



EDUCATION AND WORK-RELATED ALTERNATIVES TO COLLEGE

CARA College Access:
Research & Action
Creating Post-Secondary Pathways

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NYC Department of Youth & Community Development (DYCD)

Young Adult Internship Program (YAIP) program offers 14-weeks of paid orientation, training, and work followed by 9 months of follow-up services and assistance for placement in permanent jobs, training programs, and educational opportunities.

The Out-of-School Youth (OSY) program offers occupational skills training in many industries, including construction, food service, tourism, healthcare, and retail, as well as assistance with job and college placement, GED preparation and support services. Participants also receive 12 months of follow-up services after completing the program.

Year-Up NYC

Year-Up is a one-year, intensive training program that provides low-income young adults, ages 18-24, with a combination of hands-on skills development, coursework eligible for college credit, corporate internships, and wraparound support. For the first 6 months of the program, students develop technical and professional skills in the classroom. Students then apply those skills during the second 6 months on an internship at one of Year Up's corporate partners. Students take coursework eligible for up to 30 college credits, earn an educational stipend of \$200, and are supported by staff advisors, professional mentors, dedicated social services staff, and a powerful network of community-based partners

Program Requirements

YAIP: NYC residents ages 16 to 24 who are not in school or working, have not completed an AA or BA and have at least a 6th grade reading level.

OSY: NYC residents ages 16 to 24 who meet income eligibility criteria and are not working or in school.

Cost and Deadlines

Cost: Free

YAIP: Ongoing deadline

OSY: Ongoing deadline

Contact Info

Website: <http://www1.nyc.gov/dycd>

DYCD Youth Connect Phone: 1 (800) 246-4646

Program Requirements

- Age 18 to 24 years old
- A high school diploma or equivalent
- U.S. citizenship, permanent residency or an employment authorization card
- No Bachelor's degree
- Available Monday-Friday for full year of program

Cost and Deadlines

Cost: Free

Classes begin in January, March, August and September of each year. Applications are considered on a rolling basis until the class is filled.

Contact Info

Website: <http://www.yearup.org/>

Phone: (212) 785-3340

Email: admissionsnyc@yearup.org

Program Requirements

For adults, out-of-school youth, public assistance recipients and small-business owners.

Cost and Deadlines

Cost: Varies. Short-term classes and programs offered year-round.

Contact Info

Website: <http://www.henrystreet.org>

Lisa Manelli, Director, Workforce Development:

Phone: (212) 478-5400

Henry Street Settlement

Email: ltomanelli@henrystreet.org

Workforce Development Center (WDC) offers job training, interview preparation, resume revision, placement and retention services. Program available for non-fluent English speakers, along with ESL classes.

Chinese-American Planning Council

The **CPC Career Center** provides employment placement services, personalized assessment, counseling, workshops, job referrals and access to resume review, interview skills and techniques workshops.

Hospitality Careers Training employs a variety of strategies for student employment in a range of positions, such as Room Attendants, Housemen and Kitchen Stewards. Students gain a meaningful insight into the ever-changing landscape of the hotel industry as well as.

BuildingWorks Pre-Apprenticeship Training is a 12-week program that includes professional studies, environmental remediation and construction skills. Federal and state level licenses and certificates are awarded to students who successfully pass the exams at the completion of the program and graduating students.

LVMH Fundamentals in Luxury Retail Training provides bilingual job seekers with training and job development opportunities in luxury retail, through a unique program created by CPC in partnership with the luxury retail provider Moët Hennessy - Louis Vuitton (LVMH) and Parsons School of Design. Through eight weeks of classroom training and a two week paid internship at an LVMH store, students in the program receive specialized training to enter the field.

Foundations in Customer Services Training Program (FCS) offers an intense two week training program. Topics include: Customer Service, Professionalism, and Confidence Building, Effective Communication with colleagues and customers and The Importance of Teamwork; and Job Readiness Skills.

Program Requirements

Visit website for more information on each program.

Cost and Deadlines

Visit website for more information on each program.

Contact Info

Website: <http://www.cpc-nyc.org>

CPC: Vickie Wong, (212) 941-0041

Hospitality: Annette Montalvo, (212) 941-0041

BuildingWorks: Cindy Liu, (212) 941-0041

LVMH: Wendy Eng., (212) 941-0041

FCS: Annette Montalvo, (718) 358-8899 x.740

Program Requirements

For low-income immigrants and refugees in New York City.

Out-of-School Youth Program: For recent immigrants ages 18-21 who are not in school. 13-week training cycle, classes Monday- Friday 9:00am-4:00pm.

Cost and Deadlines

Free and Ongoing deadlines.

Chinatown Manpower Project Inc. (CMP)

Chinatown Manpower Project offers programs in computer applications, entrepreneurship, job-related English as a Second Language (ESL), world-of-work orientation, and comprehensive employment services including career counseling, internships and job placement.

Contact Info

Website: <http://www.cmpny.org/>
Phone: (212) 571-1690
Email: info@cmpny.org
Location: 70 Mulberry St., New York, NY 10013

The Door – A Center for Alternatives, Inc.

Epoch: CITE (College, Internship, Training)

The **EPOCH** program helps participants achieve self-sufficient living. Participants receive individualized support services including placement in college, employment and/or training. CITE is for students who already have a high school degree/ HSE or need a job right now. Our coaches will help with job or internship placement, or enrollment in a college or vocational program.

Bridge Programs

Available only in our Bronx Youth Center location, this program helps young people start career pathways that lead to well-paying, in-demand jobs. Currently, we offer introductions to Emergency Medical Technician training and Information Technology. You'll learn the basics of the profession, setting you on the right path to a life-long career. For the IT Bridge program, you'll complete CompTIA A+ and Network+ certifications. In our EMT Bridge program, you'll earn a CPR certification and be eligible to sit for the NYS and National EMT Certification learn the basics of the profession, setting you on the right path to a life-long career.

Culinary Training Program

Available only in our SoHo location, this program helps young people ages 16-24 who have a passion for cooking get started on an exciting career in the culinary field. In 10 weeks you can get certified as a food handler, and get hands on training. At the end of the program, we'll also help you find a job in the field and

Program Requirements

Visit website for more information on each program.

Cost and Deadlines

Visit website for more information on each program.

Contact Info

Website: <http://www.door.org/programs-services/job-internships>
EPOCH: EPOCH@door.org
Bridge: James Johnson, jjohnsonjr@door.org
Culinary: Christina Jackson, cjackson@door.org
YAIP: Antoinette Washington, antoinette@door.org
YAIP: Shamek Johnson, shjohnson@door.org
This Way Ahead: thiswayahead@door.org
WRCS: Christina Jackson, cjackson@door.org
Woodlawn: snelson@door.org

you can take advantage of free advanced trainings through the City University of New York in areas such as culinary arts and front of house hospitality.

Young Adult Internship Program

This is a fourteen-week program that gives paid work experience in a variety of professions. Two-step process: a three-week job readiness training class, and a paid, 11-week internship experience. Help preparing students for college or vocational school, or helping you find additional internships or job opportunities is also available.

