Champlain Valley Educational Services Welcomes You!

CVES Mission Statement

“Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.”

CVES Vision Statement

“We aspire to be a nationally recognized, premier provider of dynamic and innovative programs and services, serving as a catalyst for personal and regional economic growth.”

Core Beliefs

- Students are our first priority.
- We value open and honest communication.
- We embrace collaboration and shared decision-making.
- We promote creativity and innovation.
- All students can learn and be successful.
- We all lead by example.
- We act with integrity, fostering respect for all.
- Students, family and community are valued partners for success.
- We ensure a safe, supportive learning and work environment.
- We all impact the educational process and are dedicated to perform at the highest possible levels. Teachers, administrators, parents, employers and our community share the responsibility for helping students learn.

Public Non-Discrimination Notice:

Champlain Valley Educational Services does not discriminate on the basis of race, color, national origin, sex, disability, age or any other legally protected status in its programs, activities, employment and admissions; and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this nondiscrimination policy may be directed to one of the following Civil Rights Compliance Officers:

Mr. James McCartney III  Ms. Cathy Snow  Mr. Reggie McDonald
518 Rugar Street  OneWorkSource  CVES– William A. Fritz
Plattsburgh, NY 12901  Plattsburgh, NY 12903 1585 Military Turnpike
(518) 536-7343  (518) 561-0430 x 3079  (518) 561-0100 x 299

Version 2.5
8/17/15

2
CV-TEC Welcomes You!

Champlain Valley Educational Services

Board of Education
Larry Barcomb          Leisa Boise           Evan Glading
Linda Gonyo-Horne     Jan Guffey            Richard Harriman
Craig Jackson         Donna LaRocque         Richard Malaney
Ed Marin              Thomas McCabe          Paul Mudie
Bruce Murdock         Lori Saunders          Michael St. Pierre

Administration
Dr. Mark C. Davey, District Superintendent
Michele Friedman, Director of CV-TEC
TBA, Plattsburgh Main Campus Principal
James McCartney III, Satellite Branch Campus Principal
Dr. Grace Stay, Mineville Branch Campus Principal
Cathy Snow, OWS Campus Supervisor

CV-TEC Student Services Counselors
Lucy Marbut            Kevin Donoghue

CV-TEC Coordinators
Sue Baker              Connie Flick          Colleen LaFountain

Multiple Campus Locations Serving You!

- Plattsburgh Campus (Main) 1585 Military Turnpike, Plattsburgh, NY 12901
- Satellite Branch Campus 518 Rugar Street, Plattsburgh, NY 12901
- Mineville Branch Campus 3092 Plank Road, Mineville, NY 12956
- OWS Campus 194 US Oval, Plattsburgh, NY 12903
- Instructional Service Center (ISC) - Ticonderoga CSD, 5 Calkins Pl, Ticonderoga, NY 12883
Fall 2015

Dear Prospective CV-TEC Student,

On behalf of everyone at CV-TEC, I am proud to present to you our Fall 2015 Program Guide and Course Catalogue! This edition reflects our accreditation status by the Council on Occupational Education (COE)!

As you may know, CV-TEC has had a long history of serving North Country Residents. We offer dozens of September—June programs and many other shorter, “Seminar”-type and online programs and courses. In addition to new 21st Century Skills initiatives, our status as a nationally accredited institution will make our programs and offerings even stronger than before!

I hope you find the Fall 2015 program offerings of interest to you. We have the highest expectation for the hundreds of CV-TEC students who enroll in our rigorous and relevant programs each year. Our graduates enjoy a high rate of success in continuing their education or entering employment.

Please feel free to make an appointment to visit us any time. Our administrators, counselors, and teachers welcome the opportunity to provide area residents and their families the opportunity to discuss and explore our many offerings.

Let CV-TEC assist you in Launching Your Career!

Sincerely,

Michele Friedman
CV-TEC Director
# Table of Contents

Mission Statements, Administration, Locations 2-3  
Letter of Introduction from the Director 4  
Table of Contents 5-7  

## Schedule of Fall 2015 Continuing Education, Job Upgrade, Exploratory Courses

Continuing Education Evening Classes (Main & Satellite Branch) 8-19  
Continuing Education Evening (Mineville Branch Campus) 18  

School Calendar, 2015-2016 24  
Hours of Operation 25  
Emergency/Snow Day Closing Procedures 25  
Campus Floor Plans (Main; Satellite Branch; Mineville Branch) 26-27  
Directions to CV-TEC Campus, Branch Campuses & ISC TI Locations 28-29  
Current Faculty Roster 30-31  
Policies & Procedures 32  
  - CV-TEC History 32  
  - Equipment & Supplies 32  
  - Accreditation & NYS Approval 32  
  - Special Accommodations for Students 32-33  
  - Housing 33  
  - Public Non-Discrimination Notice 33  
  - Articulated Credit 33  
  - CAP Credit 33  
  - Transfer Students from Other Institutions 34  
  - Transfer Credits from Other Institutions 34  
  - Transfer Credits Earned at CV-TEC 34  
  - Transfer of Students Between Programs 34  
  - Transfer of Credit Based on Articulation Agreements 34  
  - Class Size 35  
  - General Admissions Requirements 35-36  
  - Tuition and Fee Schedule 36-37  
  - Financial Aid 38  
  - Ability to Benefit 38  
  - Veteran’s Benefits and Principles of Excellence 38  
  - Refund Policy (Policy # 4340) 38-39  
  - Title IV Funding 39  
  - Short Term & Continuing Education Seminars 39  
  - Business & Industry Contract Courses 39  
  - International Students 39  
  - Student Records 39  
  - Family Educational Rights and Privacy Act (FERPA) (Policy # 5510) 40  
  - Transcripts 40  
  - Acceptable Use Policy (AUP) 40  
  - Attendance and Tardiness 40
Make-Up Time Policy (Policy # 4605) 41
Code of Conduct, Unlawful Substances//Smoking (Policy # 5300) 41-42
Unlawful Substances 42
Smoking 42
Dress Code 42
Campus and Crime Awareness Policy 43
Lighting/Physical Plant Concerns 43
Emergency Response and Evacuation Procedures 43
Safety and Security Drills Practiced Annually 43
Crime Awareness and Campus Security 43
Individuals to Notify in the Event of an Emergency 43
Emergency Closing Plan 44
Student and Employee Responsibilities 44
Grading System 44
Certificates of Completion 45
Administration of CTE-Related Standardized Assessments 45
Proficient Performance Standards 45
Leave of Absence 45
Performance Intervention 46
Removal from Academic Probation 46
Suspension & Dismissal 46
Academic Dismissal & Re-entry 46
Student Personnel Services 47
Work-Based Learning 47
Career Planning and Placement 48
Health, Safety and Risk Management 48
Media and Library Services 49
Adult Student Orientation 50
Post-Secondary Student Appeals Process 50-51
Student Grievance Policy and Procedures (Policy # 9012-R) 51
Authority and Responsibility 51
Grievance Procedure for Anti-Harassment & Anti-Discrimination 52
First Step in Grievance Procedure 52
Complaint Procedure: Notification 53
Complaint Procedure: Making a Complaint 53
Complaint Procedure: Time for Reporting a Complaint 53
Confidentiality and Privacy 54
Acknowledgement of Complaints 54
Investigation Procedures 54
Timing of Investigation 54
Method of Investigation 54
Notification to Complainant Party and the Accused Party 54
Remedial Measures 55
Prohibition Against Retaliation 55
Appeals 55
Appeal to District Superintendent 55
Appeal to Board 55
Record Keeping 56
Questions 56
Dissemination 56
Reporting Complaints/Grievances to COE 56
Consumer Protection 56
CV-TEC’s CTE Programs - Plattsburgh Main Campus

Animal Science/Veterinary Assistant Program  58
Environmental Conservation/Forestry Program  58
Electrical Design, Installation & Alternative Energy Program  59
Construction Trades  59
Graphic Design and Communications Program  59
Digital Art & Design Program  59
Medical Office Assisting Program  60
Allied Health I & II Program  60-61
Practical Nursing (LPN) Program  61
Culinary Arts Management Program  61
Early Childhood Education Program  62
Cosmetology Program  62
Security & Law Program  62
Auto Collision Repair Program  63
Automotive Tech Program  63
Certified Nurse Assistant (CNA)  63
EKG Technician Training  63
Phlebotomy* (* New pre-requisites apply)  64

Plattsburgh Satellite Branch Campus

Welding  64
New Visions: Medical Careers (HS Seniors Only)  65
Aviation Tech at PAI  65
Small Engines & Marine Tech  66
Heavy Equipment/Diesel Mechanics  66
Commercial Driver’s License (CDL–A)  67
Commercial Driver’s License (CDL-B)  67

Mineville Branch Campus

Natural Resources Management  68
Construction Trades  68
Allied Health I & II  69
Cosmetology  69
Security & Law Enforcement  69
Automotive Tech  70
Marine Academy*  70
Certified Nurse Assistant (CNA)  70

Online Courses Sponsored by Ed2Go & Gatlin  71-76

Registration Information  77-78
CV-TEC Adult Education Application  79
**Fall 2015 Adult Education Seminars**

**AIME XVI & AIME XVII Assembling Industry: Manufacturing & Education (AIME)**

Looking to start a new career in manufacturing? Give yourself an edge. AIME participants will engage in a number of academic and hands-on learning activities centered around Manufacturing. In partnership with Clinton Community College, the North Country Chamber of Commerce, and other business and industry partners, students will gain exposure to various topics and activities such as:

- OSHA 10 Hour for General Industry
- Lean 101
- Hand and Power Tool Use and Safety
- Precision Measurement
- Blueprint Reading
- Electrical Assembly
- National Work Readiness Credential

Participants will tour area manufacturing facilities in the region prior to their first class to learn about available positions in the manufacturing industry.

