HOW TO REGISTER FOR WORKFORCE AND COMMUNITY EDUCATION TRAINING

Register by Mail

1. Download Registration Form at
   www.UpSkill.org/training-community-ed
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 - 1:30 pm and 2:30 - 3:30 pm
Monday - Thursday evenings
5:30 pm - 7:00 pm
Saturday
9:00 am -11:30 am

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.

BUFFALO BOARD OF EDUCATION
BPS ADULT EDUCATION DIVISION
389 Virginia Street
Buffalo, New York 14201

2018-2019 COURSES
- Workforce & Community Education Training
- Post-Secondary Career Training
- High School Equivalency & ESL for Adults
- Corporate Training

Day and Evening Classes
Open to All Western New Yorkers

For changes and updates: www.UpSkill.org
716.888.7088 ext. 111/100

UpSkill.org
BUFFALO PUBLIC SCHOOLS ADULT EDUCATION DIVISION

BUFFALO PUBLIC SCHOOLS ADULT EDUCATION DIVISION

- High School Equivalency Diploma (*HSE*) Classes *(formerly known as the GED®)*
- English as a Second Language (*ESL*) Classes
- Workforce and Community Education Training
- Post-Secondary Career Training
- Online Courses
- Customized Corporate Training

2018–2019 COURSES

Visit www.UpSkill.org for start dates, schedules, registration, and updates.

All Western New Yorkers Welcome

UpSkill.org
BUFFALO PUBLIC SCHOOLS ADULT EDUCATION DIVISION

716.888.7088 ext. 111/100
Register online at www.UpSkill.org

Official NYS TASC™ Testing & Instructional Center
*The TASC™ replaces the GED® as the official no-cost exam for earning a High School Equivalency Diploma from NYSED.

We can help you... ...get on the right path

Buffalo Public Schools Adult Education Division
Serving thousands of Western New York residents each year

Let us help you earn a High School Equivalency Diploma *(formerly known as the GED®)*

Earn your High School Equivalency Diploma (HSE) by enrolling in classes today. Morning, afternoon, and evening classes are offered at over 20 convenient sites in Buffalo. Study-at-home and computer-based programs also available.

Let us help you learn English

Classes are available in all skill levels from beginner to advanced. English classes include job readiness training, computer skills and citizenship preparation.

Let us help you gain new job skills

The Adult Education Division offers workforce training in construction trades, computers, welding, plumbing, advanced manufacturing, allied health office technology, facilities management and many more disciplines. Explore a wide variety of training opportunities with our Employment Specialists.

Let us help you become a Cosmetologist, Barber, or Nurse Aide

Start a new career in a high-demand sector! The Buffalo School of Cosmetology and Barbering offers quality instruction in a state-of-the-art facility in North Buffalo. The curriculum includes an on-site Salon Clinic for practical experience and job placement assistance. Looking to enter the healthcare field? The Adult Education Division offers day and evening Nurse Aide Training programs that prepare students for the NYS licensing exam.

Let us help you train your employees

The Adult Education Division can customize a training program to fit the needs of your company and improve your employees' skills and productivity. Classes, including Microsoft Office Suite, Sexual Harassment, OSHA, and other topics taught by certified instructors can be scheduled on-site or at our locations.

Visit UpSkill.org or call (716) 888-7088 ext. 100 for more information.

WORKFORCE AND COMMUNITY EDUCATION TRAINING

Visit **www.UpSkill.org** to see a complete listing of course descriptions, schedules, applicable fees, and online registration. Call **716.888.7088 ext. 111/100** for more information.

- Advanced Manufacturing - Automation / Industrial Electrical / PLC, National Certification
- Allied Health Office Technology (Medical Office)
- Art Journaling
- Auto Lab
- Auto - Basic Mechanics
- Auto - British Car Repair
- Automotive Repair Employment Training
- Carpentry
- Civil Service Test Preparation
- Cleaning Industry
- Customer Service / Call Center Operations
- 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
- Heart Saver CPR
- Heart Saver First Aid
- Home Inspector Training - NYS Approved
- Horticulture
- Hospitality
- Labor Relations & Sexual Harassment in Workplace
- Plumbing Basics
- Printing Press Operations
- 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
All programs meet NYS apprenticeship requirements.
For more information, call 716.888.7088 ext. 111.

Prices subject to change

POST-SECONDARY CAREER TRAINING

COSMETOLOGY AND BARBERING

- Preparation for NYS licensing
- State-of-the-art facility in North Buffalo
- Taught by industry professionals
- On-site salon for training
- Learn classic and modern techniques
- Hours from other schools accepted
- Monthly open enrollment
- Full & part-time classes

BUFFALO SCHOOL OF COSMETOLOGY
Cosmetology
1,040 hour program
$6,500

BUFFALO SCHOOL OF BARBERING
Barbering
600 hour program
$4,500

To learn more about enrollment call **716.871.1029** or visit **BuffaloSchoolofCosmetology.com**

ALLIED HEALTH

Nurse Aide Training
165 hours
$1,175 plus $115/135 NYS Testing Fee,

To learn more about enrollment call **716.871.1029** or visit **www.UpSkill.org**

Prices subject to change
Orientation required

Tuition Assistance Available

Visit **www.UpSkill.org** for a complete listing of **Workforce and Community Education Training**, **Post-Secondary Career Training**, **Online Courses**, and **Locations**. Call **716.888.7088 ext. 111/100** for more information.

HIGH SCHOOL EQUIVALENCY CLASSES & TASC™ TESTING

(formerly known as the GED®)

Pathways to Success
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, the program offers:

- Tuition free classes
- Weekly enrollment
- NYS Certified Instructors
- Exam preparation at convenient locations
- Morning, Afternoon, or Evening classes
- Supplemental Math and Reading Classes
- Study-at-Home and computer-based options
- National External Diploma Program (NEDP)
- TASC™ exam offered monthly
- Saturday tutoring for registered students
- HSE Diploma Graduation Ceremony

All registered Adult Education Division students are dually enrolled in SUNY Erie's Pathways to Success program.

Register for orientation
Call 716.888.7088 ext.100 for appointment

LEARN ENGLISH

ESL English as a Second Language

- Tuition free classes
- Weekly enrollment
- Focus on speaking, listening, writing and reading
- Students at all skill levels welcome
- Dual enrollment at SUNY Erie
- Morning, Afternoon, or Evening classes

Other Classes for English Language Learners

- English for Academic Purposes
- Job Readiness Training (JRT)
- Citizenship Preparation
- Computer Skills
- Interpreter Training
- Study-At-Home
- Pronunciation Skills

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

COMPUTER COURSES

- Microsoft Office Specialist Certification Preparation
- Basic or Intermediate Microsoft Office Suite classes in:
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Publisher
  - Microsoft Access

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

EMPLOYMENT OPPORTUNITIES
The Adult Education Division is always looking for people in skilled trades interested in teaching. No teaching experience required.
716-888-7088 ext. 111

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.

COUNCIL ON OCCUPATIONAL EDUCATION
Buffalo Public Schools Adult Education Division is accredited with the Commission of the Council on Occupational Education for its Division and its Post-Secondary programs.

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