

# UNLOCK YOUR POTENTIAL



Scan for more  
information!



## ADULT OFFERINGS

2024-2025 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**

CiTl 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](mailto: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](mailto:OCR.NewYork@ed.gov)



# TABLE OF CONTENTS

ACCREDITATION .....	2
NOTICE OF NONDISCRIMINATION .....	2
REGISTRATION .....	5
ANNUAL CALENDAR .....	7
ADULT HIGH SCHOOL EQUIVALENCY PROGRAM .....	8
<b>ADDITIONAL TRAINING OPPORTUNITIES</b>	
CORPORATE TRAINING.....	9
5-HOUR LICENSING .....	9
<b>HEALTHCARE CAREERS</b>	
DENTAL ASSISTING.....	10
HOME HEALTH AIDE .....	11
PHLEBOTOMY .....	12
PRACTICAL NURSING.....	13
<b>TRADES AND TECHNOLOGY CAREERS</b>	
ENTRY LEVEL DRIVER TRAINING CDL-A (TRACTOR TRAILER).....	14
ENTRY LEVEL DRIVER TRAINING CDL-B (DUMP TRUCK) .....	15
ENTRY LEVEL DRIVER TRAINING CDL-B (PASSENGER AND SCHOOL BUS ENDORSEMENT).....	16
HEAVY EQUIPMENT MAINTENANCE AND OPERATION (HEMO) .....	17
DIESEL MECHANIC.....	18
WELDING.....	19
<b>IMPORTANT INFORMATION</b>	
MEET OUR INSTRUCTORS .....	20
ADMISSIONS POLICY .....	21
TRANSFER POLICY .....	21
CODE OF CONDUCT .....	21
WITHDRAWAL OR DISMISSAL .....	21
REFUND AND PAYMENT POLICY .....	22
FINANCIAL AID .....	23
TYPES OF AID AND DESCRIPTION .....	23
EDUCATIONAL SCHOLARSHIPS.....	25
RETURN OF TITLE IV AID .....	25
OFFICE OF ACCESSIBILITY RESOURCES.....	26
DEPARTMENT OF VETERANS AFFAIRS (VA) .....	26
VA PENDING PAYMENT COMPLIANCE.....	26
FERPA .....	26

# FULTON FAMILY WELCOME Citi CENTER



**FOLLOW US:** Fulton Family Welcome Center

**The Fulton Family Welcome Center  
helps individuals succeed in education,  
employment and lifelong learning.**



## WORK READY SUPPORT & COMMUNITY RESOURCES

**Located in the CiTi Lifelong Learning Center**

104 Cayuga St.  
Fulton, NY 13069

**Hours:** Monday-Friday  
8:30 a.m. - 4:30 p.m.

**More Information:**

**315.963.4283**

FultonFWC@CiTiboces.org  
[CiTiboces.org/FultonWelcomeCenter](http://CiTiboces.org/FultonWelcomeCenter)

***We Help Solve Barriers  
To Education And Employment By  
Connecting To Resources Including:***

Housing  
Healthcare  
Transportation  
Financial  
Childcare  
Employment  
Citizenship

Social Services  
Substance Abuse  
Education  
Nutrition  
Mental Health  
Legal  
Family



**SCAN ME:**

**Services in Pulaski**  
*Coordinated by OCO:*

Pulaski Family Welcome Center  
10 Bella Rd  
Pulaski, NY 13142  
315.216.4521, opt. 3







# REGISTER TODAY!

## Email

The fastest and easiest way to register!  
[adultofferings@CiTiboces.org](mailto:adultofferings@CiTiboces.org)

## Call

Call **315.963.4283**. Regular hours are  
Monday through Friday, 8:00 a.m. to 4:30 p.m.  
Summer hours are Monday through Friday,  
8:30 a.m. to 4 p.m.



## In Person

**visit our office at:**

CiTi Lifelong Learning Center  
(Admissions)

Hours: 8:00 a.m. - 4:30 p.m. or by appointment  
Monday through Friday  
104 Cayuga Street  
Fulton, NY 13069

[www.CiTiboces.org/AdultOfferings](http://www.CiTiboces.org/AdultOfferings)

# ABOUT CITI

## 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 Lifelong Learning Center



104 Cayuga Street • Fulton, NY 13069

### CiTi Mexico Campus



179 County Route 64 • Mexico, NY 13114

# OSWEGO COUNTY IS THE FIRST WORK READY COMMUNITY IN THE NORTHEAST!

## SHOWCASE YOUR SKILLS!

70+ business in and around Oswego County believe that the ACT® WorkKeys® National Career Readiness Credential (NCRC) is a good indicator of workforce skills and/or will give preference to candidates who have a NCRC certificate when deciding who to hire or promote.

### **What is the National Career Readiness Credential?**

An assessment-based credential that measures essential skills needed for an employee's success across multiple industries and occupations.

The NCRC consists of three assessments: Applied Math, Graphic Literacy and Workplace Documents.

ACT® WorkKeys® NCRC certificates are recognized across the United States, in over 5,000 communities.

Call us to receive no cost ACT® WorkKeys® preparation materials!



# ADULT OFFERINGS ANNUAL CALENDAR

\* fluid end date contingent upon theory and driving hours completed

\*\*\*program calendar provided upon acceptance to program

Program	Program Start Date	Program End Date	Application Deadline	Days	Time	Length	Tuition
Dental Assisting	Open	TBD	ongoing	M-F	Hybrid - asynchronous online Theory with hands- on work experience in a dental office.	2-year program (part-time)	\$1,000
Home Health Aide	9/16/24	1/10/25	7/29/24	T-W	4 - 8 p.m.	115 hours	\$2,400
	Theory: 9/16 - 12/4/24 Externship to be completed by: 1/10/25						
Phlebotomy	9/16/24	12/20/24	7/29/24	M,W	5:30-8:30 p.m.	88 hours	\$1,500
	Theory: 9/16 - 11/13/24 Externship to be completed by: 12/20/24						
Practical Nursing***	8/1/24	6/26/25	5/31/24	M-F	8 a.m. - 3:30 p.m.	1200 hours	\$14,250
Entry-Level Driver Training CDL-A (Tractor Trailer)*	7/8/24	1/31/25	5/20/24	M-F	Classroom: 8:00 a.m.-4:30 p.m.	100 hours	\$6,750
	Theory: 7/8/24 - 7/16/24						
	9/10/24	3/31/25	7/29/24	T,W,TH	Classroom: 4:30-8:30 p.m. Behind the wheel scheduled by appointment		
	Theory: 9/10/24 - 12/12/24						
	11/12/24	5/30/25	9/30/24				
	Theory: 11/12/24 - 12/12/24						
	2/4/25	8/30/25	12/16/24				
	Theory: 2/4/25 - 3/11/25						
	4/29/25	10/31/25	3/18/25				
Theory: 4/29/25 - 5/27/25							
Entry-Level Driver Training CDL-B (Dump Truck)*	7/8/24	1/31/25	5/20/2024			M-F	Classroom: 8:00 a.m.-4:30 p.m.
	Theory: 7/8/24 - 7/16/24						
	9/10/24	3/31/25	7/29/2024	T,W,TH	Classroom: 4:30-8:30 p.m. Behind the wheel scheduled by appointment		
	Theory: 9/10/24 - 10/8/24						
	11/12/24	5/30/25	9/30/24				
	Theory: 11/12/24 - 12/12/24						
	2/4/25	8/30/25	12/16/24				
	Theory: 2/4/25 - 3/11/25						
	4/29/25	10/31/25	3/18/25				
	Theory: 4/29/25 - 5/27/25						
Entry-Level Driver Training CDL-B (Passenger and School Bus Endorsement)*	7/8/24	1/31/25	5/20/24			M-F	Classroom: 8:00 a.m.-4:30 p.m. Behind the wheel scheduled by appointment
	Theory: 7/8/24 - 7/17/24						
HEMO	3/25/25	5/27/25	1/27/25	T,W,TH	4:30-8:30 p.m.	100 hours	\$ 5,250
Diesel Mechanic	9/16/24	4/25/25	7/29/24	M-TH	4:30-8:30 p.m.	460 hours	\$5,500
	Theory: 9/16/2024 - 3/18/2025 Internship to be completed by: 4/25/2025						
Welding	9/30/24	3/25/25	8/16/24	M-TH	5:30-9:30 p.m.	332 hours	\$6,750
	2/25/25	7/30/25	1/10/25				





# ADULT HIGH SCHOOL EQUIVALENCY PROGRAM

*All High School Equivalency (HSE) classes below will prepare students for the General Educational Development exam.*

Location	Days	Time	Instructor
<b>Fulton</b> CiTi Lifelong Learning Center 104 Cayuga Street	Monday & Wednesday	4 p.m. – 7 p.m.	Kim Scheppard
<b>Oswego</b> Hamilton Homes 96 Hamilton Street	Monday & Wednesday	4 p.m. – 7 p.m.	Calli Pluff
<b>Pulaski</b> Pulaski High School (Library) 4624 Salina Street	Tuesday & Thursday	6 p.m. – 9 p.m.	Kim 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:

Enroll now for classes starting July 1, 2024.

Open enrollment through April 30, 2024.

Contact the CiTi Lifelong Learning Center at

**315.963.4283**



Or use the QR code to  
request a phone call!



# CORPORATE TRAINING

**CDL training for your company!  
Call for rates!**

## 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](https://Citiboces.org/5hour)**

4/10/2024	7/13/2024	10/5/2024	1/15/2025	4/23/2025
4/27/2024	7/24/2024	10/16/2024	2/1/2025	5/10/2025
5/11/2024	8/3/2024	11/2/2024	2/12/2025	6/7/2025
5/22/2024	8/14/2024	11/13/2024	3/1/2025	6/18/2025
6/5/2024	8/28/2024	12/7/2024	3/12/2025	
6/22/2024	9/18/2024	1/4/2025	3/29/2025	



Call 315.963.4283 or visit [Citiboces.org/AdultOfferings](https://Citiboces.org/AdultOfferings) for more information.

# DENTAL ASSISTING



## **TUITION:**

\$1,000  
(Tuition only)

\*Student will need to purchase e-book or hard copy book, DANB exam fees and NYS License Registration Fee

## **PROGRAM BREAKDOWN:**

**START DATE:** Open Enrollment

**APPLICATION DEADLINE:** Ongoing

**PROGRAM LENGTH:** 1,043 hours

**SCHEDULE:** Hybrid - asynchronous online theory with hands-on work experience in a dental office.

**INSTRUCTOR:** Julie Varney, CDA, RDA, CDI/PC

## **LOCATION:**

CiT Mexico Campus  
179 County Rt 64  
Mexico, NY 13114

Welcome to our comprehensive online Dental Assisting program designed for the career changer or the working non-registered Dental Assistant to become a registered dental assistant in NYS. This online course prepares candidates for a rewarding career as a New York State Registered Dental Assistant (RDA). Our program combines rigorous didactic instruction with subjects pertaining to sciences in dentistry, emergency care, infection control, preventive dentistry, clinical chairside assisting, dental procedures and dental radiology.

Each candidate will have practical hands-on, in office experience through an integrated internship component or work study internship. With a focus on meeting the requirements set forth by the New York State Department of Education, our course equips students with the knowledge, skills, and confidence necessary to excel in the dental healthcare field. Whether you're seeking to launch a new career or enhance your existing skill set, our course offers a dynamic learning environment tailored to meet the demands of today's dental industry. Join us on the path to becoming a NYS Registered Dental Assistant and make a positive impact on the oral health of patients in New York State and beyond. This program is approved by the New York State Education Department for licensure and registration purposes.

- US Dept of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)
- HEGIS Code: 5202.00
- SOC Code: (Standard Occupational Classification) 31-9091

## **ADMISSIONS REQUIREMENTS:**

- Completed application
- HS diploma or equivalent required
- College transcripts, if prior attendance
- Up-to-date physical and immunization records
- Licensure fee
- Students must have access to a computer. Admission information packet will provide required specs for video player.
- 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 Assistant modules and the DANB



# HOME HEALTH AIDE



This course is designed to provide students with the practical, real-world skills needed to provide care to the elderly, those with disabilities and people in ill health within the comfort of their homes.

## **COURSE CURRICULUM BRIEF DESCRIPTION:**

Supervised and practical training include the following:

- Communication skills, including the ability to read, write and verbally report clinical information to patients, representatives and caregivers, as well as to others on the home care team
- Observation, reporting and documentation of patient status and the care or service furnished
- Reading and recording temperature, pulse and respiration
- Basic infection prevention and control procedures
- Basic elements of body functioning and changes in body function that must be reported to an aide's supervisor
- Maintenance of a clean, safe and healthy environment
- Recognizing emergencies and the knowledge of instituting emergency procedures and their application
- The physical, emotional and developmental needs of and ways to work with the populations served, including the need for respect for the patient, his or her privacy, and his or her property
- Appropriate and safe techniques in performing personal hygiene and grooming tasks that include – bed bath; sponge, tub and shower bath; hair shampooing in the sink, tub and bed; nail and skin care; Oral hygiene; toileting and elimination; Safe transfer techniques and ambulation; Normal range of motion and positioning; Adequate nutrition and fluid intake; Recognizing and reporting changes in skin condition

## **ADMISSIONS REQUIREMENTS:**

- Completed application
- Up-to-date physical and immunization records

## **TUITION:**

\$2,400

## **PROGRAM BREAKDOWN:**

**START DATE:** 9/16/24

**APPLICATION DEADLINE:** 7/29/24

**PROGRAM LENGTH:** 115 hours  
(49 theory, 36 lab, 30 clinical)

## **SCHEDULE:**

Theory: 9/16 - 11/13/24

Externship to be completed by: 12/20/24  
Tuesdays and Wednesdays, 4-8 p.m.

**INSTRUCTORS:** Leeann New, RN

## **LOCATION:**

CiTi Mexico Campus  
179 County Rt 64  
Mexico, NY 13114



# PHLEBOTOMY



## **TUITION:**

\$1,500

## **PROGRAM BREAKDOWN:**

**START DATE:** 9/16/24

**APPLICATION DEADLINE:** 7/29/24

## **PROGRAM LENGTH:**

88 hours (48 classroom, 40 externship)

## **SCHEDULE:**

Theory: 9/16 - 11/13/24

Externship to be completed by: 12/20/24

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

## **INSTRUCTOR:**

Brittany Watts, NRCMA, NRCEKG, NRCPT

## **LOCATION:**

CiTi Mexico Campus

179 County Rt 64

Mexico, NY 13114

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).

## **ADMISSIONS REQUIREMENTS:**

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



# PRACTICAL NURSING



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. 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](http://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

## TUITION:

\$14,250 (Includes E-books, supplies, 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:

**START DATE:** 8/1/24

**APPLICATION DEADLINE:** 5/31/24

**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.

## INSTRUCTORS:

Olivia Dowdle, BSN RN

**COMPLETION RATE:** 56%\*

**JOB PLACEMENT RATE:** 93% \*

**LICENSURE EXAM PASS RATE:** 100%\*

\*CiTi data for 2022-2023 program year

## LOCATION:

CiTi Mexico Campus  
179 County Rt 64  
Mexico, NY 13114



# ENTRY-LEVEL DRIVER TRAINING

## CDL-A (TRACTOR TRAILER)



### TUITION:

\$6,750

### PROGRAM BREAKDOWN:

START DATE:	APPLICATION DEADLINE:
-------------	-----------------------

7/8/24**	5/20/24
9/10/24	7/29/24
11/12/24	9/30/24
2/4/25	12/16/24
4/29/25	3/18/25

### PROGRAM LENGTH:

120 Hours -

(52 theory, 20 group parking maneuvers and shifting, and 48 behind-the-wheel)

### SCHEDULE:

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

\*\*7/8 class schedule:

M-F 8:00 a.m.-4:30 p.m.

Behind-the-wheel scheduled by appointment

### INSTRUCTOR:

Nick Marshall

Jake Teachout

### LOCATION:

CiTi Mexico 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. 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](http://www.bls.gov/SOC)
- Currently not a COE approved program

### ADMISSIONS REQUIREMENTS:

- Completed application
- 21 years of age
- Driving abstract
- Pass a DOT physical and drug test
- CDL Learner's Permit

*Free CDL permit study class available for program applicants*

***CDL-B to CDL-A licensure upgrade program –  
Call 315.963.4359 for more information.***



# ENTRY-LEVEL DRIVER TRAINING

## CDL-B (DUMP TRUCK)



In this Federal Motor Carrier Safety Administration approved 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. 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](http://www.bls.gov/SOC)
- Currently not a COE approved program

### ADMISSIONS REQUIREMENTS:

- 18 years of age
- Completed application
- Driving abstract
- Pass a DOT physical and drug test
- CDL Learner's Permit

*Free CDL permit study class available for program applicants*



### TUITION:

\$6,250

### PROGRAM BREAKDOWN:

START DATE:	APPLICATION DEADLINE:
-------------	-----------------------

7/8/24**	5/20/24
9/10/24	7/29/24
11/12/24	9/30/24
2/4/25	12/16/24
4/29/25	3/18/25

### PROGRAM LENGTH:

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

### SCHEDULE:

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

\*\*7/19 class schedule:

M-F 8:00 a.m.-4:30 p.m.

Behind-the-wheel scheduled  
by appointment

### INSTRUCTOR:

Nick Marshall  
Al Haskins

### LOCATION:

CiTi Mexico Campus  
179 County Rt 64  
Mexico, NY 13114

# ENTRY-LEVEL DRIVER TRAINING

## CDL-B (PASSENGER AND SCHOOL BUS ENDORSEMENT)



### **TUITION:**

\$6,250

### **PROGRAM BREAKDOWN:**

**START DATE:** 7/8/24

**APPLICATION DEADLINE:** 5/20/24

### **PROGRAM LENGTH:**

108 hours

(60 theory, 48 behind-the-wheel)

### **SCHEDULE:**

M-F 8:00 a.m.-4:30 p.m.

Behind-the-wheel scheduled

by appointment

### **INSTRUCTOR:**

Nick Marshall

### **LOCATION:**

CiTi Mexico Campus

179 County Rt 64

Mexico, NY 13114

In this Federal Motor Carrier Safety Administration approved program, students will participate in classroom theory and school bus 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 passengers safely. CDL-B classroom hours also include air brakes. Students will participate in road training. 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](http://www.bls.gov/SOC)
- Currently not a COE approved program

### **ADMISSIONS REQUIREMENTS:**

- 21 years of age
- Completed application
- Driving abstract
- Pass a DOT physical and drug test
- CDL Learner's Permit

*Free CDL permit study class available for program applicants*



# HEAVY EQUIPMENT MAINTENANCE & OPERATION



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](http://www.bls.gov/SOC)
- Currently not a COE approved program

## ADMISSIONS REQUIREMENTS:

- Completed application
- Students must provide their own steel toe work boots
- Pass a DOT physical and drug test

## TUITION:

\$5,250

## PROGRAM BREAKDOWN:

**START DATE:** 3/25/25

**APPLICATION DEADLINE:** 1/27/25

**PROGRAM LENGTH:**

100 hours

**SCHEDULE:**

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

**INSTRUCTOR:**

Nick Marshall

## LOCATION:

CiTi Mexico Campus  
179 County Rt 64  
Mexico, NY 13114





# DIESEL MECHANIC



## TUITION:

\$5,500

## PROGRAM BREAKDOWN:

**START DATE:** 9/16/24

**APPLICATION DEADLINE:** 7/29/24

## PROGRAM LENGTH:

460 hours

(360 theory, 100 internship)

## SCHEDULE:

M-Th, 4:30-8:30 p.m.

Theory runs 9/16/2024 - 3/18/2025,

Internship hours may be completed through 4/25/2025

## INSTRUCTOR:

Nick Marshall

## LOCATION:

CiTi Mexico Campus

179 County Rt 64

Mexico, NY 13114

This new 460-hour program on truck and heavy equipment repair is aligned to the 2021-2023 Associated Equipment Distributors (AED) foundation standards for heavy equipment repair. This program focuses on the repair and proper operation of hydraulics and hydrostatics, electronics and electrical systems, air conditioning and heating systems, power train, and diesel engines. Students will complete a 100-hour internship at a truck and/or heavy equipment repair shop.

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

## ADMISSIONS REQUIREMENTS:

- Completed application
- Valid Driver's License, *CDL class A license preferred*
- Pass a DOT physical and drug test
- Driving abstract
- High school diploma or equivalency diploma -  
if no diploma then a reading and math assessment is required
- Students must provide their own steel toe work boots



# WELDING



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](http://www.bls.gov/SOC)
- HEGIS Code 5308.00
- COE approved program

## ADMISSIONS REQUIREMENTS:

- Completed application
- Achieve reading score of 596 on Level D of TABE
- Achieve math score of 537 on Level M of TABE
- Students must provide their own safety glasses, steel toe work boots and non-flammable clothing
- Interview



## TUITION:

\$6,750

## PROGRAM BREAKDOWN:

### START APPLICATION

### DATE: DEADLINE:

9/30/24 8/16/24

2/25/25 1/10/25

### PROGRAM LENGTH:

332 hours

### SCHEDULE:

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

### INSTRUCTOR:

Barbie Jo Grey and Scott Malone

**COMPLETION RATE:** 100% \*

**JOB PLACEMENT RATE:** 60%\*

\*CiTi data for 2021-2022 program year

## LOCATION:

CiTi Mexico Campus

179 County Rt 64

Mexico, NY 13114



# MEET OUR INSTRUCTORS

## FULL-TIME

**Olivia Dowdle, BSN RN** holds a New York state license, RN-BSN from Nazareth College.

**Al Haskins** has 30 years of experience in the construction industry working with two different companies. He has acquired numerous skills over the years. Haskins has more than two decades of experience driving dump trucks, hauling everything from mulch, gravel, sand, tree branches and tree trunks, and asphalt. He has served as a driving instructor at CiTi BOCES for two years.

**Jake Teachout** is a 2004 graduate of B. Ramer Tech Heavy Equipment and CDL program. He has 20 years of experience working with local governments and private contractors in the trucking and heavy equipment industry. Jake has been with CiTi since 2021.

## PART-TIME:

**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 joined the CiTi Team in 2020. Nick teaches Heavy Equipment Repair and Operation, Heavy Equipment Maintenance and Operation, CDL-A and CDL-B.

**Leeann New, RN** Leeann graduated CiTi's Practical Nursing Program in 1999 and has been a Registered Nurse since 2021. She was worked in the healthcare industry for 28 years, including 3 years as a Home Health Aide.

**Julie Varney, CDA, RDA** is a graduate of HVCC's Dental Assisting program and holds a Liberal Sciences degree from OCC. She has been a Dental Assistant for 31 years and has taught Adult Dental Assisting programs for 10 years. Julie is certified in Dental Infection Control and OSHA. She is an active and esteemed member of the Dental community, speaking at various conferences across the county and in 2016 was named in the Top 25 Women in Dentistry.

**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.



# 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. 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 canceled 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 program .....75% REFUNDED
- 3) Drop within first 12% of the CiTi program .....50% REFUNDED
- 4) Drop within first 18% of the CiTi program .....25% 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 course .....0% 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](http://www.studentaid.gov). Electronic signatures with which to sign the online application may be obtained at [www.pin.ed.gov](http://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](http://www.studentaid.gov). Students must also complete entrance and exit counseling and informed borrowing requirements on [www.studentaid.gov](http://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](http://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](http://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/ameri-corps/segal-ameri-corps-education-award](http://nationalservice.gov/programs/ameri-corps/segal-ameri-corps-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/](http://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](http://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](http://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](http://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](http://ccoswego.com)

[www.onpointforcollege.org/](http://www.onpointforcollege.org/)

[www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm](http://www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm)

[saanys.org/](http://saanys.org/)

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

## 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](mailto: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](http://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](http://CiTiboces.org/AdultOfferings)**





**INTERESTED IN TEACHING A CLASS?** Do you have a hobby, talent or skill that you could share with other adults in the community? If you or someone you know may be interested in becoming an instructor, contact us! Please have a rough idea of class content, the number and length of sessions needed for students to master the topic and a list of necessary materials.



# PERSONAL ENRICHMENT

CiTi provides a variety of fun and educational classes for adults in our community. Our Personal Enrichment program provides an excellent opportunity for adults to meet new people and build friendships while cultivating skill sets and taking part in exciting activities.

Activity/Class offerings can include, but are not limited to:

- Artistic Talents and Crafts
- Candle and Soap making
- Computers
- Culinary
- Digital Media
- Drones Intro
- Fitness, Health and Wellness
- Games and Recreational Activities
- Guitar lessons
- Hiking

- Life Skills
- Mandolin lessons
- Nature-related Activities  
(bird watching, hiking, wildlife identification, etc.)
- Painting
- Reiki 101

Classes can run as short as one session to multiple sessions spanning over eight weeks.



179 County Route 64  
Mexico, NY 13114

NON-PROFIT ORG.  
U.S. POSTAGE  
PAID  
MEXICO, N.Y. 13114  
PERMIT #5



# UNLOCK YOUR POTENTIAL

Scan for more  
information!



## ADULT OFFERINGS

# BUILD YOUR FUTURE



315.963.4283



[www.CiTiboces.org/AdultOfferings](http://www.CiTiboces.org/AdultOfferings)

CiTiboces 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.

Created by:

