



EMPLOYMENT TRAINING FOR ADULTS

What's Your ETA?

**ADULT STUDENT
HANDBOOK**

2018-2019

Approved July 2016

Amended November 2018

WSWHE BOCES Compliance Statement

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its programs and activities, including employment and admission as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Turina Parker and Ronald Black, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828. phone: (518) 746-3310, email: tuparker@wswebooces.org or rblack@wswebooces.org. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005- 2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov

EMPLOYMENT TRAINING FOR ADULTS PROGRAM

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MISSION OF WSWHE BOCES

The Washington Saratoga Warren Hamilton Essex Board of Cooperative Education Services provides cost-effective shared educational programs and support services that complement component school districts in strengthening the quality of living and learning in their communities.

MISSION of WSWHE BOCES ETA PROGRAM

The Washington-Saratoga-Warren-Hamilton-Essex BOCES ETA Program educates tomorrow's workforce by:

- Providing a solid foundation of both knowledge and skills;
- Preparing graduates for successful careers in a wide range of fields, with particular focus on the dynamic, rapidly changing and challenging fields of: health professions; transportation; business; manufacturing; law/public safety; construction; technology
- Integrating academic excellence with the highest professional standards;
- Collaborating with regional Business and Industry representatives to respond to workforce development needs

WSWHE BOCES ETA PROGRAM PHILOSOPHY

Central to the WSWHE BOCES ETA Program's philosophy are beliefs about people, workforce development, and the provision of responsive and dynamic learning experiences. We believe learning is a continuous process moving from the simple to the complex that leads to changes in student behavior. Learning is enhanced by active involvement on the part of the learner as well as interaction with faculty, both of which promote students' critical thinking and problem solving abilities. We believe employment training and adult education should provide students with learning skills that prepare them for the changing needs and dictates of the workforce and society.

PROGRAM REQUIREMENTS

ENTRANCE REQUIREMENTS*

- a) All candidates must be of good moral character
- b) Candidates must be at least 18 years of age (candidates must be 21 years of age for CDL Class A)
- c) MTT program candidates must interview with the interviewing committee
- d) CNA Program candidates must submit a satisfactory physical examination (at their own expense). Students must also provide proof of PPDx2, immunizations or titers (specifically MMR, Varicella). This must be submitted prior to the first day of class.
- e) CDL candidates must be able to demonstrate the ability to shift a manual transmission.
- f) Permit-holding candidates must attend the classroom portion of the CDL training if they plan to take the driving portion of the training in a BOCES vehicle

**Additional requirements may be applicable to individual programs/courses*

TRANSFER STUDENTS

WSWHE BOCES does not allow for any transfer credit due to the variations in curriculum and hours for each program.

PROGRESSION REQUIREMENTS

CNA:

- Students must “PASS” supervised clinical experiences. This includes mastery of specific skills and continuous *growth* in their ability to critically solve problems and apply academic knowledge in all care settings.
- All missed time must be made up. **If the cumulative time absent is more than 10 hours student may be dismissed from the program.**
- Students who have not met all attendance requirements, and who are short on hours, will be ineligible for testing.
- Text and workbooks are to be brought to class each day with assignments complete. Students are responsible to be ready to quiz/test upon return from an absence.

COMPLETION REQUIREMENTS

ETA will issue a completion certificate for all students who have maintained at least 80% attendance, and have demonstrated sufficient mastery of the skills and knowledge necessary for course completion, as determined by the instructor, with additional requirements as noted below. Completion requirements may differ for programs leading to professional certification.

CNA

Once students complete the program, they can register for the New York State Certified Nurse Aide exams. Exams are administered by Prometric in conjunction with the New York State Department of Health and associated guidelines. The WSWHE BOCES and the classroom instructor will assist students in registering to take the exam once all program requirements have been completed. Students will be responsible for re-tests and obtaining their certification following the initial scheduled exam. CNA exams are held after class sessions have ended when a Prometric Examiner is available to administer the exam. Exams may be scheduled 2 to 4 weeks out from the end of each session. On that date each student will have a fellow classmate as a volunteer to test on. Candidates will also need to have an original Social Security card on the day of testing and an additional photo ID. No photocopies are accepted. Failure to adhere to these requirements will result in forfeiture of fees; in such cases, candidates will need to reschedule and pay again at his/her own expense.

Criminal History

Students need to know that NYS Department of Health requires that all nursing homes and home care agencies conduct fingerprint criminal history record checks (CHRC) for all new unlicensed individuals employed or used to provide direct care to or supervision of residents or clients. Nursing home certified nurse aides (CNAs) and facility-paid nurse aide trainees are required to submit to a CHRC by the nursing home.

Authorization to Release School Records

Students will need to sign the Authorization to Release School Records form so that WSWHE BOCES can release grades and performance information as requested.

Sponsoring Agencies

Sponsoring agencies may request a competency report. Upon request, sponsoring agencies can request that weekly student attendance records and evaluative records be sent to a designated representative. Also, sponsoring agencies will receive a copy of the student's certification upon completion of the program if the student has submitted an Authorization to Release School Records form.

Reference Requests

Students can contact instructors for reference requests. Reference requests should be in writing (email or letter) and made within six months of completing the program. Students will need to provide the name/address of the contact and indicate if they would like a copy in writing.

ATTENDANCE POLICIES

WSWHE BOCES ETA Program expects that its students will recognize that commitment to full participation in the learning environment is an essential component of providing safe and competent work functions. Attendance is expected in all educational activities. Reliable and prompt attendance at the assigned time is both a professional responsibility and a minimal expectation of employers. Therefore, during the ETA program, students must demonstrate reliable attendance and promptness. Whenever an absence or tardy occurs, it is entirely the responsibility of the student to obtain any handouts or assignments.

Closing Policy

In the event that the Southern Adirondack Education Center or F. Donald Myers Education Center has to close due to weather or other emergencies, school closings will be announced at www.wswheboces.org. The decision to close or cancel BOCES ETA classes will be made in consultation with the program Director and District Superintendent or Designee. School cancellations will be made up based on classroom/instructor availability.

CNA

Students in the CNA program must also complete an **Absence Remediation Form** for any absence and the form must be approved by faculty. Any assignment due on the day of absence must be turned in the day the student returns to class or lab, and any missed exam must be completed that day.

- Each student must sign in and out daily as a record of attendance, as this is a requirement to prove attendance for clock hour programs.
- All absences from the CNA program must be made up and will require an Absence Remediation Form to be completed.
- It is the responsibility of the student to notify the school and the instructor when he/she will be late or absent from class or clinical prior to reporting time.
- Failure to contact the school may result in dismissal.
- Instances of students arriving tardy or leaving early from class/clinical will result in time being subtracted in fifteen-minute increments (i.e. 1-15 minutes equals ¼ hour, 15-30 minutes equals ½ hour, etc.)

CNA Extenuating Circumstances

A student in jeopardy of dismissal for attendance, who is passing academically and clinically, with a recommendation of a full time faculty instructor and documentation of extenuating circumstances, may apply to the ETA Supervisor for a one-time consideration in regards to their attendance. This may only be done once during the course of the program. In addition, if the student requires reasonable accommodation pursuant to the Americans with Disabilities Act, he or she must apply to the ETA Supervisor or other designated BOCES official. Missed clinical days must be made up by the student at a pro-rated hourly cost. Students who have not completed all program hours are ineligible to test.

CNA Clinical / Lab Attendance Policy

Students receive 90 hours of classroom instruction (which includes laboratory instruction) and 30 hours of supervised clinical experiences.

Students are required to attend all lab and clinical rotations. Attendance is required for the total scheduled clinical/lab time. Clinical experiences will take place at the Stanton Nursing and Rehabilitation Center located at 152 Sherman Avenue in Glens Falls, NY. Students are expected to comply with HIPPA guidelines and regulations at all times.

