



## 2025-26 Building Maintenance

### Building Skills, Maintaining Excellence

This part-time Building Maintenance program provides a comprehensive introduction to building maintenance and repair equipping students with the basic knowledge and core skills necessary for entry-level employment in residential, commercial, and industrial building maintenance in only 18 weeks.

Through our 'Learn While You Earn' evening classes, students can continue working while gaining essential skills like blueprint reading, tool mastery, framing, insulation, basic electrical, and plumbing.

Ideal for career changers, those seeking to enhance existing skills, or anyone eager to explore the field, this program sets the groundwork for success in the building maintenance industry.

#### Program Requirements:

- 18 years of age or older by completion of program
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- Ability to complete the physical demands of the training (able to lift 50 lbs).
- HS diploma recommended, not required (note: employers may require a high school diploma - if desired, you can earn your High School Equivalency diploma for free at the same time)

This program is ideal for students with:

- a mechanical aptitude
- problem solving skills
- physical stamina
- attention to detail
- adaptability

Manual dexterity is also a strong component of this program and the construction industry. Safety is key and physical stamina is a must.

**Tuition:** \$3,025; includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

#### Dates:

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1)
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2)

**Class Schedule:** Tuesdays & Thursdays, 5:30 - 8:30 pm

**Program length:** 108 hours of in-person instruction + 10 hours of online coursework = 118 hours; 18 weeks

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress Code:** Long denim or canvas pants, a shirt that covers the torso (shoulders, waistline, and chest), and sneakers or boots. ***Wear clothing that can get dirty.***

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, crocs, loafers, boat shoes, or hey dude shoes.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing; no track pants, leggings, or sweats.
- Long hair must be tied back, and nails trimmed.

**Supplies:** *Safety glasses are required and will be provided.*

**Employment Outlook:** Working as a building maintenance technician in various sectors including residential, commercial, or municipal. Entry-level positions include building/property maintenance technician, general construction laborer, and general maintenance and repair.

For more information on Building Maintenance as a career, click [here](#) and see below.

### **Pathways Forward**

After completing this program, students can pursue:

- entry-level employment,
- additional career training opportunities like HVAC/R or Electrical Fundamentals to increase employability skills, or engage in specialized training or certification,
- a two- or four-year degree, and/or
- engagement in an apprenticeship

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Visit the [New York State Apprenticeship List](#) for more information and to find an apprenticeship related to the [building maintenance](#) program.*

## **What Will I Earn?**

### **Certificate of Completion**

Students who successfully finish this program will receive a certificate of completion verifying completion of 108 instructional hours.

### **Technical Skills**

Students will complete a variety of tasks on topics including:

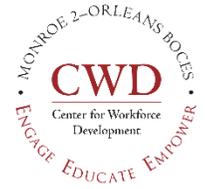
- Safety
- Hand and Power Tools
- Emergency and Preventative Maintenance
- Basic Electrical, Plumbing, and HVAC/R
- Painting and Drywall
- Framing and Insulation

At the conclusion of the program, students will receive an individualized *Employability Profile* indicating the technical proficiencies and work-ready skills the individual demonstrated in class.

### **OSHA 10 Construction Safety (10 Hours)**

OSHA (Occupational Safety and Health Administration )10-hour training will help educate workers to predict, prevent, identify and stop possible common worksite and construction hazards, and is required for many industry careers.

# 2025-26 Bus and Heavy Equipment Maintenance



## Fine Tune Your Future

In just 18 weeks, the **Bus and Heavy Equipment Maintenance** program equips students with the essential skills and knowledge to inspect, service, and maintain a wide range of buses and heavy equipment. The program emphasizes safety procedures, hands-on training with tools and equipment, and the application of diagnostic techniques for both mechanical and electronic systems.

Through instruction and practical shop experience, students learn about the maintenance and repair of steering, suspension, brake systems, engines, electrical components, and high-voltage systems. The program covers essential tasks such as identifying major vehicle components, conducting thorough inspections, replacing and adjusting critical parts, and troubleshooting advanced systems using diagnostic tools.

Discover if the transportation and heavy equipment maintenance field is right for you, receive comprehensive training in key aspects of the trade, connect with local employers, and build a network that sets you on the path to a successful career.

### Program Requirements:

- 18 years of age or older
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- HS diploma recommended, not required (note: employers may require a high school diploma - if desired, you can earn your [High School Equivalency](#) diploma for free at the same time)

This program is ideal for students with:

- a mechanical and technical aptitude
- problem solving skills
- attention to detail

Manual dexterity is also a strong component of this program and the industry. *Safety is key and physical strength and stamina are a must.*

**Tuition:** \$3,025; includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

### Dates:

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1)
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2)

**Class Schedule:** Tuesdays & Thursdays, 5:30 - 8:30 pm

**Program length:** 108 hours of in-person instruction + 10 hours of online coursework = 118 hours; 18 weeks

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress Code:** Long pants (jeans are acceptable), a shirt that covers the torso (shoulders, waistline, and chest), and sneakers or boots.

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, or crocs.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing; no track pants, leggings, or sweats.
- Long hair must be tied back, and nails trimmed.

**Supplies:** *Safety glasses are required and will be provided.*

## Employment Outlook

Work as a bus, heavy equipment, truck, or diesel technician or mechanic in a variety of sectors. Entry-level positions include bus mechanic, fleet mechanic, general repair mechanic, heavy truck mechanic, service technician, and truck mechanic.

For more information on Bus and Heavy Equipment Maintenance as a career, click [here](#) and see below.

## Pathways Forward

After completing this program, students can pursue:

- entry-level employment,
- additional career training opportunities like Welding or Machining to increase employability skills, or engage in specialized training or certification,
- a two- or four-year degree, and/or
- engagement in an apprenticeship

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Learn how to become an apprentice through the [New York Department of Labor](#) or review training requirements specifically for the [bus and heavy equipment maintenance](#) apprenticeship.*

## What Will I Earn?

### Certificate of Completion

Students who successfully finish this program will receive a certificate of completion verifying completion of 108 instructional hours.

### Technical Skills

- Students will complete a variety of tasks on topics including:
- General Safety and Tools
- Vehicle Inspection and Service
- Steering and Suspension Systems
- Wheels, Tires, and Bearings
- Brake Systems
- Engine Inspection and Maintenance
- Cooling and Air Induction Systems
- Electrical and Electronic Systems
- Battery and Charging Systems
- Lighting and Instrument Systems
- High Voltage/Electric Vehicle Systems

At the conclusion of the program, students will receive an individualized *Employability Profile* indicating the technical proficiency and work-ready skills the individual demonstrated in class.

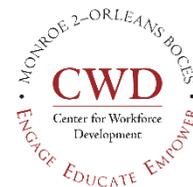
### OSHA 10 General Safety (10 hours)

OSHA (Occupational Safety and Health Administration) 10-hour training will educate workers to predict, prevent, identify and stop possible common worksite hazards, and is required for many industry careers.

### CPR, First Aid, and AED

Students who participate in the optional CPR, First Aid, and/or AED training will receive proof of certification careers.

# 2025-26 Commercial Driver License (CDL) Class B



## Put Your Driving Skills to Work

The part-time 7-week CDL-B program will provide the specialized training needed to help you achieve your goal of earning a Class B license, including School Bus Driver certification (must be 21 or older).

