HOW TO REGISTER FOR WORKFORCE AND COMMUNITY EDUCATION TRAINING

Register by Mail
2. Complete form and select payment method.
   CASH NOT ACCEPTED for course payment.
   Checks, money orders or credit cards are accepted.
3. Make checks or money orders payable to: Buffalo Public Schools
Mail to:
   Adult Learning Center
   Attn: Business Office Room 202
   389 Virginia Street
   Buffalo, New York 14201
Receipts will be issued first night of class.
Return check fee of $25 will be charged.

Register Online
Visit: www.UpSkill.org
Major credit cards accepted.

Walk In Registration
Buffalo Public Schools Adult Education Division
Adult Learning Center
389 Virginia Street at Elmwood
Buffalo, New York 14201
Monday - Friday
8:30 am - 3:30 pm
Monday - Thursday evenings
5:30 pm - 7:00 pm

Reserve your seat today!
Call 716.888.7088 ext. 111/100

REFUND POLICY
Tuition refunds will be made only under the following circumstances:
• Cancellation of the course.
• Under-enrollment.
• Withdrawal from the course prior to the second week of classes.

Prices subject to change.
COURSES AND PROGRAMS

- Advanced Manufacturing - Automation / Industrial Electrical / PLC, National Certification
- Allied Health Office Technology (Medical Office)
- Auto Lab
- Auto - Basic Mechanics
- Auto - British Car Repair
- Automotive Repair Employment Training
- Barbering
- Carpentry
- Civil Service Test Preparation
- Cleaning Industry
- Cosmetology Make-Up Hours
- Culinary Arts Training Program
- Exploratory Advanced Manufacturing - CNC Machine Tool / Welding
- Exploratory Construction Trades
- Facilities Maintenance Chief Engineer
- Hands-On Home Improvement / Renovations
- Heating, Ventilation, Air Conditioning (HVAC) Basics
- Home Inspector Training - NYS Approved
- Horticulture
- Labor Relations & Sexual Harassment in Workplace
- Nurse Aide Refresher
- Plumbing Basics
- Refrigerant Recovery - EPA Certification
- Residential Electric - Basic
- Residential Electric - Employment Training
- Safety and Health - Asbestos / Hazardous Waste Removal
- Steam Engineering Technology 1-4 (Preparation for municipal licensing)
- Welding Employment / Recreational

APPRENTICESHIP REQUIREMENT CLASSES

Our programs meet NYS apprenticeship requirements. For more information, call 716.888.7088 ext. 111.

TUITION ASSISTANCE AVAILABLE


HIGH SCHOOL EQUIVALENCY CLASSES & TASC™ TESTING

(formerly known as the GED®)

The Adult Education Division serves adults and out-of-school youth ages 17 and older who want to earn a NYS High School Equivalency Diploma (HSE). Classes prepare students to pass the TASC™ (Test Assessing Secondary Completion), which has replaced the GED® as the New York State Education Department’s official exam.

In addition, our program offers:
- Free classes
- Weekly enrollment
- NYS Certified Instructors
- Exam preparation at convenient locations
- Morning, Afternoon, or Evening classes
- Additional Math and Reading Classes
- Study-at-Home and Computer-Based options
- National External Diploma Program (NEDP)
- TASC™ exam offered monthly at no cost
- HSE Diploma Graduation Ceremony

Register for orientation.
Call 716.888.7088 ext.100 for appointment.

LEARN ENGLISH

ESL English as a Second Language
- Free classes
- Weekly enrollment
- Focus on speaking, listening, writing and reading
- Students at all skill levels welcome
- Morning, Afternoon, or Evening classes

Other Classes for English Language Learners
- English for Academic Purposes
- College and Career Readiness
- Citizenship Preparation
- Computer Skills
- Interpreter Training
- Study-At-Home
- Pronunciation Skills

For more information regarding ESL classes, call 716.887.3912 ext. 200.

All registered Adult Education Division HSE & ESL students are dually enrolled in SUNY Erie’s Pathways to Success program.

CORPORATE TRAINING

- Customized to company requirements
- Onsite or Offsite
- Microsoft Office Suite - Basic and Intermediate
- Social Media for Business to Business
- Industrial Safety - OSHA
- Human Resources - Sexual Harassment
- Literacy Skills - Math and English

Call (716)888-7088 ext. 111 for more information.

MISSION STATEMENT

The Adult Education Division’s mission is to provide organized and sequential High School Equivalency Diploma classes, Adult Literacy, Community & Continuing Education, and Career & Technical Education programs that are relevant for all adult students. The Division ensures that adult education is accessible to students seeking alternative career pathways and lifelong learning opportunities.

NOTICE OF NON – DISCRIMINATION

The Buffalo Public Schools Board of Education does not discriminate on the basis of age, creed, disability, marital status, national origin, race, color, gender, or sexual orientation in its educational programs, services, and activities. Inquiries regarding this non-discrimination policy may be directed to:

Associate Superintendent of Human Resources,
719 City Hall, Buffalo, NY 14202

Call 716.888.7088 ext. 111 for more information.