1. Clinical absences of **greater than two (2) days** per program session will result in dismissal from the program.
2. An **Absence Remediation Form** must be completed for any absence.
3. Students are expected to have the designated clinical days free from other obligations.
4. Students must have transportation to the clinical facilities and a backup plan in the event of unforeseen problems.
5. Tardiness is not acceptable. Students who arrive later than the scheduled clinical start time will be sent home and counted absent unless the clinical instructor has been notified and has approved the late arrival, where time tardy will be accrued in 15 minute increments.
6. The student **must speak to the clinical instructor at least thirty minutes** before the scheduled beginning of the shift if he/she is going to be absent. It is not acceptable for anyone else to call in for the student. Do not text your instructor that you will be late.
7. If unable to attend an outbound shadow experience call the site and the Program Supervisor. An **Absence Remediation Form** must be completed as with any other absence.

Failure to attend or to call will be considered a clinical failure. Two (2) clinical failures will result in dismissal from the program.

Absence Remediation Form

Make-up Time: _____

Name: _____

Today's Date: _____

Date of absence: _____ Reason for absence (optional): _____

Hours of absence: _____

Current total number of hours missed: _____

Type of hours missed (class/lab/clinical): _____

Actual content missed: _____

Date of make-up time: _____

Plan of make-up time (use additional space on back if needed):

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Post make-up: Followed through on above plan. (Attach any documentation)

Student signature: _____ Instructor initials: _____

Or: unable to complete plan due to: _____

Plan B: _____

Summary: hours missed _____ hours made-up _____ difference of _____

Make-up time was within guidelines in handbook: _____

Student signature: _____ Date: _____

Supervisor signature: _____ Date: _____

CNA Classroom/Clinical Grading Policy

Student Evaluation may include:

- Quizzes
- Tests
- Workbook Assignments
- Peer Observations (three or more by peers)
- Final Instructor Observation
- Instructor Evaluative Summary and Performance Rubrics
- Certifying Exam(s)

With respect to observations, students must perform skills three or more times in front of peers during lab assignments before the final instructor observation takes place.

Students will be asked to perform skills as listed on the Nursing Assistant Clinical Skills Checklist sheet.

At the end of the program, the instructor will provide students with an evaluative summary of each student's performance based on their academic and clinical experience.

The NYS CNA exam consists of the following testing components and can take up to 9 to 10 hours to complete in one session:

- Written (computerized)
- Lab Performance Skills (hands-on)

Supervised Clinical Experience

During the supervised clinical experience component of the CNA training program, the lead instructor will keep a performance record for each student which consists of:

- duties/skills expected to be learned in the program
- date the student performed the duty/skill
- indication of performance level
- initials of the instructor who supervised the performance

Clinical performance will be rated "pass" or "fail" each week by the clinical instructor. A student may not exceed more than two clinical failures for the program duration. **The student will be dismissed from the program if they have received 2 clinical failures.**

Examples of student actions in the clinical setting which may result in a clinical failure include, but are not limited to:

- **No Call or No Show**
- **Communication**
 - Does not maintain patient confidentiality
 - Does not receive or give report to instructor and co-assigned nurse

- Is unprepared for clinical; paperwork is not completed, medications have not been researched, procedures have not been reviewed, etc.
- Does not assume responsibility for own actions
- Does not interact appropriately with staff and peers
- Not fit for duty to actively participate in the clinical setting. This includes but not limited to being heavily perfumed, or under the influence of foreign substances (i.e.: alcohol, illegal drugs etc.)
- Having cell phone in a patient environment in the clinical setting.

Additionally:

- Students will be given criteria for required clinical skills at the beginning of a clinical week.
- Instructors may assign remedial assignments if the student fails to demonstrate expected progress.
- Clinical make-ups will be at the discretion of the faculty and will be reviewed on a case-by-case basis. Cost of clinical make-ups are at the expense of the student.
- The clinical instructor shall meet with each student at the end of each week to discuss the student's progress in the clinical area. This will be documented on the weekly clinical progress report form.
- Students are expected to adhere to the dress code outlined in the WSWHE BOCES Practical Nursing Student Handbook.
- Students may be required to return to Lab to practice skills if deficiencies are identified by the clinical instructors.

Dismissal Procedure & Appeal

When situations arise which may result in a student's dismissal from the program, the student will be asked to attend a meeting with the program supervisor, and any appropriate WSWHE BOCES personnel. Students in jeopardy of being dismissed will be given notice at least one (1) day prior to being dismissed. Such notice will be given at a meeting between the student and the program coordinator, after which the attendees will sign a document highlighting the key points of the meeting, indicating that they have met and understand the material presented. Copies of any documentation provided to the student at the meeting will be attached to the agreement.

Once the determination is made to dismiss a student from a course/program, a meeting with the student will take place with the Program Supervisor, outlining the cause or causes for dismissal including any additional back up documentation. Students may appeal decisions to the WSWHE BOCES Executive Director for Educational and Support Programs by writing a letter stating their concerns and requesting a meeting to appeal the decision.

Returning Students

Students who have attempted the program twice but have been unsuccessful, may not apply for a third attempt.

Medical Leave of Absence

Generally, no medical leaves of absences will be granted. However, in extreme circumstances, the administration may make a case-by-case determination as to whether a leave may be granted. Request for a medical leave of absence must be made to the Program Supervisor and the Executive Director for Educational and Support Programs, who will determine whether to grant such request in consultation with the BOCES administration.

Fitness for Duty Practices (A Zero Tolerance Offense)

The program has a vital interest in ensuring a safe and healthy working and educational environment for students, instructors, administrators and those we serve. Students may not possess or use any nonprescribed controlled substances, or illegal drug or substance, except for that possession which occurs in the scope of their instruction or clinical practices within the program. At time of orientation, all students must give consent to be tested for illegal substances if there is reasonable suspicion that the student may be under the influence of illegal or non-prescribed controlled substances at any time during the program. Students may not report to the program or perform any duties related to their program while under the influence of alcoholic beverages or non-prescribed or illegal substances, and any consumption of alcoholic beverages, non-prescribed or illegal substances at or during the program is strictly prohibited. The WSWHE BOCES reserves the right to require drug screening based upon reasonable suspicion that the student may be under the influence of alcohol, or illegal or non-prescribed controlled substances, or the any combination thereof. A "reasonable suspicion" must be based upon specific, reliable observation that the BOCES employee or Clinical Site supervisor can articulate concerning the appearance, behavior, speech or smell of the student. The following observations may indicate drug or alcohol use: unsteady gait, odor of alcohol on the breath, thick or slurring speech, aggressive or abusive language or behavior, and disorientation or lethargy. The Glens Falls Hospital Center for Occupational Health will be the primary provider of this service.

If at any time there is a reasonable suspicion is identified and articulated that the student may be under the influence of an illegal substance, the student will be immediately removed from the class, lab, or clinical setting and must be tested within eight (8) hours. Testing will occur at the Glens Falls Hospital Center for

Occupational Health, located at 135 North Road, Wilton, NY 12831. The student will be required to arrange for transportation by another person to- and from- the testing center. The student may not return to class, lab, or clinical settings until the testing is completed and the results are known. In the event a student is taking medication prescribed by a physician, or an over-the-counter medication, the student will be asked to take the test anyway. *Students who refuse testing, including by failing to present at the Center for Occupational Health for testing within eight (8) hours, will be dismissed from the program.* Cost of testing is at the student's expense.

In the event of a confirmed "positive" result for any alcohol, illegal or other non-prescribed controlled substance, dismissal will be immediate. If the test reveals the presence of a prescribed medication, the student will be asked to show proof of prescription. Failure to provide proof of prescription will result in the student's dismissal.

In the event a student is using controlled substances or medication prescribed for them, under the direction of a physician or any other person authorized to prescribe controlled substances, the student is responsible for discussing with the prescriber their specific duties and responsibilities in this program, in order to determine whether the prescribed medication may cause any adverse impact or effect on the student's ability to perform and participate in the program. If the prescribed medication may have an adverse effect, the student must obtain from the physician or other prescriber, a letter detailing any recommended restrictions. Upon being prescribed a medication which may have an adverse impact on the student's performance or participation, the student will immediately provide the letter to the Program Supervisor, who will, in consultation with the BOCES administrator, review the information and will make a determination whether the student is safely able to continue to participate in the program. If a prescription or over-the-counter medication has been prescribed and is necessary for the student BUT renders the student unsafe in the class, lab or clinical setting, the BOCES reserves the right to remove the student from the class, lab or clinical setting. If the removal exceeds the absences allowed in the attendance policy, the student may be dismissed from the program.

Student Remediation and Conflict Resolution

The Conflict Resolution and Student Remediation process is the same whether the issue is initiated by the student or the faculty.

Stage 1: Students will be addressed by their primary instructor whenever a problem requires remediation. This may involve behavior, attendance, clinical performance or any other area related to their education and success in the program. Effort will be made to identify underlying issues and a solution developed to correct the problem. This will be documented.

Stage 2: In the event an issue continues without resolution, the instructor and/or other program faculty will meet with the student to discuss and modify the plan to achieve long-term success in the program. This will also be documented as above. The instructor for the student will provide assistance and support to the students. The Program Supervisor will receive copies or documentation towards resolution.

Stage 3: The third stage will involve the Program Supervisor as needed. The severity of the issue will dictate the outcome; another plan for remediation, discipline, or potentially dismissal. Students will receive written notification of the decision.

Stage 4: If no satisfactory resolution has occurred students may request a meeting with the Executive Director for Educational and Support Services after the steps above have been taken. Beyond these steps a student may follow the grievance policy.

STUDENT BEHAVIOR EXPECTATIONS

Classroom Code of Conduct

1. Students must maintain a professional attitude in class, in the laboratory, during site visits and off-site activities, in the clinical setting and towards others. Unprofessional conduct may result in dismissal.
 - a. A conference with the assigned teacher and student will follow the incident. This meeting will occur as soon as possible to discuss remediation and consequences.
 - b. Some examples of unprofessional behavior are: swearing, disruptive behavior and cell phone use. The above list is not all inclusive and provides a sample only.
2. Students are expected to behave in a polite and respectful manner to all members of the class, staff, and other building users.
3. Disruptive behavior during class will result in the student being asked to leave the class.
 - a. Electronic devices are to be **turned off** during class and clinical.
 - b. Any student with an electronic device on during class or clinical will be dismissed for the remainder of the day and marked with an unexcused absence.
4. Honesty and integrity should be practiced by students as they complete assignments, research papers and sit for tests. Cheating and plagiarism are examples of unethical academic practices and such behavior will result in disciplinary action and/or negatively impact grades as deemed appropriate by the faculty.
 - a. Cheating may include, but is not limited to, any of the following behaviors: looking at another student's test paper, text messages, passing or receiving answers from a fellow student, obtaining unauthorized copies of an exam prior to a test, using crib notes and changing an answer when a test is returned.
 - b. Plagiarism is defined as stealing and using another's ideas. Examples can range from not citing work correctly to copying work directly from a source such as a book, article, online source, or another student.
5. Students are allowed to have a beverage during class. Food and snacks should be consumed during the allotted break time. No beverages or snacks are to be consumed in the computer labs or clinical labs
6. Sleeping in class will result in the student being dismissed for the day and marked with an unexcused absence.
7. Attendance is required within the stated guidelines.
8. Conflicts will be dealt with in an adult and professional manner between the involved individuals only. Students may ask an instructor to help mediate and resolve the conflict. All WSWHE BOCES policies are to be adhered to, including those regarding conduct, drugs, alcohol, smoking, etc.
9. **Cell phones are not permitted in class, lab, or clinical.** At the beginning of each instructional day phones are to be turned off and placed in student mailboxes or left at home. Messages can be checked during breaks. No text messaging, cameras or videos. Online access is allowed only with faculty permission. **Cell phones are not to be used as calculators.**
10. Use of any personal electronic equipment during class and clinical is prohibited (IPOD, MP3, PDAs, etc.). Laptop/tablet use is at the instructor's discretion. See WSWHE BOCES Internet policy.
11. Students are expected to dress in a professional manner; one that is clean, appropriate, and non-offensive.
12. Cleanliness is important as classmates are in close proximity (daily bathing, clean hair, oral hygiene, etc.)