Whether you're seeking full-time employment with benefits or part-time, flexible opportunities, this training equips you with the skills to succeed in an industry that values your expertise. Take the first step toward a stable, fulfilling career by enrolling in our driver training program today!

## Course Information

### Prerequisites:

- 18 years of age or older
- Have a valid NY State Driver's License for at least 2 years
- Clean driving record (see definition below)
- A passing of [DOT physical](#)
- Proof of a [valid/current Class B permit](#) with air brakes, passenger, and school bus endorsement\*.  
\*18-20-year-olds are not eligible to receive a school bus endorsement in New York State and are therefore exempt from this requirement.
- Experience operating heavy equipment or large vehicles preferred, but not required.

### Clean Driving Record Definition:

Current motor vehicle driving license record cannot have:

- 7 or more points
- a conviction, suspension, or revocation related to DUI/DWAI/DWI or passing a school bus within 3 years from the course start date

\*If either of these two conditions are currently pending, and results in a conviction at any time during the program, the applicant understands they will be ineligible to continue in the program and no tuition will be refunded, despite other policies that allow refunds. Individuals with any DUI/DWAI/DWI conviction on their record which is older than three years will be eligible for the program but ineligible for School Bus endorsement.

**Tuition:** \$3,100, includes two (2) NYS motor vehicle driver test fees and use of a vehicle for tests

- \$2,850 scholarship may be available to eligible Monroe County residents.

### Class Dates *(subject to change)*

- Winter 2026: March 3 - April 16 - *FULL*
- Spring 2026: May 5 - June 18

**Class Schedule:** Tuesdays & Thursdays, 5:30 - 8:30 pm

**Program length:** 42 hours in person instruction + 11 hours online asynchronous = 53 hours, 7 weeks

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO), 3589 Big Ridge Road, Spencerport, NY 14559

**Dress code:** casual/industry professional (jeans are acceptable), a shirt that covers the torso (shoulders, waistline, and chest), and sneakers or boots.

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, or crocs.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing; no track pants, leggings, or sweats.
- Long hair must be tied back, and nails trimmed.

**Student provided supplies:** single subject notebook, pens/pencils

**Optional add-ons:**

- Additional Road Tests: \$339, which includes the instructor, vehicle, and the DMV skills test fee.

**Student Responsibilities**

- Attend all classes as scheduled, participating in class and behind the wheel activities. *Students are permitted to miss one class.*
- Independent study at home to reinforce concepts and content.
- Complete all required coursework and achieve at least an 80% on all assessments.
- Demonstrate proficiency on skills outlined on the Behind the Wheel checklist by the end of the course. No student will be referred to the road test without first demonstrating proficiency in the required skills.
- Make and keep all DMV appointments, providing at least 72-hour advance notice before cancelling/rescheduling. *Any DMV appointment cancelled or rescheduled without 72-hour notice will require an additional \$40 skills test fee to be paid by the student to CWD.*

**What Will I Learn?**

Reinforcement of general CDL knowledge content  
 Vehicle Inspection pre-trip/en-route/post-trip  
 “Get Out and Look” (GOAL)  
 Straight-line backing  
 Alley dock backing  
 Off-set backing  
 Parallel parking blind side  
 Parallel parking sight side  
 Vehicle controls  
 Shifting/transmission  
 Communications/signaling  
 Visual search

Speed and space management  
 Safe driver behavior  
 Hours of service (HOS) requirements  
 Hazard perception  
 Railroad (RR) Highway grade crossing  
 Night operation  
 Extreme driving conditions  
 Skid control/recovery, jackknifing, other emergencies  
 Additional requirements for bus and passenger endorsements  
 Employment skills and resources

*Upon successful completion of the road test, students are responsible for picking up their temporary license from any NYS DMV.*

**What Can I Drive?**

This class will prepare you to drive a wide variety of Class B and Class C vehicles. *Students will not be able to operate a manual transmission equipped CMV. (You may access this information in an Excel file here.)*

Class A - Combined (additional training and testing required - not included in this class)				
Tractor-Trailers	Doubles/Triples	Tanker Vehicles	Livestock Carriers	*Class B & C Vehicles
*Class B - Straight [ > 26,001 lbs.] and *Class C - Straight [ < 26,000 lbs.]				
Straight/Box Trucks	Delivery Trucks	Dump Trucks	Cement Trucks	Garbage Trucks
Utility Repair Vehicles				
Passenger Endorsement [Class A, B, or C]				
Passenger Buses	Segmented Buses	Ambulette Services	Limousines	
School Bus Endorsement [Class A, B, or C]				
Transporting K-12 students in public/private school				



## 2025-26 Dental Office Assisting Program

### Build Confidence, One Smile at a Time

The part-time **Dental Office Assisting** program is designed to prepare you for a career in the dental industry in just 18 weeks. Using a "learn while you earn" model, our evening classes cover essential skills such as room set up, sterilization, and patient care. You'll also gain hands-on experience in various dental office tasks and procedures.

This program features a hybrid learning model, combining in-person learning, practical skills training in the dental lab plus remote learning hours that contribute to your overall education. It's tailored to fit around your daytime job, so you can maintain employment while completing the course.

The program is designed for anyone interested in learning more about the dental industry, for those considering a career change, or those currently seeking to gain entry into or expand their skills in the dental industry.

#### [Gainful Employment Data for Dental Assistants](#)

*This program is intended to assist student enter the dental industry and/or prepare for a dental assisting apprenticeship. It will not lead to certification or allow students to take the DANB exam. Additional education and experience are required. **See the [Registered Dental Assisting \(RDA\)](#) program if you are currently working a Dental Assistant and would like to pursue licensure.***

### Program Information

#### Program Requirements:

- 18 years of age or older by completion of program
- High school diploma or equivalency, (Need your High School Equivalency Diploma? Click [here](#) or call us to learn more.)
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- Access to internet-enabled device for completion of remote work, laptop or Chromebook recommended. Computers at CWD are available for students on select days and evenings

This program is ideal for students with:

- strong reading comprehension and graphic literacy skills
- attention to detail and organization
- clear and effective communication and empathy
- problem solving
- manual dexterity

*Note: In order to comply with NYSDOH vaccine mandates for healthcare institutions, employers may require vaccinations. It is the student's responsibility to know their potential employers' requirements.*

**Tuition:** \$3,025 (\$0 for eligible students after \$3,025 scholarship - apply today!); includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

**Program Length:** 108 hours in person instruction + 72 hours online asynchronous = 180 hours, 18 weeks

**Schedule:** Tuesdays and Thursdays 5:30 p.m. - 8:30 p.m. plus 4 hrs. of remote work per week (Computers at CWD are available for students on select days and evenings.)

**Program Dates:**

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1) - *Session Closed*
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2)

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress Code:** Black scrubs and clean sneakers required.

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, or crocs.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing.
- Hair must be tied back and neat.
- No acrylic/artificial nails, or long nails. Nails must be trimmed and neutral in color or unpainted.
- No overbearing aromas, such as smoke (tobacco or marijuana), perfumes or colognes.

**Supplies:** *Safety glasses are required and will be provided.*

*Individuals in need of assistance meeting dress code guidelines should seek support from the student services advisor. Some financial assistance may be possible. Email [cwdinfo@monroe2boces.org](mailto:cwdinfo@monroe2boces.org) for more information.*

**Employment Outlook**

Work as a [dental assistant](#) in a variety of positions from the front office to chair side. Entry level positions include Dental Assistant (DA), reception, and billing. *This course fulfills the required related instruction for apprenticeship programs.*

For more information on Dental Assisting as a career, click [here](#).

**Pathways Forward**

After completing this program, students can pursue:

- entry-level employment,
- additional career training opportunities including the Registered Dental Assisting (RDA) program combined with work experience to pursue licensure,
- a two- or four-year degree, and/or
- engagement in an apprenticeship

Dental Assisting Apprenticeships: Your Pathway to a Rewarding Career

Looking for a hands-on career in healthcare? Dental Assisting Apprenticeship programs offer valuable mentorship, hands-on experience, and a direct path to employment and certification.

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Learn how to become an apprentice through the [New York Department of Labor](#) or review training requirements specifically for the [dental office assisting](#) apprenticeship. Learn more about the benefits of an apprenticeship [here](#).*

# Dental Office Assisting Career Services

## CWD Expectations Regarding Employment

CWD will use its network of employers to help facilitate employment while enrolled in the program if the adult learner chooses to be employed while simultaneously attending class. CWD will refer the adult learner to dental offices in our network to explore opportunities. CWD cannot make specific guarantees of employment. CWD is not responsible for safety, wages, working conditions, and any and all other aspects of employment.

## Adult Learner Expectations Regarding Employment

Adult Learners are expected to:

- Comply with all health and safety guidelines and abide by the employer's rules, regulations, and safety standards set by the employer.
- Demonstrate accountability and responsibility by notifying the employer and the CWD Instructor in advance of any absences or changes in status.
- Provide own means of transportation to and from their employer.
- Understand that as an employee the adult learner is a student in the CWD Dental Assisting Program and should conduct themselves appropriately.

[Dental Assisting Careers - Important Information](#)

## What Will I Earn?

### Certificate of Completion

Students who successfully finish this program will receive a certificate of completion verifying completion of 180 instructional hours.

### Technical Skills

- Bloodborne Pathogens and Infection Control Standards
- Clinical Procedures, Materials, and Equipment
- Dental Instrumentation
- Dental Radiography and Imaging Techniques
- Dental Terminology and Dental Anatomy
- Infection Control Protocols
- OSHA Regulations, Compliance with CDC Guidelines, and Safe Equipment Operations
- Patient Communication and Interpersonal Skills
- Sterilization Procedures

At the conclusion of the program, students will receive an *Employability Profile* indicating the technical proficiencies and work-ready skills demonstrated in class. *The employability profile will also capture the hours completed in class (180) and any first aid training completed during class hours.*

### Basic Life Saving Skills (BLS)

Students who participate in CPR, First Aid, AED, and/or Basic Life Saving Skills training will receive proof of certification.

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## 2025-26 Electrical for Construction Program

### Plug into a New Career!

This part-time **Electrical for Construction** program will prepare you for many careers in residential and light commercial electrical work in just 18 weeks. Plus, using the "learn while you earn" model, our evening classes allow you to work while taking classes.

In this program, you will gain the foundational electrical skills needed to begin an electrical career in both residential and commercial construction.

This program is designed for anyone interested in learning more about residential and commercial electrical systems, for those considering a career change, or for those currently working in an entry-level position and ready to expand their skills in the electrical industry.

Learn more about *Electrical for Construction and Industrial Electrical* [here](#).

#### Program Requirements:

- 18 years of age or older by completion of program
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- HS diploma recommended, not required (note: employers may require a high school diploma - if desired, you can earn your [High School Equivalency](#) diploma for free at the same time)

This program is ideal for students with:

- a physical and mental aptitude
- attention to detail
- mathematical ability
- problem-solving
- tolerance of heat, bright light, and loud noises

Manual dexterity is also a strong component of this program and the construction industry. *Safety is key and physical stamina is a must.*

**Tuition:** \$3,025; includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

#### Dates:

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1)
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2)

**Class Schedule:** Tuesdays & Thursdays, 5:30 - 8:30 pm

**Program length:** 108 hours in person instruction + 13 hours of online coursework = 121 hours, 18 weeks.

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress code:** Long pants (jeans are acceptable), a shirt that covers the torso (shoulders, waistline, and chest), and sneakers or boots. ***Wear clothing that can get dirty.***

- **No metal rings or bracelets**
- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, crocs, loafers, boat shoes, or hey dude shoes.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing; no track pants, leggings, or sweats.
- Long hair must be tied back, and nails trimmed.

**Supplies:** *Safety glasses are required and will be provided.*

**Employment Outlook:** Work as an electrician in residential and commercial sectors. Entry-level positions include electrician, electrical helper, electrical repairperson, and powerline installer. *This course fulfills a portion of the required related instruction for apprenticeship programs.*

For more information on Electrical for Construction as a career, click [here](#).

### **Pathways Forward**

After completing this program, students can pursue:

- entry-level employment,
- additional career training opportunities like Industrial Electrical to increase employability skills, or engage in specialized training or certification,
- a two- or four-year degree, and/or
- engagement in an apprenticeship

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Learn how to become an apprentice through the [New York Department of Labor](#) or review training requirements specifically for the [electrical for construction](#) apprenticeship. Learn more about the benefits of an apprenticeship [here](#).*

## **What Will I Earn?**

### **Certificate of Completion**

Students who successfully finish this program will receive a certificate of completion verifying completion of 108 instructional hours.

### **Technical Skills**

Throughout the program, students will work on a variety of projects to transfer trade theory and science into hands on learning. Topics include:

- Basics of Electricity
- Resistor Color Codes and Test Equipment
- Component Installation
- Electrical Components
- Junction Box Installation
- Conduit Bending
- Electrical Symbols
- Light Installation
- Electrical Meters & Testing Equipment
- AC/DC Theory
- Blueprint Reading and Floor Layout
- Basic Circuit Layout and Design
- National Electrical Code
- Grounding & Bonding

At the conclusion of the program, students will receive an individualized Employability Profile indicating the technical proficiencies and work-ready skills the individual demonstrated in class.

### **OSHA 10 Construction Safety (10 Hours)**

OSHA (Occupational Safety and Health Administration) 10-hour training will help educate workers to predict, prevent, identify and stop possible common worksite and construction hazards, and is required for many industry careers.

### **National Fire Protection Association (NFPA 70E) Credential**

This 3-hour course is designed for electricians and other workers whose job responsibilities may expose them to electrical hazards. The coursework explains common electricity hazards, risk assessment strategies and NFPA resources on safe work practices for electrical work.

### **CPR, First Aid, and AED**

Students who participate in the optional CPR, First Aid, and/or AED training will receive proof of certification.



## 2025-26 Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)

### Don't Let Your Career Go Cold!

The part-time **HVAC/R** program is designed to jumpstart your career in the climate control industry in just 18 weeks. Leveraging a "learn while you earn" model, our evening classes cover you will gain the fundamental skills for working with climate control systems. You'll also earn an industry-recognized OSHA-10 certification and gain hands-on experience installing and maintaining HVAC equipment.

This program is designed for anyone interested in learning more about climate control systems, those considering a career change, or those currently working in an entry-level position in the HVAC/R industry.

#### Program Requirements:

- 18 years of age or older by completion of program
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- HS diploma recommended, not required (note: employers may require a high school diploma - if desired, you can earn your [High School Equivalency](#) diploma for free at the same time)

This program is ideal for students with:

- a mechanical aptitude
- attention to detail
- mathematical ability
- technical skills
- problem-solving

Manual dexterity is also a strong component of this program and the manufacturing industry. *Safety is key and physical stamina is a must.*

**Tuition:** \$3,025; includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

#### Dates:

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1)
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2)

**Class Schedule:** Tuesdays & Thursdays, 5:30 - 8:30 p.m.

**Program length:** 108 hours of in person instruction + 10 hours of online coursework = 118 total hours, 18 weeks.

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress Code:** Long pants (jeans or khakis are acceptable), a shirt that covers the torso (shoulders, waistline, and chest), and sneakers or boots. ***Wear clothing that can get dirty.***

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, crocs, loafers, boat shoes, or hey dude shoes.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing; no track pants, leggings, or sweats.
- Long hair must be tied back, and nails trimmed.

**Supplies:** *Safety glasses are required and will be provided.*

**Employment Outlook:** Working as a HVAC/R technician in various sectors including residential, commercial, or municipal. Entry-level positions include HVAC mechanic and installer, property management technician, or residential, municipal, commercial maintenance technician. *This course fulfills a portion of the required related instruction for apprenticeship programs.*

For more information on HVAC/R as a career, click [here](#).

### **Pathways Forward**

After completing this program, students can pursue:

- entry-level employment,
- additional career training opportunities like Industrial Electrical or Building Maintenance to increase employability skills, or engage in specialized training or certification,
- a two- or four-year degree, and/or
- engagement in an apprenticeship

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Learn how to become an apprentice through the [New York Department of Labor](#) or review training requirements specifically for the [HVAC/R](#) apprenticeship. Learn more about the benefits of an apprenticeship [here](#).*

## **What Will I Earn?**

### **Certificate of Completion**

Students who successfully finish this program will receive a certificate of completion verifying completion of 108 instructional hours.

### **Technical Skills**

Throughout the program, students will work on a variety of projects to transfer trade theory and science into hands on learning. Topics include:

- Basic Refrigeration Systems
- Heat Pumps
- Forced Air Heating
- Working with Tubing and Piping
- Basic Electronics
- Hydronic Heating
- Refrigerants
- Electric Motors
- Gas Fired Heating
- Compressors and Metering Devices
- Commercial Refrigeration
- Air Distribution
- Thermostats
- Compressors and Compressor Safety
- Air Quality
- AC Systems
- Domestic Installation

At the conclusion of the program, students will receive an individualized *Employability Profile* indicating the technical proficiencies and work-ready skills the individual demonstrated in class.

### **OSHA 10 General Safety (10 Hours)**

OSHA (Occupational Safety and Health Administration) 10-hour training will educate workers to predict, prevent, identify and stop possible common worksite hazards, and is required for many industry careers.

### **EPA 608 Certification**

This certification exam is designed to educate HVAC technicians on various methods and refrigeration products, providing a safe and eco-friendly outcome with each service.

### **CPR, First Aid, and AED**

Students who participate in the optional CPR, First Aid, and/or AED training will receive proof of certification.



## 2025-26 Industrial Electrical Program

### Power Up Your Future!

The part-time **Industrial Electrical** program will prepare you for a career in the electrical industry in only 18 weeks. Using the "learn while you earn" model, our evening class allows you to work while you're taking classes.

This program provides you with the skills needed for routine maintenance in accordance with the National Electrical Code and the knowledge to apply electrical and electronic skills in a manufacturing environment. You will gain experiences with AC and DC motors and drives, reading and interpreting schematics, and troubleshooting various motors, equipment, wiring, fixtures, and other components

Build skills in industrial electrical, receive comprehensive training in key aspects of the trade, connect with local employers, and build a network that sets you on the path to a successful career.

Learn more about *Electrical for Construction and Industrial Electrical* [here](#).

#### Program Requirements:

- 18 years of age or older by completion of program
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- HS diploma recommended, not required (note: employers may require a high school diploma - if desired, you can earn your [High School Equivalency](#) diploma for free at the same time)

This program is ideal for students with:

- a mechanical aptitude
- attention to detail
- mathematical ability
- technical skills
- problem solving

Manual dexterity is also a strong component of this program and the manufacturing industry.

**Tuition:** \$3,025; includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

#### Dates:

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1)
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2)

**Class Schedule:** Tuesdays & Thursdays, 5:30 - 8:30 pm

**Program length:** 108 hours of in person instruction + 10 hours of online coursework = 118 total hours; 18 weeks

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress Code:** Long pants (jeans are acceptable), a shirt that covers the torso (shoulders, waistline, and chest), and sneakers or boots. ***Wear clothing that can get dirty.***

- No metal rings or bracelets
- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, crocs, loafers, boat shoes, or hey dude shoes.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing; no track pants, leggings, or sweats.
- Long hair must be tied back, and nails trimmed.

**Supplies:** Safety glasses are required and will be provided.

### **Employment Outlook**

Work as an Industrial machinery mechanic in various industries including automotive, aerospace, medical devices, defense, electronics, and manufacturing. Entry-level positions include mechanical maintenance technician, industrial maintenance technician. *This course fulfills a portion of the required related instruction for apprenticeship programs.*

For more information on Industrial Electrical as a career, click [here](#).

### **Pathways Forward**

After completing this program, students can pursue:

- entry-level employment,
- additional career training opportunities,
- a two- or four-year degree, and/or
- engagement in an apprenticeship

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Learn how to become an apprentice through the [New York Department of Labor](#) or review training requirements specifically for the [industrial electrical](#) apprenticeship. Learn more about the benefits of an apprenticeship [here](#).*

## **What Will I Earn?**

### **Certificate of Completion**

Students who successfully finish this program will receive a certificate of completion verifying completion of 108 instructional hours.

### **Technical Skills**

Throughout the program, students will gain hands-on experience and foundational knowledge in key areas such as:

- National Electrical Code
- Programmable Logic Controllers
- AC/DC Motor and Drives
- Schematics
- Troubleshooting Motors
- Wiring

At the conclusion of the program, students will receive an individualized *Employability Profile* indicating the technical proficiencies and work-ready skills the individual demonstrated in class.

### **OSHA 10 General Safety (10 hours)**

OSHA (Occupational Safety and Health Administration) 10-hour training will educate workers to predict, prevent, identify and stop possible common worksite hazards, and is required for many industry careers.

### **CPR, First Aid, and AED**

Students who participate in the optional CPR, First Aid, and/or AED training will receive proof of certification.



## 2025-26 Machining Fundamentals

### Where Technology Meets Craftsmanship

The part-time **Machining** program is designed to jumpstart your career in the machining industry in just 18 weeks. Leveraging a "learn while you earn" model, our evening classes cover essential topics including blueprint reading, machine shop math, drilling, tapping, and reaming. You'll also earn an industry-recognized OSHA-10 certification and gain hands-on experience with the lathe, mill, and other machines, and the basics of CNC machining.

This program features a hybrid learning model, combining practical skills training in the machining lab with remote learning hours that count towards an apprenticeship. It's tailored to fit around your daytime job, so you can maintain employment while completing the course.

Discover if machining is the right career for you, receive comprehensive training in key aspects of the trade, connect with local employers, and build a network that sets you on the path to a successful career.

#### Program Requirements:

- 18 years of age or older by completion of program
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- HS diploma recommended, not required (*note: some employers may require a high school diploma - if desired, you can earn your [High School Equivalency](#) diploma for free at the same time*)

This program is ideal for students with:

- a mechanical aptitude
- attention to detail
- mathematical ability
- technical skills
- problem solving

*Manual dexterity is also a strong component of this program and the manufacturing industry. Safety is key and physical stamina is a must.*

**Tuition:** \$3,025 (\$495 for eligible students after \$2,530 scholarship - apply today!); includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

#### Dates:

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1)
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2)

**Class Schedule:** Tuesdays & Thursdays, 5:30pm - 8:30pm

**Program Length:** 108 hours of in person instruction + 25 hours of online work = 133 hours; 18 weeks

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress Code:** Long pants (jeans are acceptable), a shirt that covers the torso (shoulders, waistline, and chest), and sneakers or boots.

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, crocs, loafers, boat shoes, or hey dude shoes.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing; no track pants, leggings, or sweats; no loose ties or strings.
- Long hair must be tied back, and nails trimmed.
- No gloves are permitted.

**Employment Outlook:** Work as a machinist in various industries including automotive, aerospace, medical devices, defense, electronics, and manufacturing. Entry-level positions include machinist/machine operator, tool and die or mold maker, and machine setter . This course also fulfills apprenticeship related instruction requirements.

For more information on Machining as a career, click [here](#) and see below.

### Pathways Forward

After completing this program, students can pursue:

- entry-level employment and/or engagement in an apprenticeship program
- additional career training opportunities like Welding or Industrial and Mechanical Electrical to increase employability skills, or engage in specialized training or certification
- a two- or four-year degree

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Learn how to become an apprentice through the [New York Department of Labor](#) or review training requirements specifically for the [machining](#) apprenticeship. Learn more about the benefits of an apprenticeship [here](#).*

## What Will I Earn?

### Certificate of Completion

Students who successfully finish this program will receive a certificate of completion verifying completion of 108 instructional hours.

### Technical Skills

Students will complete a Compressed Air Steam Engine Project (CASE Project) to transfer trade theory and science into hands on learning. Topics include:

- Machine Shop Safety
- Blueprint Reading and Drawing
- Machine Shop Math
- Trade Theory and Science
- Lathe & Mill
- Precision Measurements
- Drilling, Tapping, Reaming
- Introduction to CNC Machining
- Machine Repairs and Maintenance

At the conclusion of the program, students will receive an individualized *Employability Profile* indicating the technical proficiencies and work-ready skills the individual demonstrated in class.

### OSHA 10 General Safety (10 hours)

OSHA (Occupational Safety and Health Administration) 10-hour training will educate workers to predict, prevent, identify and stop possible common worksite hazards, and is required for many industry careers. *Students will receive an OSHA 10 card verifying completion of the 10-hour training.*

### ToolingU Manufacturing Training (15 hours)

Students are required to complete 14 modules of ToolingU online instruction. ***Students are encouraged to print certifications for the completed ToolingU modules to verify their knowledge gained and additional related instruction hours.***

#### REQUIRED TOOLINGU MODULES:

- *Math Fundamentals 101*
- *Units of Measurement 112*
- *Prints for Metal Cutting Operations 241*
- *Shop Geometry Overview 170*
- *Manual Mill Basics 201*
- *Engine Lathe Basics 211*
- *Manual Mill Setup 221*
- *Engine Lathe Setup 231*
- *Benchwork and Layout Operations 241*
- *Band Saw Operation 221*
- *Overview of Deburring Processes 251*
- *Speed and Feed for the Lathe 301*
- *Speed and Feed for the Mill 331*
- *Drill Tool Geometry 371*

#### OPTIONAL

*Additional modules/hours are available to be completed outside of the machining class requirement to expand upon learning and increase related instruction hours. Students are encouraged to print copies of these certifications as well.*



## 2025-26 Manufacturing Process Technology

**The Manufacturing Process Technology program will not be offered in Fall 2025.** This temporary pause is part of our ongoing effort to evaluate and refine our offerings to better meet the evolving needs of industry and learners. We recognize the value and impact this program has had, and we are committed to providing future opportunities in advanced manufacturing education. Please check back for updates as we continue to assess scheduling and availability for future sessions. You can also check out the Rochester Technology and Manufacturing Association (RTMA) [Advance 2 Apprenticeship](#) and [Real Life Rosies](#) programs. Thank you for your understanding and continued interest.

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### Technology That Moves Manufacturing Forward

#### New name, same program!

The part-time **Manufacturing Process Technology** program is designed to prepare you for a career in the automation and control systems industry in just 18 weeks. The "learn while you earn" model allows you to work during the day while also attending class in the evening.

This program covers essential topics including pumps, valves, drums, vessels, process industry technology, and process control instrumentation for industrial processes in various industries including chemical process, physical processes, and food production.

Discover if the manufacturing process industry is the right career for you, receive comprehensive training in key aspects of the manufacturing industry, connect with local employers, and build a network that sets you on the path to a successful career in a growing field with more opportunities opening in the Finger Lakes region over the next few years.

#### Program Requirements:

- 18 years of age or older by completion of program
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- HS diploma recommended, not required (note: employers may require a high school diploma - if desired, you can earn your [High School Equivalency](#) diploma for free at the same time)

This program is ideal for students with:

- a mechanical aptitude
- attention to detail
- mathematical ability
- technical skills
- problem solving

Manual dexterity is also a strong component of this program and the manufacturing industry. *Safety is key and physical stamina is a must.*

**Tuition:** \$3,025; includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

#### Dates:

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1) - **CANCELLED**
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2) - **TBD**

**Class Schedule:** Tuesdays & Thursdays, 5:30 - 8:30 p.m.

**Program length:** 108 hours of in-person instruction + 10 hours of online coursework = 118 hours; 18 weeks

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress Code:** Long pants (jeans or khakis are acceptable), a shirt that covers the torso (shoulders, waistline, and chest), and sneakers or boots. ***Wear clothing that can get dirty.***

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, crocs, loafers, boat shoes, or hey dude shoes.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing; no track pants, leggings, or sweats.
- Long hair must be tied back, and nails trimmed.

**Supplies:** *Safety glasses are required and will be provided.*

**Employment Outlook:** Work as an industrial manufacturing technician in various industries including chemical process, physical processes, and food production. Entry-level positions include industrial process technician, industrial manufacturing technician, industrial operator i, ii, iii, lead operator, senior operator. *This course fulfills a portion of the required related instruction for apprenticeship programs.*

For more information on Manufacturing Process Technology as a career, click [here](#).

### **Pathways Forward**

After completing this program, students can pursue:

- entry-level employment,
- additional career training opportunities to increase employability skills, or engage in specialized training or certification,
- a two- or four-year degree, and/or
- engagement in an apprenticeship

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Learn how to become an apprentice through the [New York Department of Labor](#) or review training requirements specifically for the [manufacturing process technology](#) apprenticeship. Learn more about the benefits of an apprenticeship [here](#).*

For more information on what Manufacturing Technician could look like as a career, click [here](#).

## **What Will I Earn?**

### **Certificate of Completion**

Students who successfully finish this program will receive a certificate of completion verifying completion of 108 instructional hours.

### **Technical Skills**

Throughout the program, students will gain hands-on experience and foundational knowledge in key areas such as:

- Technical Reading
- Safety, Health, and the Environment
- Industrial Hygiene
- Overview of the Process Technology Industry
- Overview of Lean Manufacturing
- Piping, Valves, Tanks, Drums, Vessels, and Pumps
- Process Control Instrumentation
- Process Utilities

At the conclusion of the program, students will receive an individualized *Employability Profile* indicating the technical proficiencies and work-ready skills the individual demonstrated in class.

### **OSHA 10 General Safety (10 hours)**

OSHA (Occupational Safety and Health Administration) 10-hour training will educate workers to predict, prevent, identify and stop possible common worksite hazards, and is required for many industry careers.

### **CPR, First Aid, and AED**

Students who participate in the optional CPR, First Aid, and/or AED training will receive proof of certification.



## 2025-26 Nurse Assisting

### Caring Hearts, Bright Futures

The part-time **Nurse Assisting** program provides comprehensive training in essential healthcare skills. Students will learn medical terminology and vital signs measurement, while developing skills in assisting with hygiene practices, safe patient positioning and transferring, body mechanics, and infection control protocols to ensure safe and effective patient care.

They will also gain hands-on experience in assisting residents with activities of daily living, dietary needs, specimen collection, and assisting with medical examinations across various healthcare settings.

The program is designed for anyone interested in gaining entry into or expanding their skills in the healthcare industry.

#### Program Information

##### Program Requirements:

- 18 years of age or older by completion of program
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- Submission of the [Medical Clearance Appointment Confirmation Form](#) (due before the start of class)
- Submission of the [Medical Clearance Form](#) (due by December 1, 2025) - Requires a physical exam and proof of vaccinations. (Please review the [Medical Clearance Form Instructions](#).)
- High School diploma or equivalency recommended, not required (note: some employers may require a high school diploma - if desired, you can earn your [High School Equivalency](#) diploma for free at the same time)
- Access to internet-enabled device for completion of remote work, laptop or Chromebook recommended. Computers at CWD are available for students on select days and evenings

This program is ideal for students with:

- strong reading comprehension and graphic literacy skills
- attention to detail and organization
- clear and effective communication and empathy
- problem solving

*Frequent walking, standing, or squatting, exerting 20 to 50 pounds of force occasionally and/or 10 to 25 pounds of force frequently is also a strong component of this program and the nurse assisting industry. Safety is key and patient respect is a must.*

*Note: In order to comply with NYSDOH vaccine mandates for healthcare employees and institutions, vaccines may be required. It is the student's responsibility to know the Nurse Assisting program and their potential employers' requirements. For more information about the required vaccines and timelines, please download and review the [Medical Clearance Forms and Instructions](#).*

**Tuition:** \$3,825 (\$0 for eligible students after \$3,825 scholarship - apply today!); includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

**Program Length:** 108 hours in person instruction + 30 clinical instruction = 138 hours, 18 weeks

**Class Schedule:** Tuesdays and Thursdays 5:30 p.m. - 8:30 p.m.

**Program Dates (FALL ONLY):** 10/2/25 - 3/5/26 (no class 11/11, 11/27, 12/25, 1/1, )

**Clinical Schedule:** 2/16/26 - 2/20/26 (7:00 a.m. - 1:00 p.m.)

**Prometric Testing:** March 2026, schedule TBD  
**(No Nurse Assisting Spring 2026 session)**

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO) 3589 Big Ridge Road, Spencerport, NY 14559

**Dress Code:** Black scrubs and clean, white sneakers required.

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, or crocs.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing.
- Hair must be tied back and neat.
- No acrylic/artificial nails, or long nails. Nails must be trimmed and neutral in color or unpainted.
- No overbearing aromas, such as smoke (tobacco or marijuana), perfumes or colognes.

**Supplies:** Watch with a second hand, black/blue pens.

*Individuals in need of assistance meeting dress code guidelines should seek support from the student services advisor. Some financial assistance may be possible.  
Email [cwdinfo@monroe2boces.org](mailto:cwdinfo@monroe2boces.org) for more information.*

### **Employment Outlook**

Work as a nurse assistant in a variety of settings including hospitals, home healthcare, assisted living facilities, private practices, hospice facilities, assisted living facilities, and long-term care facilities. Entry level positions include certified nurse aide (CNA), certified nursing assistant (CNA), nurses' aide, nursing aide, and nursing assistant. *This course fulfills the required related instruction for apprenticeship programs.*

For more information on Nurse Assisting as a career, click [here](#).

### **Pathways Forward**

After completing this program, students can pursue:

- entry-level employment as a nurse assistant (NA), or certified nurse assistant (CNA) after completion and passing of the Prometric written/oral exam and a skills assessment,
- additional career training or licensure opportunities,
- advancement in nursing to Licensed Practical Nurse (LPN),
- a two- or four-year degree, and/or
- engagement in an apprenticeship

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Learn how to become an apprentice through the [New York Department of Labor](#) or review training requirements specifically for the [dental office assisting](#) apprenticeship. Learn more about the benefits of an apprenticeship [here](#).*

## **Nurse Assisting Clinical Experiences**

### **CWD Expectations Regarding Clinical Experiences**

To become a Certified Nurse Aide (CNA) in New York, candidates must complete a state-approved Nurse Aide Training Program (NATP) that includes both classroom instruction and supervised clinical experience. The clinical component is essential and must be conducted under the supervision of a registered nurse, providing hands-on experience in long-term care settings such as nursing homes. This practical training ensures that students can safely and effectively support residents with daily living activities and basic care needs before taking the state certification exam. Applicants should be prepared to attend 100% of the required 30 clinical hours, which will occur during the daytime at a pre-determined facility.

## Adult Learner Expectations Regarding Clinical Experiences

Adult Learners are expected to:

- *Adherence to Health and Safety Standards* – Follow clinical protocols, infection control measures, and workplace safety guidelines to ensure a secure and compliant environment.
- *Professional Responsibility* – Maintain accountability by notifying clinical supervisors and instructors in advance of absences or status changes.
- *Independent Transportation* – Arrange personal transportation to and from clinical sites as required for training.
- *Professional Conduct* – Uphold ethical and professional behavior in all patient interactions and within the clinical setting as both a student and a program representative.

## What Will I Earn?

### Certificate of Completion

Students who pass the Prometric Certified Nurse Aide (CNA) exam will receive an official CNA certificate issued by Prometric and are entered into the New York State Nurse Aide Registry. This certification allows them to work legally as a CNA in long-term care facilities and other healthcare settings across the state.

### Technical Skills

- Medical Terminology
- Vital Signs Measurement
- Patient Hygiene Assistance
- Assisting the resident with hygiene practices
- Grooming Techniques
- Bathing and Dressing Support
- Ambulation Methods
- Proper Body Mechanics and Employee Safety
- Positioning and Transfers
- Infection Control Protocols & Techniques
- Hand Hygiene Techniques
- Sterilization Methods
- Contamination Prevention
- Prevention and care of skin breakdown
- Specimen Collection Techniques
- Assisting with Medical Examinations

At the conclusion of the program, students will receive an *Employability Profile* indicating the technical proficiencies and work-ready skills demonstrated in class. This profile will also capture the hours completed in class (138) and any first aid training completed during class hours

### CPR, First Aid, and AED

Students who participate in CPR, First Aid, and/or AED training will receive proof of certification.

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## 2025-26 Phlebotomy and Lab Services

### Phlebotomy: Sticks That Save Lives

This part-time **Phlebotomy** program will prepare you for a career in Phlebotomy or to enhance the skill set of healthcare professionals currently working in the field in just 18 weeks.

Utilizing a "learn while you earn" model, this program is tailored to fit around your daytime job, allowing you to maintain employment while participating in the course. The hybrid design of this program combines hands-on practical skills training with remote learning hours, providing flexibility while equipping you with essential competencies.

This program covers essential topics including patient preparation for routine venipuncture and dermal punctures, specimen handling and transport, confidentiality and HIPAA regulations, anatomy and physiology, terminology, infection control, safety procedures, and non-blood collection techniques. Critical thinking and analytical skills will prepare you for a career in a variety of healthcare settings like medical labs, hospitals, clinics, donor facilities, and more.

Prepare to enter the healthcare field or enhance your career, connect with local employers, and build a network that sets you on the path to becoming a registered phlebotomist.

#### Program Requirements:

- 18 years of age or older by completion of program
- High school diploma or equivalency, (Need your High School Equivalency Diploma? Click [here](#) or call us to learn more.)
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- Access to internet-enabled device for completion of remote work, laptop or Chromebook recommended.

This program is ideal for students with:

- strong reading comprehension and graphic literacy skills
- attention to detail and organization
- clear and effective communication and empathy
- problem solving
- manual dexterity

#### **IMPORTANT**

Starting within the first few days of class, phlebotomy students will be required to perform venipunctures (blood draws from veins) on live people.

- During the first several weeks of class, students will begin to draw the blood of other phlebotomy students in the class.
- After the first several weeks, phlebotomy students will be asked to bring in their own volunteers to draw their blood.

All volunteers will be required to sign a waiver each time they volunteer as a blood draw "patient"

*In order to comply with NYSDOH vaccine mandates for healthcare institutions, employers may require vaccinations. It is the student's responsibility to know their potential employers' requirements.*

**Tuition:** \$3,025; includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

**Dates:**

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1)
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2)

**Class Schedule:** Tuesdays and Thursdays; 5:30 – 8:30 p.m.

**Program length:** 108 in person hours of instruction, 18 weeks (plus 2-3 hours of homework each week)

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress code:** Professional/business casual attire; scrubs are ideal but not required; a shirt that covers the torso (shoulders, waistline, and chest) and comfortable closed-toe shoes.

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, or crocs.
- No dangling earrings, chains, bracelets, or necklaces.
- No loose or baggy clothing
- Hair must be tied back and neat
- No acrylic/artificial nails, or long nails. Nails must be trimmed and neutral in color or unpainted.
- No overbearing aromas, such as smoke (tobacco or marijuana), perfumes or colognes.

**Supplies:** Pens, pencils, highlighters, 1 subject notebook, and index cards. *Safety glasses are required and will be provided.*

**Employment Outlook**

Work as a phlebotomist or phlebotomy technician in a variety of healthcare settings. For more information about phlebotomy as a career, click [here](#).

**Pathways Forward**

After completing this program, students can pursue:

- entry-level employment,
- a two- or four-year degree, and/or
- pursuit of licensure as a Certified Phlebotomy Technician (CPT) or Registered Phlebotomy Technician (RPT)

**Certified Phlebotomy Technician (CPT)**

- high school diploma
- complete phlebotomy technician training
- a minimum of 30 venipunctures and 10 skin punctures

**Registered Phlebotomy Technician (RPT)**

- high school diploma
- complete an approved academic course
- a minimum of 120 didactic clock hours, and
- a minimum of 50 venipunctures and 10 skin punctures.

After working one year of full-time employment with on-the-job training OR 40 class hours and 100 clinical training hours and 100 unaided venipunctures, students may apply for the ASCP Board of Certification (BOC) Examination to become a **Phlebotomy Technician (PBT)**.

## What Will I Earn?

### Certificate of Completion

Students who successfully finish this program will receive a certificate of completion verifying completion of 126 instructional hours.

### Technical Skills

- Types of samples and required collection tubes
- Patient ID process, Patient Confidentiality/HIPAA, and Informed Consent
- Bloodborne Pathogens and Needlestick Safety
- Specimen Processing and Aliquoting
- Medical / Anatomy terminology
- Routine Venipuncture Procedures
- Capillary/Dermal Collection/Pipette Procedures

At the conclusion of the program, students will receive an individualized *Employability Profile* indicating the technical proficiencies and work-ready skills the individual demonstrated in class. Students will also receive an individualized puncture log verifying the number of unassisted venipunctures and skin punctures completed during the program.

### CPR, First Aid, and AED

Students who participate in CPR, First Aid , and/or AED training will receive proof of certification.

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## 2025-26 Registered Dental Assisting

### Be the Smile Behind Every Patient—Begin Your RDA Training Today

This 100% online **Registered Dental Assisting (RDA)** program is designed specifically for professionals already working in the dental field who want to enhance their skills and credentials. Accredited by the New York State Office of Professions, this comprehensive program offers the flexibility to study at your own pace while maintaining your current job. Our cutting-edge curriculum covers all aspects of dental assisting, from patient care and dental procedures to office management and infection control. Upon successful completion of the course, you'll be fully prepared and eligible to sit for the licensing examination, opening doors to new opportunities and higher earning potential in your dental career.

Don't let your busy schedule hold you back – advance your profession from the comfort of your home with our accredited online dental assisting program!

Looking for a Dental Assisting program for those new to the field? Learn about our [Dental Office Assisting](#) program.

#### Program Requirements:

- High school diploma or equivalency.
- Resident of New York state
- [Sponsoring Dentist Agreement](#)- Must be employed at a dental office for a minimum of 30 days and able to earn 1,000 hours of supervised clinical experience while enrolled in the program. IMPORTANT: Counted employment hours for the program do not start until the first day of class.
- Access to internet-enabled device for completion of remote work, laptop or Chromebook recommended.

*This program is ideal for students with:*

- *strong reading comprehension and graphic literacy skills*
- *attention to detail and organization*
- *clear and effective communication and empathy*
- *problem solving*
- *manual dexterity*

*Note: In order to comply with NYSDOH vaccine mandates for healthcare institutions, employers may require vaccinations and/or CPR/First Aid certification. It is the student's responsibility to know their potential employers' requirements.*

**Tuition:** \$1,900; additional costs associated with exam and licensing fees will be paid separately to the examiner and NYS after course completion.

**Program Length:** Self-paced

**Schedule:** 3-4 hours of coursework per week; plus, 32 to 40 weekly hours of employment in a dental office

#### Program Dates:

- Coursework begins as early as July 15, 2025
- Late enrollment available until October 15, 2025
- All coursework and clinical hours must be complete by June 30, 2026

**Location:** Online; virtual bi-weekly check-ins required

**Dress Code:** NA

**Supplies:** Access to internet-enabled device for completion of remote work, laptop or Chromebook recommended.

**Employment Outlook:**

After passing the required exams, students may seek licensure as a Registered Dental Assistant (RDA) through the New York State Education Department.

Registered Dental Assistants can perform [additional duties](#) such as patient education, taking medical history and vital signs, and provide chairside assistance.

Possible employment opportunities include registered dental assistant, dental office manager, dental business administrator, and treatment coordinator.

For more information on what RDAs can do in NYS, click [here](#).

**Pathways Forward**

After completing this program, students can pursue:

- licensure as a Registered Dental Assistant (RDA) through the New York State Education Department after passing the required exams
- advanced-level employment, and/or
- a two- or four-year degree

**What will I Earn?****Certificate of Completion**

Students who successfully finish this program will receive a certificate of completion and be eligible to take the New York Professional Dental Assisting (NYPDA), Radiation Health & Safety (RHS), and Infection Control (ICE) exams, or the Certified Dental Assistant (CDA) examination, administered by the Dental Assisting National Board (DANB).

**Trade Theory and Science**

- Introduction: Overview of the profession, history, communication, and legal issues.
- Prevention and Nutrition: Techniques to maintain oral health and wellness.
- Basic Dental Sciences: Fundamentals of dental anatomy, embryology, histology, tooth morphology, charting, and microbiology.
- Preclinical Dental Skills: Infection control, hazardous materials management, patient care, pharmacology, and emergency management.
- Clinical Dental Procedures: Chairside assisting, instruments, pain and anxiety management.
- Dental Radiography: Radiographic techniques, including digital and 3-D radiography.
- Dental Specialties: Overview of areas like endodontics, oral surgery, orthodontics, and more.
- Restorative and Laboratory Materials and Techniques: Chairside restorative materials and lab techniques.
- Dental Practice Management: Office management, dental software, insurance, and legal/ethical considerations.

**Coursework begins July 15, 2025**  
**Late enrollment available until October 15, 2025**



## 2025-26 Welding

### Blend Art and Science. Begin a Career in Welding!

The part-time **Welding** program prepares you for a career in the welding industry in only 18 weeks. Using the "learn while you earn" model, our evening class allows you to work while you're taking classes.

This program covers industry standard processes of Shielded Metal Arc Welding (SMAW-Stick), Gas Tungsten Arc Welding (GTAW-TIG), and Gas Metal Arc Welding (GMAW-MIG), as well as plasma arc and oxy-acetylene cutting are covered. You'll also earn an industry-recognized OSHA-10 certification and gain hands-on experience in the welding lab.

Discover if welding is the right career for you, receive comprehensive training in key aspects of the trade, connect with local employers, and build a network that sets you on the path to a successful career.

#### Program Requirements:

- 18 years of age or older by completion of program
- Successful completion of TABE entrance assessment
- Completion of required enrollment documents (sent via email after completion of the TABE)
- HS diploma recommended, not required (note: employers may require a high school diploma - if desired, you can earn your [High School Equivalency](#) diploma for free at the same time)

This program is ideal for students with:

- a mechanical aptitude
- attention to detail
- problem-solving
- tolerance of heat, bright light, and loud noises

Manual dexterity is also a strong component of this program and the manufacturing industry. *Safety is key and physical stamina is a must.*

**Tuition:** \$3,025; includes program costs, fees, certifications, books, and other course materials; students are responsible for supplies noted below where applicable

#### Dates:

- Fall: 9/4/25 - 1/22/26 (no class 11/11, 11/27, 12/25, and 1/1)
- Spring: 2/10/26 - 6/25/26 (no class 2/17, 2/19, 3/31, and 4/2)

**Class Schedule:** Tuesdays & Thursdays, 5:30 - 8:30 p.m.

**Program length:** 108 hours of in-person instruction + 10 hours of online coursework = 118 hours, 18 weeks

**Location:** BOCES 2 Career & Technical Education Center (WEMOCO)  
3589 Big Ridge Road, Spencerport, NY 14559

**Dress Code:** 100% cotton jeans (no polyester mix), a 100% cotton or FR2 Rates shirt that covers the torso (shoulders, waistline, and chest), a 100% cotton welding cap (to protect hair and head area from burns), a welding helmet (fixed minimum shade of 10 or autoshade), welding gloves (gauntlet style protecting the hand and forearm), and steel or composite toe leather boots. ***Wear clothing that can get dirty.***

- No clothing with offensive or inappropriate language or images.
- No open-toed or heeled shoes above ½ inch; no slippers, slides, crocs, loafers, boat shoes, or hey dude shoes.
- No dangling earrings, chains, bracelets, or necklaces (close fitting jewelry is ok).
- No loose or baggy clothing; no track pants, leggings, or sweats.
- Long hair must be tied back, and nails trimmed.

**Supplies:** Safety glasses are required and will be provided.

*Individuals in need of assistance meeting dress code guidelines should seek support from the student services advisor. Some financial assistance may be possible. Email [cwdinfo@monroe2booces.org](mailto:cwdinfo@monroe2booces.org) for more information.*

### **Employment Outlook**

Work as an entry level welder in a variety of industries including automotive, aerospace, medical devices, defense, electronics, and manufacturing. *This course fulfills a portion of the required related instruction for apprenticeship programs.*

For more information about welding as a career, click [here](#).

### **Pathways Forward**

After completing this program, students can pursue:

- entry-level employment,
- additional career training opportunities,
- a two- or four-year degree, and/or
- engagement in an apprenticeship

*Apprenticeships offer a unique blend of on-the-job training and classroom instruction and help you to excel in your chosen field. Learn how to become an apprentice through the [New York Department of Labor](#) or review training requirements specifically for the [welding](#) apprenticeship. Learn more about the benefits of an apprenticeship [here](#).*

## **What Will I Earn?**

### **Certificate of Completion**

Students who successfully finish this program will receive a certificate of completion verifying completion of 108 instructional hours.

### **Technical Skills**

Students will complete a variety of tasks and projects to transfer trade theory and science into hands on learning. Topics include:

- Gas Metal Arc Welding (MIG)
- Plasma Arc Cutting
- Macro Etching
- Shielded Metal Arc Welding (Stick)
- Types of Gasses
- Discontinuities
- Flux-core Arc Welding (FCAW)
- Blueprint Reading
- Gas Shielding
- High Frequency Pulsed Gas Metal Arc Welding (GMAW-P)
- Basic Circuit Layout and Design
- Sample Grinding
- Gas Tungsten Arc Welding (TIG)
- Sheet Metal Welding
- Steel and Aluminum Welding
- Oxyacetylene Cutting
- Joint Designs
- Filler Rods
- 

At the conclusion of the program, students will receive an individualized Employability Profile indicating the technical proficiencies and work-ready skills the individual demonstrated in class.

### **OSHA 10 General Safety (10 hours)**

OSHA (Occupational Safety and Health Administration) 10-hour training will educate workers to predict, prevent, identify and stop possible common worksite hazards, and is required for many industry careers.

### **CPR, First Aid, and AED**

Students who participate in the optional CPR, First Aid, and/or AED training will receive proof of certification.