



Center for Workforce Development

Program Guide 2026-27

The Center for Workforce Development (CWD) is Rochester's premier resource for HIRE education, providing industry-aligned educational solutions to prepare individuals for the workforce.

Building Futures at CWD

- Career training programs are **low-cost, short-term, convenient pathways** for adults looking to grow their skill sets.
- Literacy programs are **free and welcoming**, allowing adults to earn their High School Equivalency (HSE/ GED) diploma or improve their English skills at their own pace.
- Scalable workforce pathways are built through **collaboration with schools, employers, and community partners** to help districts expose students to real-world careers and develop graduates that are confident, capable, and career-ready.

www.monroe2boces.org/cwd



Adult Career Training Programs

PROGRAM PERKS

- **Evening Training Schedules** that allow employment during the day, skill development in the evening
- **Short-Term Offerings** Get ready to enter the workforce in weeks or months, not years
- **Low-Cost Commitment** Utilize a variety of funding options to make a small investment in your future that can reap big rewards
- **Enrollment to Employment** Support staff helps adults from becoming students to becoming employees
- **Plenty of Partnerships** Strong, long-standing partnerships serve as resources for funding, community and employment.

CONSTRUCTION



Building Maintenance



18 Weeks, 118 Hours

Unlock the door to each of the trades that every property needs. From basic plumbing and light electrical to HVAC maintenance and drywall repair, you'll be primed to handle it all, from leaks to squeaks.

Electrical for Construction



18 Weeks, 121 Hours

Put power behind your skills while enhancing your skills in wiring and grounding. Amp up your future with residential and light commercial installation and layout techniques.

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)



18 Weeks, 118 Hours

Heat up your future in HVAC systems, including installation, maintenance and repair. Learn how to bring ultimate comfort to indoor spaces while equip yourself with essential skills and knowledge.

HEALTHCARE

Dental Office Assisting



18 weeks, 144 hours

Sink your teeth into a sparkling future and prepare for a career in a dental office. Equip yourself with the fundamental skills for essential dental procedures and for providing exceptional patient care while ensuring a shine in every smile.

Registered Dental Assisting (RDA)



100% online, self-paced, plus 1,000 clinical hours

Elevate your career with this online course of study that provides the education and experience to sit for the required exams and apply to become a Registered Dental Assistant (RDA). Must be working dental assistant with commitment from sponsoring dentist.

Phlebotomy



18 Weeks, 144 Hours

Step into the world of healthcare as you develop expertise in draw techniques, prepare the perfect lab sample and excel in patient care and safety.

Nurse Assisting



18 weeks, 144 hours

Build the skills to be a lifeline in healthcare with hands-on experience in vital signs, patient positioning, and infection control while perfecting your bedside manner.

MANUFACTURING

Industrial Electrical



18 weeks, 118 hours

Be the spark that keeps factories and plants running smoothly with a high-voltage career in industrial electrical maintenance.

Machining Fundamentals



18 weeks, 133 hours

Gear up and craft your way to success with essential hands-on manual machining skills. Perfect for pre-apprentices and apprentices, you'll delve into metalworking and practice precision techniques like turning, milling, drilling and grinding.

Manufacturing Process Technology



18 weeks, 118 hours

Get a head start in a growing field with hands-on training in pumps, valves, drums, vessels and process control instrumentation across chemical, physical and food production sectors.

Welding



18 weeks, 118 hours

Learn industry standards and techniques used to join, cut and shape metals in a variety of applications while you ignite your career in welding, mastering techniques like stick, gas metal arc (MIG), tungsten arc (TIG) and flux-cored welding.

TRANSPORTATION



Bus and Heavy Equipment Maintenance



18 weeks, 118 hours

Fine tune your future by learning the art of diagnosing, repairing and maintaining diesel and gas-powered buses and heavy equipment, setting you up for a high-powered career in the transportation and heavy machinery industries.

Commercial Driver's License (CDL) Class B



7 weeks, 53 hours

Buckle up for hands-on driving practice, pre-trip inspection and basic vehicle controls as you prepare to become a commercial motor vehicle operator.

Commercial Driver's License (CDL) Permit Prep



100% online, 6 hours

Gear up for success with this online CDL permit prep course. Engage with interactive videos, practice tests and direct instruction to prepare for CDL permit test. Plus, deduct the cost of the course toward the CDL Class B program.

Prospective students should be mindful of key competencies and expectations as they pursue CWD career training programs. Our career training programs and the associated jobs may require:

PROGRAM CHARACTERISTICS



Mathematics: Comfort with basic math, measurements, unit conversions, and/or applied calculations.



Reading & Writing: Ability to interpret complex instructions, read technical documents and safety records, interpret charts, graphs or other images, and/or understand blueprints.



Tools & Technology: Regular interaction with a variety of hand and/or power tools, machines, and digital devices.



Physical Demands: Tasks that involve heavy lifting, repetitive motions, fine motor skills, and/or strong focus.



Work Environment: Exposure to loud noise, strong odors, and/or temperature fluctuations.



Pre-Requisites: A high school diploma or equivalent is typically required for enrollment/employment.

All career training students must take the ACT WorkKeys entrance assessment and be 18+ by the end of the program.

CDL permit and CDL-B students do not take the entrance assessment but must be 18+ and already have a New York State driver license to take the CDL permit test at a NYS DMV office.

For specific program characteristics, visit www.monroe2boces.org/CareerTraining

CREATE YOUR PROGRAM PATHWAY

Accelerate your career by combining career training programs.

- Machining Fundamentals + Welding
- HVAC/R + Industrial Electrical
- Electrical for Construction + Industrial Electrical

Suggested Pathways

- CDL Class B + Bus and Heavy Equipment Maintenance
- Building Maintenance + Electrical for Construction and/or HVAC/R

Career Training

• Pre-Apprenticeship

• Related Instruction

• Upskilling

Adult Literacy Programs

PROGRAM PERKS

- **Free** Adults who are 21+ without a US high school diploma can enroll in a high school equivalency or English program for free. Those under 21 may be eligible if they live in a participating district – contact CWD for more information.
- **Flexible Scheduling** Classes are available at your convenience during the day, at night, in person or through distance learning.
- **Welcoming Environment** Learn in a setting that is understanding, accommodating and ready to help you navigate your path to success.

HIGH SCHOOL EQUIVALENCY/GED PROGRAMS

HSE/GED – In Person

Step into success with a program designed to help you sharpen your academic skills, prepare for the GED test and earn your High School Equivalency (HSE) diploma. Day and evening classes are available.

HSE/GED – Distance Education

Perfect for those looking to earn their HSE diploma but not able to attend in-person classes. Prepare for the GED with take-home work packets, online assignments, and dedicated instructor support. Eligibility for distance education determined during orientation.

High School Equivalency Preparation for Young Adults

Programs may also be available for ages 16-20. For more information visit www.monroe2boces.org/YouthHSE



ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS



Level 1: Beginner English

Learn basic English skills by reading, writing, listening and speaking. Practice grammar, vocabulary, and pronunciation. Improve your English through whole class and small group instruction, as well as individualized work. Day and evening classes are available.

Level 2: Intermediate+ English

Build on your English skills by reading, writing, listening and speaking. Focus on life skills and getting ready for work, job training or college. Practice grammar, vocabulary, and pronunciation. Improve your English through whole class and small group instruction, as well as individualized work. Day and evening classes are available.

Attendance Options:

ESOL - In Person - Day and evening classes are available.

ESOL - Distance Education - Attend online classes and complete digital homework assignments from your teacher twice a month. Eligibility for distance education determined during orientation.

How to Become a CWD Student

CAREER TRAINING

Register for and complete an entrance exam



Discuss next steps with advisor

Submit documentation



Secure funding - financial support available!

Begin training!



Get started today at

www.monroe2boces.org/CTAdmissions

ESOL



Visit CWD to register - no appointment needed! Available every Tuesday (except federal holidays and break weeks) from 9 a.m. to 6 p.m.

Complete forms, tour the school and take a speaking test. Some students may also take a reading and writing test.



Start learning!



More information at

www.monroe2boces.org/ESOL

HSE/GED



Register for two-day orientation

1

Attend Orientation Day 1 (paperwork, facility tour, assessment prep)

2

Attend Orientation Day 2 (assessment, advisor meeting)

Start learning!



Find out more at

www.monroe2boces.org/HSE

LITERACY + CAREER TRAINING

Earn your high school equivalency (GED) diploma, strengthen your math and reading skills, or enhance your English—all while preparing for your career!

Tell your advisor you're interested.

Summer Programs

SUMMER AT THE CENTER

Interactive career and technical education camps designed for students entering grades 7-9. Spend a week learning the tools of the trades led by industry experts. Build skills, get creative and discover future career paths in industries such as **culinary arts, construction, automotive technology** and **cosmetology**. Registration opens early spring.

Visit www.monroe2boces.org/summer for the latest updates.



SUMMER COSMETOLOGY EXTENSION

Varies

Earn additional hours to complete the mandated 1,000 skill hours and prepare for the New York State Appearance Enhancement Operator License in Cosmetology. Review essential exam content, practice required procedures and get hands-on coaching for the NYS Cosmetology Practical Examination, including kit preparation. Receive guidance on applying for a temporary license.

Find out more at www.monroe2boces.org/SummerCos

CAREER LAUNCH - ANTICIPATED SUMMER 2026

Career Launch helps high school students entering grade 12 and recent graduates explore careers in manufacturing and construction. Students gain hands-on experience, build soft skills and learn from industry professionals while discovering their strengths and interests.

Additional details coming soon to www.monroe2boces.org/CareerLaunch

SAME

The Summer Advanced Manufacturing Experience (SAME) is designed for high school students who have successfully completed Algebra 1 and want to explore precision machining. Participants will learn how to design and manufacture real products and will also tour a local company to see advanced manufacturing in action.

Learn more at: <https://www.monroe2boces.org/same>



About CWD

Monroe 2-Orleans BOCES Center for Workforce Development

CWD provides opportunities for adult learners to strengthen their skills and enhance their futures with hands-on career training, High School Equivalency/GED preparation, and English language learning. Serving over 500 students annually from Monroe and surrounding counties, CWD empowers students to achieve better career opportunities and further their education.

CWD's Impact on Students

82% choose CWD for affordability, quality, hours and location

23% average wage increase after completing career training.

86% of career training students earn certificates and industry credentials

70% of literacy students attending 40+ hours improve academic skills or meet their educational goals.

90% of career training students secure jobs within three months.

Based on data and student surveys from 2023-24

CWD Pathways to Success

CWD provides comprehensive support to help students navigate their education and career paths. Services include enrollment guidance, tuition assistance support, case management, and employment services. Academic support is integrated into hands-on training, while Career Training Support and Literacy classes provide personalized strategies to build foundational skills and confidence for the classroom and beyond.

Beyond academics, students can boost digital literacy, strengthen study habits, refine resumes, prepare for interviews, and connect with employers through networking events. CWD also provides additional support for challenges like childcare, food insecurity, and transportation, empowering learners to stay focused and reach their goals.



The CWD Advantage

- Earn while you learn with schedule that allows for both work and class
- Be supported from enrollment to employment
- Work on employability skills such as building resumes and interviewing
- Network of connections with local school districts and community partners
- Network and connect with potential employers for in-demand jobs



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Monroe 2-Orleans BOCES
Center for Workforce Development

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