CNA Clinical Dress Code

The Clinical Dress Code will be enforced. Lack of compliance in clinical dress code will result in immediate dismissal for the day and result in a clinical failure.

UNIFORMS	All students shall wear complete uniform as designated by school policies. They shall be freshly laundered, wrinkle-free and of appropriate length and fit. Underwear worn appropriate for uniform, special area dress codes will be followed when applicable. Uniforms are required for all clinical experiences.
SHOES	All students shall wear clean, white shoes. They shall be appropriately sturdy and supportive. Shoes must cover toes, have a strap on the heel and if sneakers are chosen they must be all white. Shoes with open holes (such as Crocs) are not permitted.
SWEATERS	No sweaters shall be worn while in clinical area. Blue lab coats (matching scrub color) are permitted, with school patch on left sleeve.
HAIR	Hair length shall be above top of collar and away from face. Long hair should be pulled up and secured in a neat arrangement. Males must be clean-shaven, although beards and mustaches are acceptable. No outlandish hair colors.
COSMETICS	Light use of make-up is allowed. No perfume or cologne is allowed. No nail polish or artificial nails are permitted.
JEWELRY	No costume jewelry may be worn. Plain wedding bands are the only rings allowed. Small posts may be worn in pierced ears; one earring per ear lobe. <u>No visible body / tongue piercing</u>
TATTOOS	Tattoos are to be covered during clinical rotations.
I.D	The BOCES picture ID is required at all times during clinical.
ACCESSORIES	Accessories such as coats, purses and book bags should be stored in the areas provided by the clinical sites. Security is not provided. Valuables should be secured at home or in your car.
PERSONAL	No food, drink, gum chewing or smoking is allowed. No cell phone should be brought into the clinical site. Lunch is to be brought to the clinical site each day as students are not permitted to leave the premises during clinical hours.

DRESS CODE WILL BE ENFORCED

TUITION PAYMENT AND REFUND REGULATIONS

Tuition Payment Regulation

Tuition is due in full at time of registration. Any student being sponsored, in part or in whole, by outside sources, must provide the WSWHE BOCES with verification of these sources prior to the start of the course.

Refund Policy

Employment Training for Adults Program follows the WSWHE BOCES Board of Education Refund Policy.

ALL UNPAID TUITION / FEES ARE SUBJECT TO THE BOCES COLLECTION POLICY.

EMERGENCY RESPONSE PROCEDURES

Emergency Response Procedures are posted in all classrooms and are to be followed.

BOCES POLICIES

All BOCES Policies and Regulations must be adhered to. All ETA students and employees are responsible for reviewing all BOCES Policies and Regulations.

All policies can be accessed via the BOCES website at https://www.wswheboces.org/board_policies

APPENDIX A: PROGRAM HOURS OVERVIEW

TRANSPORTATION: COMMERCIAL DRIVING

COURSE	HOURS
CDL Classroom Instruction	16
CDL Class A Driving	24 (minimum)
CDL Class B Driving	15

HEALTH PROFESSIONS

COURSE	HOURS
CNA	120
EKG TECHNICIAN	50
MEDICAL ADMINISTRATIVE ASSISTANT	50
MEDICAL BILLING AND CODING	80
MEDICAL TERMINOLOGY	21
PHLEBOTOMY TECHNICIAN	90
<i>ONLINE HEALTH PROFESSIONS</i>	
PHARMACY TECHNICIAN	50
EKG TECHNICIAN	50
ELECTRONIC HEALTH RECORD MANAGEMENT	95

MANUFACTURING

COURSE	HOURS
WELDING I	30
WELDING II	30
WELDING III	30

AWS WELDING CERT PREP	5
MACHINE TOOL TECHNOLOGY	500

CONSTRUCTION

BASIC RESIDENTIAL WIRING	48
ADVANCED RESIDENTIAL WIRING	48
CONSTRUCTION: RESIDENTIAL AND TINY BUILDING	225
HVAC TECHNICIAN TRAINING	96

TECHNOLOGY

COURSE	HOURS
TECHNOLOGY SKILLS FOR THE WORKPLACE	30

LAW & PUBLIC SAFETY:

COURSE	HOURS
SECURITY GUARD 8 HOUR PRE-ASSIGNMENT COURSE	8
SECURITY GUARD 8 HOUR ANNUAL TRAINING	8

APPENDIX B: COURSE DESCRIPTIONS

CDL Classroom Instruction: 16 hours

This course is designed to help those adults who are planning to take the written Commercial Driver's License (CDL) test. The CDL is a written exam that is used as a way to obtain a permit used to applying for either a Class A or Class B License. A permit is necessary to participate in CDL Driving instruction to prepare for the CDL road test. Students will be prepared for the following Department of Motor Vehicle written test. (Air Brakes, Hazardous Materials, Combination Vehicles, Wrecker Recovery, Double and Triples, Passengers, Tank Vehicles)

CDL Class A Driving Instruction: 24 hours (minimum)

The Class A Driving course is designed to instruct students who have already received a CDL permit and who are looking to build skill to prepare for the Class A road test and enter into the world of work. The theory associated with this practical instruction is covered in the CDL classroom course and will be used as the basis for practical driving instruction. This instruction occurs “in the cab” of ETA program trucks used for driving instruction but also used by the students to take their CDL road test. More hours are provided (6 additional for a total of 30) if necessary to complete road test for Class A.

CDL Class B Driving Instruction: 15 hours

The Class B Driving course is designed to instruct students who have already received a CDL permit and who are looking to build skill to prepare for the Class B road test and enter into the world of work. The theory associated with this practical instruction is covered in the CDL classroom course and will be used as the basis for practical driving instruction. This instruction occurs “in the cab” of ETA program trucks used for driving instruction but also used by the students to take their CDL road test.

Certified Nurse Assistant: 120 hours

The Adult Certified Nurse Assistant Program is designed for individuals who would like to work as a supportive caregiver in a healthcare setting or other health-related disciplines. The program spans the course of eight weeks with classes meeting three times per week. Students learn total patient care in both the classroom and through the off-campus supervised clinical experiences. Students prepare for the New York State Certified Nurse Assistant examination. This certification qualifies candidates to work in any nursing home in New York State.

Medical Administrative Assistant: 50 hours

This course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. This program does not include a national or state certification as part of its overall objectives. This program covers important background information on the medical assisting professional and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so they can gain the necessary skills required to obtain a medical administrative assistant position in the healthcare field.

Medical Billing and Coding: 80 hours

This combined billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course

covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory) ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service codes using manuals, (CPT, ICD-10 and HCPCS).

Medical Terminology: 21 hours

The medical terminology course is designed to provide participants with an overview of medical terms and their use among healthcare personnel. This course introduces common prefixes, suffixes, and word roots used in the language of medicine. Upon completion of the course, participants should be able to identify, pronounce, spell and define medical terms as related to selected body systems. This course will provide a foundation for further study within the medical field.