Instructors: TBA  
M-F (8:30 am—12:30 pm)  
$ TBA  
Varied Locations  
Date: Fall 2015  
Class Size: 10 Min  
Information Session(s): TBA

**ANIM 100 Introduction to 3-D Animation**

Are you interested in investigating the animation and/or video game design fields but don’t know where to start? This exploratory course will give you an introduction to working with industry-standard 3D modeling and animation software and processes. Students will use the design process to brainstorm, storyboard, model, animate, render and publish original work. Students also have the opportunity to start learning and practicing video game design and development techniques using the Unity game engine.

Participants will be more prepared to make better decisions regarding careers or further education as animators, visualization specialists, modeling specialists, 3D artists, character developers, 3D designers, video game designers, video game developers and others. Experience working with computers is a must. At the very least, you should feel comfortable composing and sending an e-mail with an attachment. Artistic ability is not required, but it does facilitate the process. (48 hours)

Instructor: M. Brown  
M/W 5:00 PM – 8:00 PM  
$479  
Plattsburgh, Main  
10/5/15 - 12/7/15  
Class Size: 8 Min.
Introduction to Web Design
This exploratory course will introduce students to designing, developing and maintaining a website on the Internet. Students will be introduced to the basics of graphical editing and manipulation, HTML coding, website construction, uploading, maintenance and ongoing administration. Exercises and projects will allow students to explore the principles of web design and apply them to their own sites. (48 hours)

Instructor: M. Brown  M/W     5:00 PM – 8:00 PM  $479
Plattsburgh, Main  10/5/15 - 12/7/15   Class Size: 8 Min.

BDYG 100 A Bodyguard Training
Explore introductory bodyguard techniques known to professionals! Based on curriculum developed by a retired U.S. Secret Service Agent. Topics include, but are not limited to: threat assessment; protective formations; motorcade operations; and emergency response procedures.
(8 Hours)

Instructor: Poirier   W/Th (5:00 - 9:00 pm)   $89
Plattsburgh Main Campus  11/18/15 & 11/19/15  Class Size: 8-10 Min.

CDLA 100 Commercial Driver’s License (CDL) Class A
The Tractor Trailer Driver Training Program is a 60-hour, experiential program offering instruction on a variety of topics such as: Introduction to the Tractor Trailer, Vehicle Control Systems, Inspections, Basic Control, Proficiency Development, Safe Operating Procedures, Advanced Operating Procedures, and Street Driving.

Program Completers take a CVES-sponsored road test to obtain a Commercial Driver’s License.

Prerequisites:
Class A Driver’s Permit (DMV); Recent Physical Examination (DOT); Previous Experience Driving a Standard Shift Vehicle

Instructor: Staff   M-Th (Varied Times)   $4,275
Plattsburgh, Satellite Branch  Dates: Ongoing   Class Size: 2 per session
Textbook: $40 (additional, optional fee)
CDLB 100 Commercial Driver’s License (CDL) Class B
The CDL-B Driver Training Program is a 15-hour, experiential program offering instruction on a variety of topics such as: Introduction to Vehicle Control Systems, Inspections, Basic Control, Proficiency Development, Safe Operating Procedures, Advanced Operating Procedures, and Street Driving. Students will learn how to operate a school bus and prepare to take the corresponding DMV Commercial Driver’s License for Class B.

Prerequisites:
Class B Driver’s Permit (DMV); Recent Physical Examination (DOT); Previous Driving Experience; 21 Years of Age or Older; Background Check

Instructor: Staff  M-Th (Varied Times)  $1,400
Plattsburgh, Satellite Branch  Dates: Call for Appointment  Class Size: 1 per session

Computer Basics Series Seminars!

COMP 100A Computer Basics
Do you have trouble finding what you need on your computer? In this exploratory class, students will learn the basic concepts, such as computer terminology, basic functions, and common shortcuts for a personal computer. Microsoft Windows 8 and Apple OS X will be demonstrated, while students work with Microsoft Windows 7. (6 Hours)

Instructor: Connie Flick  Tuesday, Thursday 4:30 pm – 7:30 pm  $59
Plattsburgh, Main  10/6/15 & 10/8/15  Class Size: 8 Min

COMP 101A Internet Basics
Can you tell the difference between a scam site that collects your personal information and a legitimate online shop? Would you like to be able to research more effectively on the Internet and not fall victim to computer viruses? Internet Basics will cover common terminology related to the Internet, how to search the Internet, and how to differentiate between sites that are bad for you or your computer. We will also cover spyware, malware, and software programs that can help you. (6 Hours)

Instructor: Connie Flick  Tuesday, Thursday 4:30 pm – 7:30 pm  $59
Plattsburgh, