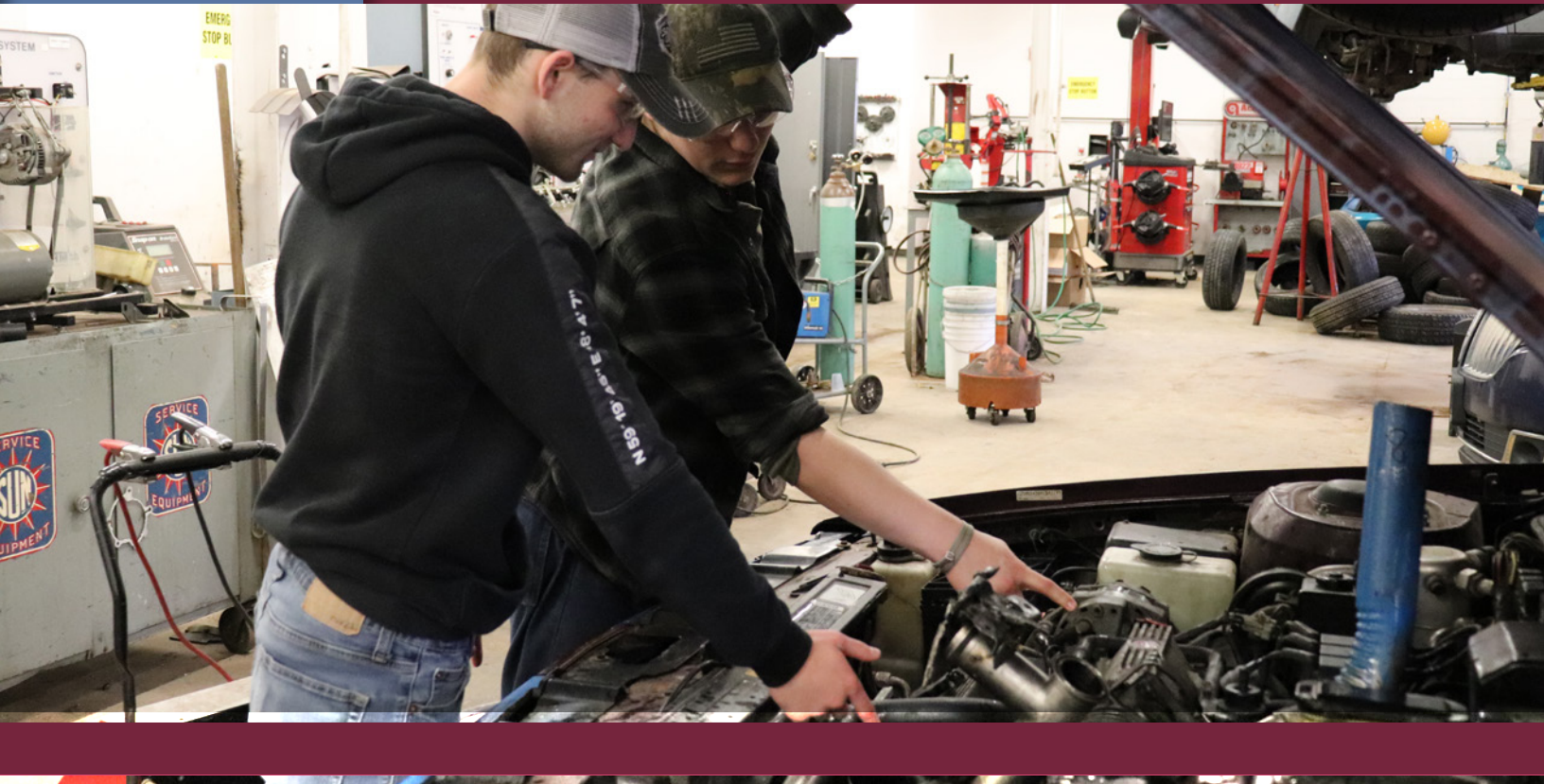
Alternative student loans are provided by private lenders, such as banks. Before you take out a private loan, be sure that you have fully explored all federal funding options. Alternative loans often require a credit check and may require a co-signer. Depending on the outcome of your credit check, these loans tend to be more expensive. Alternative student loans may be used to fill the gap between your federal aid and your Cost of Attendance. Alternative loans are an option if federal aid is unavailable to you.

www.finaid.org/loans/privatestudentloans.phtml

ACCES-VR

Financial assistance is available through the Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) Office. ACCES-VR provides vocational counseling and rehabilitation services that result in successful employment outcomes for individuals with disabilities and their employers. Contact 1-800-782-6164. Applies to most programs.

www.acces.nysed.gov/vr



AmeriCorps Education Award

After successfully completing your AmeriCorps term of service, you are eligible to receive the Segal AmeriCorps Education Award. You can use the award to repay qualified student loans and to pay current educational expenses at eligible institutions of higher education and training programs. You can access the award in full or in part until the total amount is used or until the award expires. The award expires seven years from the date it is earned.

nationalservice.gov/programs/ameriCorps/segal-ameriCorps-education-award

Bureau of Indian Affairs

Financial assistance for eligible Native American students who are at least one-quarter American Indian or Alaska Native and are an enrolled member of a federally recognized tribe. Must be a full-time student. Students may contact the U.S. Department of Interior, Bureau of Indian Affairs, 100 South Clinton Street, Federal Building Room 523, PO Box 7366, Syracuse, New York 13261-7366. May not apply to all programs.

www.bie.edu/ParentsStudents/Grants/

Children of a Deceased Public Servant

A scholarship for a child of a deceased police officer, firefighter or volunteer firefighter who has died as a result of injuries sustained in the line of duty. This award provides a varying amount annually to recipients. May not apply to all programs. Contact 1-888-697-4372. Actual tuition costs or SUNY undergraduate tuition, whichever is less. Must apply by May 1 of the academic year for which you want aid.

www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2

Children of POW, MIA, Deceased/Disabled Vets

Awards for children of service-connected deceased, or at least 40 percent disabled veterans, or former POWs or MIAs as a result of service in certain conflicts. This award provides up to \$450 annually to recipients. May not apply to all programs. Contact 1-888-697-4372. Must apply by May 1 of the academic year for which you want aid.

www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2

County Departments of Employment and Training

County-based agencies that help clients manage their careers (Career Connections, Workforce Development, One-Stop, New York Works). One function is to help eligible candidates pay for career training. Potential funding through the Oswego County Department of Employment and Training is typically capped at \$4,000; amounts in other counties vary. The application process is rigorous, requiring motivation and time commitment on the part of the client. Applies to most programs. **Must apply to the county office in which one resides.**

Department of Veterans Affairs

Qualifying veterans and other eligible individuals may obtain financial assistance for the majority of the health occupations programs. This is in accordance with the provisions of Section 1776, Title 38, U.S. Code. Contact 1-800-827-1000.

www.gibill.va.gov

Private Scholarships/Employers/Unions

Applicants are encouraged to seek out funding through private scholarship sources (Catholic Charities, On Point for College, etc.), through their current employer and through local unions (CSEA, SAANYs etc.).

ccoswego.com

www.onpointforcollege.org/

<https://www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm>

saanys.org/

www.fastweb.com/

NYS Aid to Native Americans

State grants for up to \$1,000 per year to Native Americans or their children who are members on the official tribal roll of a NYS tribe. To be eligible, students must be high school graduates, must reside on one of New York's eight major reservations and must attend a New York state post-secondary institution that has been approved by the Board of Regents (Practical Nursing only). Apply to Native American Education Unit, NYS Education Department, Education Building Annex, Room 374, Albany, NY 12234 or call 1-518-474-0537. Apply by July 15 for the fall semester and December 31 for the spring semester.

[www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.](http://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2)

[html#horizontalTab2](http://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2)

Vietnam Veteran (VVTa) or Persian Gulf Veteran (PGVTA)

Tuition Award

Financial assistance to eligible veterans who served in either of these conflicts. To be eligible, students must be a New York state resident who is matriculated full or part-time, and must complete the FAFSA, Express TAP application, and corresponding supplement form (available in the Financial Aid Office). Maximum award is \$1,000 per clock-hour program. May not apply to all programs. Must apply by May of the academic year for which you want aid.

[www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.](http://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2)

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EDUCATIONAL SCHOLARSHIPS

Oswego County Workforce NY Career Center

Oswego County Workforce NY Career Center has scholarship funding available to aid those who need assistance paying for educational programs.

- Applying for the scholarship:
 - Set up an appointment with an employment specialist to discuss your circumstances and whether you qualify for the available funding. This meeting will include a review of your current employment status, skills and education.
 - Market research will enlighten employment conditions such as the demand for employees, skill requirements and salary.
- Award eligibility and amount:
 - To be considered eligible, those seeking assistance must first be accepted into an eligible program whose graduation is within two years.

Inquiries regarding Oswego County Workforce NY Career Center's scholarship offerings should be directed to 315.591.9000 or ocwny@oswegocounty.com

Contact Oswego County Workforce NY Career Center at least three to four weeks prior to start of your desired program. Eligible programs must be listed on the Eligible Training Provider List. Oswego County Workforce NY Career Center provides assistance with job search skills, coordination of funding for education and more.



RETURN OF TITLE IV AID

Federal regulations governing the use of Title IV funds (student loans and Pell Grants) dictate how much of this type of aid a student has "earned" for the period of time attended. Any "unearned" Title IV funds must be returned to the Title IV program (i.e. loan program or Pell grant program). The amount of Title IV funds earned may not fully cover the institutional charges for the period of enrollment. In fact, the determination of the amount of Title IV funds that a student has earned has no relationship to a student's actual institutional costs. A student needs to be aware that if they drop from a program, Title IV funds may have to be returned if they have not been "earned" and the student may owe the school money as a result of no longer having access to those funds. A student must pay the school the money owed for charges that are not covered by Title IV funds because the funds had to be returned. Funds are returned to the Title IV programs in the following order: 1) Direct Unsubsidized Loans, 2) Direct Subsidized Loans, 3) Direct PLUS Loans, and 4) Federal Pell Grants.

OFFICE OF ACCESSIBILITY RESOURCES

Federal laws, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 protect qualified individuals with disabilities from discrimination on the basis of disability and guarantee equal opportunity for access to programs and services. CiTi complies with all applicable federal, state and local laws and regulations regarding reasonable and appropriate services and accommodations for students with documented disabilities. Accommodations and services accessed through the Office of Accessibility Resources may include but are not limited to: interpreters, note takers, time extensions for tests, alternative test sites, technology to assist reading and writing, magnification devices, and physical accommodations, such as special classroom seating or architectural accessibility. Services and accommodations for all students with disabilities are coordinated through the Office of Accessibility Resources, located within the Center for Academic Success. In order for CiTi to provide appropriate and timely services and accommodations, students with disabilities must provide current and complete documentation as early as possible. Students with sponsoring agencies, such as Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), Aurora, or the Commission for the Blind and Visually Handicapped (CBVH), should contact the agency several weeks before the start of classes to make sure that all necessary paperwork is completed.

DEPARTMENT OF VETERANS AFFAIRS (VA)

Affairs information: G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at www.benefits.va.gov/gibill



VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

FERPA

I. Policy Statement

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include:

- The right to inspect and review their own education records;
- The right to request amendment of their own education records;
- The right to consent to disclosure of information from their education records, except to the extent that FERPA authorizes disclosure without consent; and
- The right to file a complaint with the U.S. Functional area of Education concerning alleged failures to comply with FERPA.

For full FERPA policy, visit our website CiTiboces.org/AdultOfferings



179 County Route 64
Mexico, NY 13114

NON-PROFIT ORG.
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PERMIT #5

Ashleigh Yeomans
Dental Assisting Graduate



My TURNING POINT

LED TO MY FUTURE

"I work for an amazing doctor; the staff is fantastic. I'm just so thankful to have the job that I do with the pay that I do and the hours that I work. It's important to me having a family, being able to be home with them and support them financially. In less than two years, I was able to get two different degrees. It's crazy and amazing that I have two different routes I could go."



Watch Ashleigh's story and others talk about their turning points!



315.963.4283



www.CiTiboces.org/AdultOfferings

CiT shall continue its policy of providing educational opportunities for all students who wish to enroll in any course without regard to race, sex, religion, national origin or creed. The Title IX Compliance Officer is Kristen Foland, who can be reached by calling 315.963.4251 or by mail at 179 County Route 64, Mexico, NY 13114.