This Way Ahead

This program is for young people ages 16-24 who want to gain job and leadership skills, whether they are in or out of school. It entails a 4-week pre-training and a 6-week boot camp. Those young people who successfully complete the training will have the opportunity to interview for a PAID 10-week internship at Gap, Old Navy, and Banana Republic stores. You'll also get access to numerous supportive services, modest stipends and additional internship opportunities. This Way Ahead training runs in two sessions: March to June and June to October.

Work Readiness Customer Service (WRCS)

This program is for young people ages 16-24 who are out of work and not enrolled in any school program. Through WRCS, you'll get training in basic business etiquette, computer proficiency (Word, Excel, etc.), customer service, and other skills. You'll also receive a customer service certification that is recognized as an asset for employment by several major corporations like Macy's, The Container Store, CVS, JCPenny, Kmart, Office Depot, Toys R Us, TJ Maxx, Marshall's, Sears, and Saks. To participate in WRCS, you must be currently unemployed and out of school. You must also commit to one full year of active program engagement and attend one of our orientation sessions, held weekly on Tuesdays at 11:30 a.m. and Wednesdays at 4 p.m.

Woodlawn Preservation Training Program

Partnering with one of the largest cemeteries in New York City, this program provides ten weeks of skills training and a paid internship as a mason doing repair and restoration work at the Woodlawn Cemetery. You'll get paid while you learn valuable skills to build a life-long career in a creative, crafts-focused field. To enter this program, you must be 18-24 and have a high school diploma or equivalency/GED.

Program Requirements
Champion: NYC residents ages 17 to 24 who are not in school or working.
Coach: NYC residents ages 17 to 24 who have been disconnected from work and school for at least 3 months.
Building Works: Contact for details
Cost and Deadlines
Cost: Free and ongoing deadlines
Contact Info
Website: http://cypresshills.org/
Champion: Al Graves, alg@cypresshills.org
COACH: Molena Fraites, molenaf@cypresshills.org

Cypress Hills Local Development Corp

Champion Network

Building Works: Jessen Vasquez,
jessenv@cypresshills.org

Join the CHAMPION Network by completing a 4-week core training in your choice of one of three areas – ServSafe® Food Handlers Certification, Microsoft Office, or CDL driver’s license. We will also provide support on basic academic skills and access to a mentor.

COACH

COACH is a paid internship program to help young adults’ ages 17 to 24 enter the workforce. Through COACH, young adults who have been disconnected from work and school for at least three months receive three weeks of job training and are placed in an 11-week paid internship where they gain skills and experience so they can move on to paid employment. Participants set educational and employment goals and work with staff to achieve them.

Building Works

Building Works is an intensive 17-week pre-apprenticeship program preparing participants for work in the construction trades. Program graduates are eligible to apply for union jobs. Certifications offered include OSHA 10 Construction Safety, 40-Hour Hazardous Waste Worker, CPR, Scaffold, and others.

Program Requirements

Visit website for more information on each program.

Cost and Deadlines

Free and Ongoing deadlines.

Contact Info

U.S. Department of Labor Job Corps

Job Corps is a vocational and academic training program that integrates training in academic, vocational, employability skills and social competencies through classroom and practical learning experiences to prepare participants for long-term high-paying jobs. Hands-on training is offered in more than 100 career areas including automotive and machine repair, construction, finance and business services, healthcare, hospitality, information technology, manufacturing, and renewable resources. Participants are also offered the opportunity to earn a high school diploma or HSE. For participants who already have a diploma, college preparation services are provided. Resources are available for English language learners. Successful participants receive a living allowance during training and a transition allowance after graduation. Depending on the career area and the self-directed learning pace, training can take from eight months to two years.

Website: <https://www.jobcorps.gov/>
Headquarters: national_office@jobcorps.gov
(800) 733-5627
200 Constitution Ave. NW, Suite N4463 Washington, DC 20210
Bronx Location: <http://southbronx.jobcorps.gov>
(718) 731-7700
1771 Andrews Ave.
Bronx, NY 10453-6803
Brooklyn Location: <http://brooklyn.jobcorps.gov>
(718) 623-4000
585 DeKalb Ave.
Brooklyn, NY 11205

CAMBA, INC.

Work, Learn and Grow (WLG) program expands upon the experiences of participants in SYEP. WLG provides youth with the opportunity to participate in employment services and earn wages for a longer period of time. Services include: assessment, career exploration, college exploration, job shadowing and work-readiness activities, including financial literacy, resume and cover-letter writing, interviewing skills, conflict resolution and workplace behavior.

Program Requirements

WLG Eligibility: Youth, 14-24 years old who were participants in the previous summer's SYEP

Cost and Deadlines

Free. Deadlines vary check website.

Contact Info

Website: <http://www.camba.org/>
WLG: (718) 462-4244
Location: 2211 Church Avenue, Room 210
Brooklyn, NY 11226
General Information:
Email: info@camba.org
Phone: (718) 287-2600
Location: 1720 Church Ave., Second Floor, Brooklyn, NY 11226

Opportunities for a Better Tomorrow

YAIP

Internships are available at large corporations, small businesses, nonprofits, and government offices. Participants have the opportunity to earn their National Retail Federation Customer Service Certification and their Microsoft Office Specialist Certification

Youth Education and Job Training

Learn job skills and take classes to earn your High School Equivalency Diploma. Students can take classes in Business English, Business Math, Keyboarding, Office Procedures, Computer Training, Public Speaking & Communication, and World of Work. Pre-TASC and TASC classes (formerly GED) are taught on-site by teachers from the NYC Department of Education (District 79). Participants also have the opportunity to earn the National Retail Federation Customer Service Certification and the Microsoft Office Specialist Certification.

Web Design and Coding Fundamentals

Participants will learn various programming languages such as HTML, CSS, GIT, introduction to JavaScript, JQuery, Mobile response, PHP and MYSQL. Students will demonstrate their understanding of newly learned material by building their own website for small business, nonprofits, and community organizations. Additionally, participants will also learn to create visual content using Adobe Photoshop and earn the Adobe Photoshop Creative Cloud certification at the culmination of the program. Upon completion of the 12-week program, participants will receive assistance with job placement assistance, advanced training and/or support with college admittance.

Program Requirements

Must reside in NYC and be eligible to work in US.
YAIP: Ages 17-24, must not be currently enrolled in school or working.
YAIP Plus: Ages 16-24, must be currently or previously in foster care or juvenile justice systems must not be currently enrolled in school or working
Youth Education and Job Training Program: Ages 17-24
Web Design & Coding Fundamentals: Ages 17-24, must have their high school diploma or equivalency (TASC or GED)
Leading to Success: Ages 16-24

Cost and Deadlines

Free and Ongoing deadlines.

Contact Info

Website: <http://www.obtjobs.org>
Social Media: <http://www.facebook.com/obtjobs>
YAIP: (718) 387-1600
YAIP+: (718) 369-0303
Website: outreach@obtjobs.org
Youth Education and Job Training Program: outreach@obtjobs.org
(917) 342-5279
Web Design: mpacheco@obtjobs.org
(718) 801-8970
info@obtjobs.org
Leading to Success: fmitchell@obtjobs.org
(347) 520-1594

St. Nicks Alliance

The [Learning-to-Work Program](#) provides participants with career experiences at Bushwick Community High School, individual assessment and planning, college counseling, career exploration, and paid internship opportunities in businesses, corporations and organizations.

The [Workforce Development Center](#), helps thousands of North Brooklyn residents land and keep high-paying jobs in high-demand industries. They partner with major North Brooklyn employers. Each client is assigned to a job coach who guides them through assessment and training and helps them overcome any barriers to getting and keeping a job.

Skills Training: Offers credentialed, industry-recognized skill training.

First Job: First Job prepares one to land and keep the job of their choice with continual support for professional growth and advancement is provided.

Adult Education: St. Nicks Alliance partners with the NYC Department of Education and NYC Department of Youth and Community Development to offer useful courses.

Career GPS: Skill training, job search support and adult education courses for young adult's ages 16-24 who seek to successfully enter the workforce.

Nontraditional Employment for Women (NEW)

NEW prepares women for careers in the construction, utilities, transportation and "green" industries.

[Blue Collar Prep](#) is a seven-week full-time program introducing the building trades and covering construction apprenticeships, unions, job readiness and interview skills, sexual harassment and discrimination prevention, trades-focused math, health and safety, fitness, and hands-on carpentry, blueprint reading, basic electricity and painting.

[NEW at Night](#) is held three evenings and one Saturday a week for eight weeks. Curriculum includes hands-on shop work, trades math and information on career opportunities in the apprenticeship system.

Program Requirements

Learning-to-Work: For ages 17-21.

SYEP: For ages 14-21.

All: For low- and moderate-income residents of North Brooklyn. Few barriers to enrollment.

Career GPS: For young adults ages 16-24 who are out of school and out of work

Cost and Deadlines

Cost: Free and ongoing deadlines

Contact Info

Website: www.stnicksalliance.org

Workforce Development:

Phone: (718) 302-2057

Location: 790 Broadway, Second Floor, Brooklyn, NY 11211

Contact the Career GPS Manager

Aisha Murray: amurray@stnicksalliance.org

Program Requirements

For females at least 18 years old with a high school diploma or GED, willing and able to perform eight hours of physical work.

Cost and Deadlines

Free and check website for information sessions.

Contact Info

Website: <http://www.new-nyc.org>

Phone: (212) 627-6252

Location: 243 W. 20th St., New York, NY 10011

Manhattan Neighborhood Network (MNN) Youth Channel

Youth Media Center (YMC) provides free training in the technical, creative and social aspects of media making. Participants learn the fundamental skills of story development, framing and composition, camera and equipment operation, video editing as well as community and social justice issues. Upon successful completion of certification classes, participants will become MNN Certified Community Producers, and are able to utilize MNN's facilities and equipment to produce independent content for broadcast on MNN's Youth Channel. Graduates may also enroll in advanced classes and are eligible to apply to the Youth Media Center's Internship program.

Program Requirements

YMC: For Manhattan residents ages 16 to 24

Youth Channel Internship:

Interns are required to work a minimum of 16 hours per week and are required to attend weekly meetings.

Cost and Deadlines

Youth program is 10 weeks long and runs in the Fall, Winter, Spring and Summer

Contact Info

Website: <http://www.youthchannel.org>

youtheducation@mnn.org

(212) 757-260 x217 or x218

El Barrio Firehouse Community Media Center

175 East 104th Street

Youth Channel Internship program is a 12-week collegiate credited internship. Interns will get a hands on approach to creating media for a televised cable network.

NPower NY Technology Service Corp.

Tech Fundamental: a 22 week program (15 weeks of in-class instruction and 7 weeks paid internship) that prepares students to begin careers in the field of information technology by offering **FREE** tech training, mentoring from business leaders, and industry-recognized certifications. More than 80% of alumni are employed or pursuing higher education within one year of graduation.

Cybersecurity: is a 26 week intensive IT Training program (14 weeks of in-class instruction, 12 -weeks paid internship). Provides the opportunity to earn industry-recognized, in-demand certifications (Security+, Network+ and Linux+).

Program Requirements

For young adults ages 18-25 who live in New York City, are able to meet the time commitment, are legally eligible to work in the U.S. and who have a high school diploma or GED/HSE.

Generally consider applicants with demonstrated financial need.

Cost and Deadlines

Free and ongoing.

Contact Info

<http://www.npower.org/Our-Programs/Technology-Service-Corps.aspx>

Main Office:

3 Metrotech Center, Mezzanine

Brooklyn, NY 11201

212.564.7010

info@npower.org

NPower Training Program: Mo Raghbeer

Director, Curriculum Design

Phone: 212.444.7241

Mohanchand.Raghbeer@npower.org

Per Scholas Institute for Technologies

IT Support: offers the CompTIA A+ and Network+ certifications and equips one with the knowledge to fill a wide range of entry-level technology jobs as a support technician. It is a 15-week long program of hands-on instruction that thoroughly cover core competencies: network, hardware, security, software, server, virtualization, management, and mobile devices.

Cyber Security is a 17-week program that provides all the tools you need to start your career in the lucrative field of cyber security.

Code Bridge: an 18-week, full-time Code Bridge course that prepares you to learn the fundamentals to begin your education as a web developer. Throughout the course of the training, you will have the chance to build a portfolio which includes building and developing multiple applications and learn to code while building real world applications. After learning the basics of web development, you will be given the opportunity to matriculate into General Assembly's 12-week Web Development Immersive training where you will complete your education to become a full-stack web developer.

Series A: IT Engineer course equips you with the knowledge to fill a wide range of entry-level technology jobs as an IT Engineer. Based on new models and curricula developed together with Per Scholas and NYC employers, the NYC Tech Talent Pipeline's Series A: IT program was designed for New Yorkers with no previous tech experience. Part-Time classes delivered over 20 weeks.

Series A: Quality Assurance course can give you the skills and opportunities to launch a brand new career as a QA tester, making sure that everything from apps to websites work the way they should. Part time class delivered over 15 weeks.

Program Requirements

Core requirements: For New York City residents who are currently unemployed or underemployed, ages 18-65, with a high school diploma or GED. Must be able to pass a basic reading and math test.

Program requirements: Vary check site.

Cost and Deadlines

Free and ongoing.

Contact Info

Phone: (718) 991-8400

Email: info@perscholas.org
admissions@perscholas.org

Location:

Bronx:

804 E 138th St #2

Bronx, NY 10454

Brooklyn:

630 Flushing Ave Brooklyn, NY 11206

Program Requirements

For New York City public high school students and New York City Housing Authority and section 8 residents.

Cost and Deadlines

Website is under construction

Contact Info

Website: <http://www.constructionskills.org>

Program Coordinator: Talisa Smith

Vice President of Program Services: Nicole Bertrán

Phone: (212) 647-0700

Edward J. Malloy Initiative for Construction Skills

The Edward J. Malloy Initiative for Construction Skills provides pre-apprenticeship training for entry into unionized building and construction trades apprenticeship programs. Successful graduates are referred to unionized building and construction trades apprenticeship programs that provide high wages benefits.

Email: nbertran@constructionskills.org

Career & Educational Consultants, INC.

Career & Educational Consultants, Inc. (CEC) provides workplace training. Participants develop computer skills, prepare for careers in a technology-based workplace, and receive career and academic counseling. CEC's job placement staff assists graduates in locating employment.

In [Metro Training Institutes](#), students can select courses on topics such as administrative skills, computerized bookkeeping, customer service, data entry and general office skills.