Phlebotomy Technician: 90 hours

This course prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform vein-punctures completely and safely. Class and lab work include terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice and training in skills and techniques to perform puncture methods.

Basic Residential Wiring: 48 hours

This course is designed to emphasize all elements of house wiring, laws of electricity, building codes, wiring, testing and troubleshooting

Advanced Residential Wiring: 48 hours

This is a continuation of Basic Residential Wiring including advanced wiring techniques, service entrances, panel wiring, conduit bending, and codes. Be prepared to offer a project for this class.

Certified Security Guard Pre-Assignment: 8 hours

This course is the first step for anyone wishing to work as a security guard. NYS law requires all security guards or personnel acting in security functions to be licensed. Successful completion of this course occurs upon passing the Certification Exam.

Security Guard Annual In-Service Training: 8 hours

This course must be completed within 12 calendar months from the completion of the 16-hour \ on-the-job training course for security guards and annually thereafter. The course includes updated information on the duties and responsibilities of a security guard, legal powers and limitations, emergency situations and other related topics.

HVAC-R Technician Training: 96 hours

This course is broken into four modules; Electricity in HVAC, Piping & Soldering, Gas Burner & Oil Operation & Service, and Refrigeration & A/C. Course was designed with input from local HVAC industry leaders. Completion of all four modules will give the successful student the skills necessary for entry-level positions. The modules are sequential. The course ends with EPA 608 Certification Exam.

Machine Tool Technology Training: 500 hours

This course provides students with the skills necessary for entry-level positions in the machining field. This course includes a basic math refresher, blueprint reading, precision measurement and layout, machine safety and concepts, CNC programming, lathe and mill practical, CNC lathe practical, and finishing.

Welding 1: 30 hours

This course will provide students with entry-level skills in Welding. This course includes basic welding theory, safety in welding, introduction to oxygen, basic weld symbols for blueprint reading. You will learn oxyacetylene welding using the cutting torch and brazing, electric arc and other welding techniques, and SMAW (Stick) welding with a variety of electrodes in the flat and horizontal fillet positions.

Welding 2: 30 hours

This course is for welders already in the industry or looking to upgrade their skills. The course includes some exploration into MIG and TIG. Safety is emphasized.

Welding 3: 30 hours

This course includes hands on training on carbon steel plate in the horizontal, vertical and overhead positions with 7018 electrodes. This course is designed in preparation for the AWS 01.1 certification test/DOT test. Upon satisfactory completion of Course 3 students should be proficient in the horizontal, vertical and overhead positions, be able to recite safety concerns for SMAW out of position welding and be proficient in Oxy fuel. Some students may be ready for testing at this time. Modification can be added for DOT certification (material thickness & rod diameter).

Online Healthcare Courses**Pharmacy Technician: 50 hours**

This course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, and defining generic and brand name drugs. The program also includes an optional clinical externship with a local healthcare provider.

EKG Technician: 50 hours

This course prepares students to perform EKGs. It includes information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography, and stress testing.

Electronic Health Record Management: 95 hours

This 95-hour program prepares students to understand and use electronic records in a medical practice. The course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation, and regulatory requirements of the electronic health record.

APPENDIX C: PROGRAM CALENDAR

Class will not be in session on the following days:

September 3, 2018 - Labor Day
October 8, 2018 - Columbus Day
November 12, 2018 - Veteran's Day
November 21 - 23, 2018 – Thanksgiving Holiday Break
December 24 - 26, 2018 - Holiday Break
December 31, 2018 – January 1, 2019 - Recess
January 21, 2019 - Martin Luther King, Jr Day
February 18, 2019 - President's Day
April 19, 2019 - Good Friday
May 27, 2019 - Memorial Day

**An updated program calendar will be provided each year. Course sessions to follow said calendar.*



EMPLOYMENT TRAINING FOR ADULTS

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