Program Requirements

Must be 18 years or older

Cost and Deadlines

Varies on the job. Must visit website and contact office.

Contact Info

Email Address: cec1328@attglobal.net
MetroTech Brooklyn: (718) 858-8500 ext. 15 Manhattan center: (212) 564-0600 ext. 12 Corporate headquarters: (212) 308-2455

High Bridge Community Life Center

[Certified Nurse Aide Training](#) is a 22-week program that trains participants to become New York State-certified nurse's aides. Training includes a three-week internship. Graduates may take an advanced program in phlebotomy. HCLC also offers adult education classes in such topics as basic education, citizenship, English for speakers of other language and GED. Schedules are flexible and include day, evening, and weekend classes.

Program Requirements

Must be 18 years or older

Cost and Deadlines

Varies on the job. Must visit website and contact office.

Contact Info

Email Address: cec1328@attglobal.net
MetroTech Brooklyn: (718) 858-8500 ext. 15 Manhattan center: (212) 564-0600 ext. 12 Corporate headquarters: (212) 308-2455

Program Requirements

For NYC residents ages 18 and older. For job training and placement services, participants must be unemployed or underemployed (Making less than

Consortium for Worker Education (CWE)

The Consortium for Worker Education (CWE) is a nonprofit organization and the workforce development arm of the New York City Central Labor Council, AFL-CIO.

The Jobs to Build On program (JtBO)

Expands the efforts of a network of established community based employment service providers citywide. Workforce readiness, industry specific skills courses and job placement services are available at no cost. Applicants are placed in career track, sustainable employment in a variety of growth industries at higher than the NYC Council's living wage.

\$10.70 per hour). No restrictions for participation in educational classes (GED, ESL, computers, etc.).

Cost and Deadlines

Free and ongoing

Contact Info

<http://www.cwe.org/>

CWE:

275 7th Avenue, 18th Floor,
Between 25th and 26th Streets
(212) 647-1900

* For classes and training, please ask for the Education Department.

Jobs to Build On:

<http://www.jobstobuildon.org/>

The Hope Program

Sustainable South Bronx: 12 weeks/480 hours of skills training to address green construction and environmental needs in NY. USBC, Building Performance Institute, EPA Lead and OSHA 10 certifications. On the job training and placement in green construction building operations and maintenance, environmental restoration.

Foodworks: 8 weeks/ 280 hours product recognition, food safety, field trips, networking with industry professionals, OSHA 10 and food handler's certification. Job placement in restaurants, corporate cafeterias, high-end groceries, bakeries and more!

Hopeworks: 12 weeks/380 hours OSHA 10 certification, preparation for diverse career fields such as maintenance, animal care social services and more. Placements in diverse fields such as animal care, clerical, human resources, maintenance and many others.

Program Requirements

Must be 18 or older, legally able to work in the U.S.
Must be able to work full time and attend training Monday-Friday.
Must have minimum of 4th grade reading and math level.
If in recovery must establish stability prior to enrollment in the program. Students are assessed based on their professional skills and ability to commit to the program.

Cost and Deadlines

Free, enrollment dates rolling.

Contact Info

Website: <http://www.thehopeprogram.org/>

Phone: (718) 852-9307

Email: info@thehopeprogram.org

Location: 1 Smith Street, 4th Floor, Brooklyn, NY 11201

Program Requirements

For employed and unemployed New York City residents age 18 and over.

Workforce 1 Career Centers

Workforce1 Career Centers provide job seekers with services including job placement, career advisement, job search counseling, and skills training through workshops and one-on-one assistance with career advisors. Centers are located in Upper Manhattan, the Bronx, Queens, Brooklyn and Staten Island.

Cost and Deadlines

Free, deadlines vary contact or visit centers.

Contact Info

Website:

<http://home2.nyc.gov/html/sbs/wf1/html/home/home.shtml>

Bronx: (718) 960-2458

Brooklyn: (718) 246-5219

Manhattan: (917) 493-7054

Queens: (718) 557-6755,

Staten Island: (718) 285-83881 Smith Street, 4th Floor,
Brooklyn, NY 11201

Catholic Charities Community Services

The **Job Readiness & Placement** program, under the *Strengthening Families and Resolving Crisis* service, provides employment training and placement programs for individuals who are homeless, refugees or visually impaired. Specialized youth employment and training services are offered for participants who are out of school or aging out of foster care. Services include job skills training, English mastery courses, GED prep, vocational training and job placement. The goal is to develop the concrete skills, experience and confidence needed for long-term self-sufficiency.

Program Requirements

Vary, refer to website for specific center closest to you.

Cost and Deadlines

Vary, refer to website for specific center closest to you.

Contact Info

Website: <http://www.catholiccharitiesny.org/>

General helpline: (888) 744-7900

Catholic Charities

(646)-784-2035

1011 1st Ave., New York, NY 10022

Christ House, Inc.

(718) 665-8740

432 E. 142nd St., Bronx, NY 10454

Program Requirements

For unemployed residents of Flatbush/Midwood, Boro Park, Marine Park and Sheepshead Bay.

Cost and Deadlines

Council of Jewish Organization of Flatbush

The Leader Family Employment Center provides job seekers with individual counseling and workshops in resume writing, interviewing skills, career planning, job matching, ESL, basic computer literacy, QuickBooks for Bookkeeping, referral to GED Classes (H.S. Diploma), and job referrals and placement.

Free and ongoing.

Contact Info

Website: <http://www.cojoflatbush.org/>

(718) 377-2900

info@jewishcouncil.org

1523 Avenue M · 3rd Floor Brooklyn, New York 11230

SYEP: (718) 252-4446

Covenant House New York

Covenant Works is our workforce development, vocational training, and educational support program. Since 1992, CHNY's Covenant Works program prepares at-risk and homeless youth to obtain and maintain employment, improve and advance their education, and pursue sustainable career paths with livable wages. Services offered by Covenant Works include Individualized Career and Education Plans, Job Readiness Workshops, a Job Center (for shorter-term job placements, job search assistance, and resume and cover letter preparation), a Career Academy (for longer-term career development and planning), vocational skills training programs leading to industry-recognized certifications, and educational support services (including academic tutoring, GED preparation, and college readiness).

Program Requirements

Open.

Cost and Deadlines

Deadlines vary, visit or call site.

Contact Info

Website: <http://www.covenanthouseny.org/>

212-613-0300

460 W. 41st St., New York, NY 10036

Northern Manhattan Improvement Co.

Program Requirements

Job Readiness Training: 16 or older NYC residents.

Out of School Youth and Youth Build: Must not be currently in school

Young adults ages 16-24 can enroll through:
YAIP, OSY, or YouthBuild

Adults ages 25+ can enroll through:
SNAP Employment & Training, Family Self Sufficiency, Jobs to Build On

Cost and Deadlines

Vary by program, check site.

Contact Info

(NMIC) [Education & Career Services](#) department offers a comprehensive set of services to support community members as they build the tools to move on to college, advanced training, and/or living wage careers.

Programs:

[Education Programs](#) combine real world skills with rigorous teaching to support students as they build the knowledge and skills they need to transition into college, advanced training, or a career. Classes include: high school equivalency, English language, computer skills and college counseling.

[Workforce Training programs](#) allow students to earn credentials that are recognized nationally. The fields we train in are all identified as “career pathways” fields in New York City, meaning they are growing and offer a clear path for advancement. Trainings include: Building Maintenance & Weatherization Customer Service, Food Service, Microsoft Office Specialist, and Home Health Aide.

[Job Readiness Training and Career Development](#): Resume and cover letter writing workshops, interviewing lessons and practice and job search techniques. Assistance obtaining professional interview clothing and skills. Paid internships with local employers to build work experience. Ongoing case management to ensure job retention and advancement.

[Youth Build](#): A vocational and educational training program for young adults that helps participants advance their skill-set and find work. Participants receive 3-6 months of intensive services and a year of follow-up support.

[Career Development](#): Paid internships with local employers to build work experience. Dedicated job developers to identify appropriate interview opportunities based on participants’ interests and skills. Ongoing case management to ensure job retention and advancement.

[Jobs to Build On \(JTBO\)](#): A vocational training and employment program for adults that offers 2-4 months of intensive services followed by job placement and follow-up support. A vocational training and employment program for adults that offers 2-4 months of intensive services followed by job placement and follow-up support.

<http://www.nmic.org>

Main Office:

(212) 822-8300

45 Wadsworth Avenue, New York, NY 10033

YAIP, OSY, YouthBuild : Leydi Bautista

212-453-5380

leydibautista@nmic.org

JTBO: Marco Ortega

212-822-8301

marcoortega@nmic.org

Fifth Avenue Committee, INC.

Program Requirements

Job Readiness Training: 16 or older NYC residents.

Out of School Youth and Youth Build: Must not be currently in school

Young adults ages 16-24 can enroll through:

YAIP, OSY, or YouthBuild

Adults ages 25+ can enroll through:

Through the [Neighborhood Employment Services \(NES\)](#) program, FAC provides direct job placement and counseling to approximately 250 low-income New Yorkers annually. NES offers job readiness education and vocational counseling; it cultivates employer relationships, makes careful placements, and provides ongoing supportive services to all participants.

[Brooklyn Workforce Innovations](#)

Sector-based, targeted skills training programs, rooted in employer demand, to equip people for living-wage jobs with a career ladder in expanding industries, including:

[Red Hook on the Road](#), a commercial driver training program.

[Brooklyn Networks](#), a teledata cable installation training program.

[Made in NY](#), a Production Assistant training program.

[Brooklyn Woods](#), woodworking and cabinetmaking program

SNAP Employment & Training, Family Self Sufficiency, Jobs to Build On

Cost and Deadlines

Free and ongoing.

Contact Info

Website: <http://www.fifthave.org/>

FAC Center:

621 DeGraw Street, Brooklyn, NY 11217

(718) 237-2017

fac@fifthave.org

College-Based Continuing Education and Certificate Programs

Borough of Manhattan Community College

The Center for Continuing Education and Workforce Development offers training programs for individuals hoping to make a career change, expand their credentials, earn a GED or learn English.

ALLIED HEALTH

Name	Purpose	Cost	Duration	Requirements
Basic Cardiac Life Support	Learn skills recommended by the American Heart Association's International Guidelines for Emergency Cardiac Care.	\$95	6 hours - in one day	
Direct Support Professional	Social Service. Provide continuous care and assistance to children, adults and seniors with special needs.	\$2,200	350 hours. 50 sessions over 10 weeks. Including 2 weeks of internship.	Attend information session
Medical Assistant Specialist	Prepares students to handle a wide variety of tasks in a hospital, clinic, or private medical practice environment that range from taking vital signs to scheduling patient appointments.	\$4,300 *Textbooks, scrubs, and NHA exam fee are not included in the tuition	531 hours. 123 sessions.	Attend information session
Medical Billing and Coding	Process and solve insurance billing problems. Basic claim procedures for medical insurance and third party reimbursements, tracing delinquent claims, appealing denied claims and using generic forms to streamline billing procedures.	\$2,200 *Textbooks and NHA exam fee are not included in the tuition.	120 hours. Choice of 20 or 40 sessions.	
Hemodialysis Technician	Provide hemodialysis treatment. Learn anatomy and physiology of the kidneys, common causes of End Stage Renal Disease, principles of Hemodialysis procedure and treatment options. Gain experience in machine set-up, operation and monitoring, vascular access, cannulation techniques, medical and technical complications, infection control, medications,	\$2,210 Textbooks and scrubs not included.	100 hours (+ 7-hour BCLS course). 24 sessions.	Information session. 4-hour Preparation Course for National CCHT Certification Exam.

patient assessment, and nutritional and social needs of end stage renal disease patients.

Electronic Health Records with Billing and Coding	Medical Word Structure, Basic Anatomy and Physiology, HIPAA Compliance, CMS-1500 Claim Form, ICD-10-CM and CPT-4 Guidelines. Learn how to find the proper procedure and diagnosis codes using manuals (CPT-4 and ICD-10-CM).	\$1,200	112 hours. EHR - 10 sessions. MB&C - 6 sessions.
Intravenous Therapy (Program operates during summer months (July–August))	Provides participants with comprehensive knowledge of intravenous tools and techniques, as well as, the understanding of theories and methodologies.	BMCC student: \$232.75 Non BMCC student: \$245	17 hours. 2 sessions.
RN First Assistant	The RNFA program consists of two courses. Part 1: Online course work. Part 2: Clinical internship to be arranged by the student, at their facility.	\$2,995	Part 1: 48 hours. Part 2: 120 hours. Eligible candidates must have two years and 2,400 hours of perioperative experience and be CN, OR eligible (waived for AP RN).
Technology			
Introduction to Computers	Prepares students for IT jobs as a Computer Technical Support Specialist. Hands-on experience and how to disassemble and reassemble computers. Learn the functions of each component, install Operating Systems, and troubleshoot common hardware and software related problems. Prepare you for more advance topics and for CompTIA A+ Certification Exam (901 & 902) to validate your skills as an IT professional.	\$799	72 hours. 24 Sessions.
Legal Studies			
Paralegal Certificate	Train students to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents,	\$1,289	84 hours. 12 sessions.

	and assist in preparing cases for courtroom litigation related to areas of law in which paralegals are in high-demand.			
Legal Nurse Consultant Training	Provides the fundamentals skills necessary to advise law firms, healthcare providers, insurance companies, and government agencies regarding medically-related issues and to appear in court as expert witnesses.	\$895	42 hours. 12 sessions.	Must be registered nurse or physician's assistant.
Legal Secretary	For entry-level and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. This course will covers topics such as: legal terminology jurisdiction, ethics, billing, accounting, time management, and various written documents.	\$645	42 hours. 6 sessions.	
Advanced Paralegal Certificate	15 topics, such as Bankruptcy Law, Family Law, Victim Advocacy, Immigration Law, and Intellectual Property.	\$1,800	270 hours.	
Legal Investigation Certificate	Teach legal investigation to those pursuing a career and/or working in the legal field. Students will be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Subject areas are: arson investigation, product liability investigation, and the role of a legal investigator in preparing for civil and criminal litigation.	\$645	45 hours.	
Alternative Dispute Resolution	Learn how to select the best method to achieve the most positive result for both parties. You'll also delve into negotiation skills and ethical considerations.	\$645	45 hours.	

Employment Law Certificate	Training participants for work in domestic violence shelters, crisis centers and hotlines, and with state and county governments. Highlights include terminology, process, legislation, counseling skills and a range of other essential topics.	\$729	45 hours.
Wedding & Event			
Wedding and Event Planner	Teaches the basic fundamentals of planning, orchestrating, and delivering social events. From weddings and anniversaries to birthdays and baby showers.	\$1,395 *Tuition includes textbook, online curriculum and certification exam.	10 sessions
Signature Wedding and Event Designer	Techniques utilized by the globe's leading wedding and event experts. Learn to create and transform ordinary spaces into sumptuous, theatrical environments, translating a client's vision into awe-inspiring reality.	\$1,795	~24 hours.

Bronx Community College

The Office of Community and Workforce Development is comprised of a variety of private and public grant funded programs providing community education and workforce development. Programs' services include adult basic education, pre-GED, GED, all levels of English as a Second Language, counseling, academic and vocational support, job readiness training, vocational training, job placement and follow-up as well as college preparation and enrollment support.

Name	Purpose	Requirements
Animal Care and Management	<p>Students in the Animal Care and Management Program will learn techniques for working in a veterinary clinic, including how to properly use and care for the instruments in a laboratory, particularly sterilization techniques, and how to analyze blood and urine samples.</p> <p>As a veterinary assistant, students support veterinarians in their daily tasks, including the restraining and handling of animals, feeding and exercising them.</p>	<ul style="list-style-type: none"> • ACM 90 Animal Care and Management Internship (6 Credits) • BIO 11 General Biology I (4 Credits) • BIO 15 Zoology (4 Credits) • BIO 47 Clinical Techniques for Medical Personnel II (2 Credits) • COMM 11 Fundamentals of Interpersonal Communication (3 Credits) • DAT 33 Microcomputer Applications (2 Credits) • ENG 10 Fundamentals of Composition and Rhetoric or ENG 11 Composition and Rhetoric I (3 Credits) • MTH 12 Introduction to Mathematical Thought or MTH 21 Survey of Mathematics I (3 Credits) • PSY 11 Introduction to Psychology or SOC 11 Sociology (3 Credits)

Assistant of Children with Special Needs	<p>The population served includes children with behavior management needs, limited mobility, physical impairments, diagnosed learning disabilities, and/ or children waiting for a very restrictive service. BCC students will learn the characteristics and needs of children with special needs in order to provide age appropriate strategies in all aspects of their work with these children.</p>	<ul style="list-style-type: none"> • PSY 11 Introduction to Psychology (3 Credits) • ENG 10 Fundamentals of Composition and Rhetoric or ENG 11 Composition and Rhetoric I (3 Credits) • HLT 91 Critical Issues in Health (2 Credits) • EDU 10 Child Study - Birth to Grade 6 (3 Credits) • EDU 30 Introduction to Special Needs, Schools and Society (3 Credits) • Free Elective (1 Credit) Total 15 • COMM 11 Fundamentals of Interpersonal Communication (3 Credits) • PSY 41 Psychology of Infancy and Childhood (3 Credits) • EDU 26 Human Relations in Urban Schools (3 Credits) • EDU 31 Introduction to Learning Disabilities and Inclusive Education (3 Credits) • EDU 40 Field Work Seminar (3 Credits)
Automotive Technician Curriculum	<p>The Automotive Technician program is designed to develop basic automotive skills required for entry-level position in most automotive repair shops. The program integrates automotive theory with an emphasis on shop experience. Upon successful completion of this program, students receive a certificate and are encouraged to complete the requirements for the AAS degree in Automotive Technology.</p>	<ul style="list-style-type: none"> • ACS 10 Introduction to Automotive Technology (1 Credit) • ACS 11 Engine Repair (4 Credits) • ACS 12 Brake Systems (3 Credits) • ACS 13 Engine Performance (3 Credits) • ACS 14 Manual Drive Train and Axles (3 Credits) • ACS 21 Steering and Suspension (3 Credits) • ACS 22 Automatic Transmission and Transaxle (4 Credits) • ACS 23 Heating and Air-Conditioning (3 Credits) • ACS 24 Electrical Systems (3 Credits) • ACS 35 Alternate Fuel Technology or ACS 45 Diesel Technology (3 Credits)
Bilingual Early Childhood Assistant	<p>This certificate program responds to the current demand for trained practitioners at bilingual early childhood learning centers that is due to the increasing number of non-English speaking families using these centers. Students enrolled in this program will acquire skills in planning and designing activities that are developmentally appropriate learning experiences for young children learning a second language.</p>	<ul style="list-style-type: none"> • PSY 11 Introduction to Psychology (3 Credits) • ENG 10 Fundamentals of Composition and Rhetoric or ENG 11 Composition and Rhetoric I (3 Credits) • HLT 91 Critical Issues in Health (2 Credits) • EDU 10 Child Study - Birth to Grade 6 (3 Credits) • EDU 15 Reading and Other Language Arts, EDU 16 Literacy in Early Childhood Education or EDU 17 Literacy in Childhood Education (3 Credits) • Free Elective (1 Credit) Total 15 • COMM 11 Fundamentals of Interpersonal Communication (3 Credits) • PSY 41 Psychology of Infancy and Childhood (3 Credits) • EDU 18 Literacy in a Spanish Bilingual Program (3 Credits) • EDU 30 Introduction to Special Needs, Schools and Society (3 Credits) • EDU 40 Field Work Seminar (3 Credits)
Community Health Curriculum	<p>CHW's have many responsibilities, some of these include helping individuals navigate an unfamiliar and complicated healthcare system, conducting street</p>	<ul style="list-style-type: none"> • ENG 10 Fundamentals of Composition and Rhetoric or ENG 11 Composition and Rhetoric I (3 Credits)

	and home outreach, providing health education and information, conducting informal counseling and making referrals. This type of work is suitable for those who have excellent communication skills, enjoy working directly with people, and are interested in helping individuals lead healthier lives.	<ul style="list-style-type: none"> • COMM 11 Fundamentals of Interpersonal Communication (3 Credits) • HLT 91 Critical Issues in Health (2 Credits) • PSY 11 Introduction to Psychology (3 Credits) • HSC 10 Human Services and Social Welfare Institutions (3 Credits) • PEA 12 Elementary Hatha Yoga or PEA 82 Introduction to Tai Chi Chuan (1 Credit) • CPL 11 Computer Literacy (1 Credit) • HLT 901 Health and Aging (3 Credits) • HCM 312 Community Health Care Management (3 Credits) • Select 2 Courses from the following (6 Credits): <ul style="list-style-type: none"> HLT 89 HIV/AIDS HLT 92 Drugs, Society and Human Behavior HLT 93 Human Sexuality HLT 94 Human Nutrition HLT 96 Health Education for Parenting HLT 97 Field Work in Community Health Resources • CPR 10 Cardiopulmonary Resuscitation or WFA 10 Workplace First Aid Training (1 Credit) • PEA Physical Education (1 Credit)
Early Childhood Assistant	This certificate program responds to the current need for trained practitioners in infant through early childhood learning centers due to the increased demand for childcare among a growing number of families. It provides the educational foundation for a person who seeks to become a home childcare provider.	<ul style="list-style-type: none"> • PSY 11 Introduction to Psychology (3 Credits) • ENG 10 Fundamentals of Composition and Rhetoric or ENG 11 Composition and Rhetoric I (3 Credits) • HLT 91 Critical Issues in Health (2 Credits) • EDU 10 Child Study - Birth to Grade 6 (3 Credits) • EDU 24 Pre-school Seminar I (3 Credits) • Free Elective (1 Credit) Total 15 • COMM 11 Fundamentals of Interpersonal Communication (3 Credits) • PSY 41 Psychology of Infancy and Childhood (3 Credits) • EDU 25 Pre-school Seminar II (3 Credits) • EDU 30 Introduction to Special Needs, Schools and Society (3 Credits) • EDU 40 Field Work Seminar (3 Credits)
Licensed Practical Nursing Paralegal	http://www.bcc.cuny.edu/Degree-Programs/degrees/CERT/lpn_certificate.pdf This certificate course of study is designed for advanced students who do not wish to enroll in the Paralegal AAS Degree program. Minimum entrance requirements are 60 college credits or a two-year degree. Students entering with 60 credits should have completed courses in the following areas: English, Communication, Social Science, History, Music or Art, Science and Mathematics.	<ul style="list-style-type: none"> • DAT 10 Computer Fundamentals and Applications (3 Credits) • LAW 17 Introduction to Paralegal Studies (3 Credits) • LAW 19 Introduction to Law Office Management and Computers (3 Credits) • LAW 41 Business Law (3 Credits) • LAW 47 Civil Procedure (3 Credits) • LAW 95 Legal Research and Writing (3 Credits) • LAW 96 Advanced Legal Research and Writing (3 Credits)

- LAW 52* Business Organizations (3 Credits)
 - LAW 62* Family Law (3 Credits)
 - LAW 65* Criminal Law and Procedures (3 Credits)
 - LAW 72* Real Property (3 Credits)
 - LAW 77* Immigration Law (3 Credits)
 - LAW 82* Insurance and Torts (3 Credits)
 - LAW 91* Landlord/Tenant Advocacy (3 Credits)
 - LAW 92* Estates, Trusts and Wills (3 Credits)
 - ACC 111** Principles of Accounting I (4 Credits)
 - BUS 111** Applications of Mathematics for Business (3 Credits)
 - TAX 11** Introduction to Taxation (3 Credits)
- *Choose 2 of these 8 law courses. **Choose 1 of these 3 law courses.

Hostos Community College

The Continuing Education & Professional Studies Department at Hostos Community College offers educational and career development opportunities including non-credit courses and certificate programs for adults and teens on weekday evenings and weekends.

The Adult Learning Center offers programs in reading, writing, math and post-secondary educational preparation. Other courses include reading in Spanish, English as a Second Language and pre-GED/GED.

Healthcare

Name	Purpose	Cost	Duration	Requirements
Nursing Assistant	Patient care, taking vital signs, catheter care, assisting with ambulation, range of motion exercises, and moving patients to a bed and from a bed to a wheelchair. This Course also includes 2 classroom hours dedicated to improving basic English and math skills to further ensure success in the class, and in the eld.	\$995	132 hours.	
Professional Rescue for Healthcare Providers	Required certificate for all healthcare providers.	\$99	4 hours.	Textbook fee of \$5
Electrocardiograph Technician	Introduce the techniques necessary to perform a twelve lead resting electrocardiogram. Learn about: -Normal rhythm and arrhythmia	\$349	32 hours.	

	<ul style="list-style-type: none"> -Basic cardiac physiology -How to troubleshoot technical problems -Electrophysiology 			
Certified Phlebotomy Technician	<p>Learn the anatomy and physiology of the venous system as well as phlebotomy practices. You will learn the following: Labeling, Specimen handling, Patient Transport Infection prevention & control, Quality assurance</p>	\$849	82 hours.	<p>Health clearance forms are required.</p> <p>Prerequisite: CNA, LPN or coordinator permission.</p>
Dental Assistant	<p>Course includes 2 classroom hours dedicated to improving basic English and math skills to further ensure success in the class, and in the field. Dental operatory and dental equipment How to take x-rays. The oral cavity and related structures Positioning dental of hand-pieces / sterilization In addition to entry-level employment, this course is ideal for students interested in pursuing a Dental Hygiene career.</p>	<p>\$1,500 *Tuition includes all textbooks, lab materials and insurance.</p>	80 hours. +40 hours externship	
Clinical Medical Assistant	<p>Train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction Includes: -Preparing patients for examination & treatment - Pharmacology/Administration of medications -Laboratory procedures / Diagnostic testing -Cardiology including proper lead placements -Taking and documenting vital signs -Phlebotomy and cardiac life cycle</p>	\$3,245	140 hours +160 hours clinical time 2 classroom hours dedicated to improving basic English and math skills	
Pharmacy Technician	Comprehensive 180-hour course prepares students to enter the pharmacy field and take the Pharmacy Technician	\$1,499	~60 hours	

	Certification Board exam. This course also includes 2 classroom hours dedicated to improving basic English and math skills to further ensure success in the class, and in the field. Medical terminology specific to pharmacy. Reading and interpreting prescription.		
Certificate in QuickBooks: Computer Applications in Accounting	Create professional invoices, enter and pay bills, issue credit memos and reconcile accounts, generate financial statements and reports, and receive payments and make deposits.	\$250	24 hours.
		Professional Development	
These workshops are mandated by NYS for all Teacher Assistants and Teachers:	Prevention & Intervention (DASA)	\$99	
	Recognition & Reporting Child Abuse & School V.P.	\$99	6 hours
Teacher Assistant Certificate	CPR/Community First Aid This series of (5) courses is designed to help you accomplish the following objectives: -Obtain a Teacher Assistant Certificate -Pass the NYS Assessment of Teaching Assistant Skills test (ATAS) (95) -Acquire the necessary training to work in schools.	\$99 Function of Teacher Assistant (6 hrs.): \$99 Child Development & Learning (12 hrs.): \$125 Language Art & Math Theories and Practices (12 hrs.): \$125 ACE-3007-CHS01 Strategies for Supporting & Managing Behavior (12 hrs.): \$125 ACE-3009-CHS01 Best Practices (12 hrs.): \$125	6 hours
Security Guard 8-hour & 16-hour Certification Course	Industry standard 8-hour and 16-hour Security Guard certification approved by the New York State Division of Criminal Justice.	8-Hour Certification Course: \$70 16-Hour Certification	

Additional recommended trainings to increase a Security Guard's employability include CPR, First Aid and School Violence Protection. Upon completion there is a State fingerprinting and a State application fee.

Course: \$125

Kingsborough Community College

The Kingsborough Center for Economic and Workforce Development (CEWD) provides employment skills and training for current students and supports employees in professional advancement. Training is offered in areas such as retail, healthcare, IT, construction, green jobs, and tourism and hospitality (including food service, food service management, ServSafe Alcohol, accessible tourism, and travel counselor certification)

Kingsborough Community College

Name	Purpose	Cost	Duration	Requirements
		Certificates Through Attendance		
Substance Abuse / Addiction Counseling	Provides preparation for the CASAC- Trainee certificate from the New York State Office of Alcoholism and Substance Abuse Services	Tuition and fees: \$2,600 Books and supplies: \$1,304	1yr	Passing scores on the CUNY-wide in reading, writing, and math skills test ENG 1200- 3 credits 29 Credits
Culinary Arts		Tuition and fees: \$2,600 Books and supplies: \$1,304	1yr	
Marine Mechanic		Tuition and fees: \$2,600 Books and supplies: \$1,304	1yr	

LaGuardia Community College

The Division of Adult and Continuing Education offers educational, business and professional programs. Academic courses include English language, GED, and reading, writing and math skills. Career programs allow participants to earn a professional license or certificate, receive training through vocational programs, sharpen job search skills, and receive job placement and referrals.

Name	Purpose	Cost	Duration	Requirements
Emergency Medical	Prepare yourself with the	\$1,095	The EMT	High school diploma or

Technician	knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT-Basic. This course is necessary to advance to the one-year program of paramedic education.		course is 172 hrs. over a 2-4 month period, depending on the schedule	equivalency 18 years of age by last day of month in which certification exam is given Passing of pre-screening process
Paramedic	Prepare student with the technical skills, medical knowledge, and clinical abilities necessary for you to excel as a NYS/NYC certified paramedic. Clinical rotation opportunities are available in Queens, Manhattan, Bronx and Brooklyn.	\$7,300	The Paramedic course is 800 hours of classes, plus 600 hours of clinical rotations over 12 months.	High school diploma or equivalent Passing of pre-screening process NY State certified EMT EMT experience 6 months or 200 hours
Central Service Technician Certificate	Medical Terminology and the Human Body Cleaning and Decontaminating Surgical Instruments Quality Control, Inventory, Equipment and Human Relations	\$409	20 hours of lab instruction	
Certified Clinical Medical Assistant	Phlebotomy (P) American Heart Association CPR for Healthcare Providers with First Aid (AHA CPR) EKG Technician (EKG) CCMA Procedures (CCMA) Medical Terminology (MT)	(P)- \$963 (AHA CPR)- \$160 (EKG)- \$785 (CCMA)- \$554 (MT) - \$305 \$99 fee per competency exam	Vary by program. Must check website	U.S. high school diploma or equivalency or passing of an English reading test Exemption from any course in this sequence requires evidence for EKG or Phlebotomy. No exemptions are offered for CPR

**Healthcare
Interpreter
Certificate**

Level 1 Spanish English
Healthcare Interpreter
Language Screening
Spanish-English Healthcare
Interpreting: Fundamental
Skills
Level 2 Spanish-English
Healthcare Interpreter
Language Screening
Spanish-English Healthcare
Interpreting: Skills
Development

Queensborough Community College

The Queensborough Community College offers programs in accounting, computer information systems, marketing management, real estate insurance, office administration and technology, computer engineering, telecommunications technology, new media technology, digital art and design, laser and fiber optics technology, massage therapy, mechanical engineering technology, medical office assisting, computerized architectural and industrial design, music electronic technology, forensics, and nursing.

The Continuing Education Program offers courses in ESL, computers, GED, accounting and bookkeeping, international trade, medical office billing, paralegal work, real estate, therapeutic touch, interior design, entomology, allied health, certified nursing aide, and substance abuse counseling.

<u>Name</u>	<u>Purpose</u>	<u>Cost</u>	<u>Duration</u>	<u>Requirements</u>
Cardiac Life Support Training & Certification	This Certification course provides all of the requirements for health care provider & professional rescuer, which includes adult, child, infant CPR, rescue breathing, and use of AED (Automatic External Defibrillator). AHA requires "pass" grade on skills exam & minimum of 84 score on written exam to qualify for certification. Dress comfortably. Required Textbook to be read prior to class: American Heart Association: BLS for Healthcare Providers (latest edition with new 2010	\$118	8 hours.	

	protocols), available at the QCC Bookstore.			
EMT Certification	Covers all techniques and operational aspects of an EMT. Demonstration, practice, and clinical observation are integrated with free online FEMA classes. Take the NYS exam and become certified, registrants	\$1,095	200 hours. 50 sessions	CPR Certification mandatory, previous first aid training highly recommended, minimum 12th grade reading level for intense reading and exam workload, pass didactic & practical skills exams, and complete clinical rotation on ambulance for certification. Must be 18, fluent in English, and not physically disabled. Bring current CPR certification and standard First Aid or CFR credentials to first class.
EKG Technician	Introduction to cardiac anatomy and terminology, recognition of cardiac emergencies, obtaining a 12-lead ECG or EKG tracing and basic rhythm interpretation.	\$1,575	40 hours. 10 sessions	
Standard First Aid Certification	Attain employee training on external bleeding control, injuries, wound care, asthma and allergic reactions, (weather-related) shocks, burns, poisons and sudden illness in the workplace. Learn to recognize everyday emergency situations and take appropriate action until professional help arrives.	8 hours.	\$130	
Emergency Room Technician Certificate	The ER Tech assists the MDs and RNs by performing Phlebotomy and IV starts, performing 12-lead EKGs, transporting patients to other departments, performs wound care, obtains lab specimens, documents all care /	All 7 courses @ \$4500 plus \$20 registration fee each semester and Exam		Registrants must have AHA / BLS certification current before beginning program and upon completion of program. Students will be required to meet with Program Coordinator once per semester to assess

	procedures provided, and performs other responsibilities as assigned.	fees. For current EMT's - Only 3 courses (EKG, IV, Phlebotomy) @ \$3,150	progress towards completion of program. HS Diploma or equivalent required.
Medical Office Assistant Certificate	Training & preparation for employment demands: electronic health records billing and coding procedures, clinical, technical and diverse cultural skills	\$4,995 Registrants must pay \$20 registration fee each semester and exam fees.	
Medical Billing & Coding Certificate	On-the-job setting with an in-depth look into the business practices of a successful medical practice.	\$795	10 sessions (35 hours)
Child Abuse ID & Reporting Certification	Approved by the NYS Dept. of Education, this course covers legal definitions of child abuse, neglect, and maltreatment; physical and behavioral signs of abuse; procedures for reporting; and legal implications of reporting and failing to report. Bring license & SSN to class.	\$65	3 hours.

College of Staten Island

The Office of Continuing Education provides quality, flexible and cost-effective training to support the educational and training goals of individuals and organizations. We offer certificate programs and professional development courses in the healthcare, technology and business sectors. Our department also serves the diverse needs of the community by offering college preparation and remedial programs, language and a variety of community service programs.

Medgar Evers College

The School of Professional and Community Development (SPCD) provides programs in career opportunities, career advancement, basic skills for higher education and community involvement.

Adult and Continuing Education (ACE) Program offer you a broad spectrum of educational and career acceleration learning experiences and we hope that you can join us. We encourage you to explore our programs and certificates that can fuel the changes you most want to make in your career, your future, and your life.

NYC College of Technology

The Division of Continuing Education offers non-credit and credit programs on campus and off site at business, industry and community locations. Program goals vary but include basic skill development, career change, professional development and more.

The Workforce Development Center (WDC) provides a broad range of workforce preparation and educational services to students enrolled in the Division of Continuing Education and to adult residents of New York City. These services include assessment, counseling, information and referral, case management, career exploration workshops, skills training, workforce preparation, job development and job placement.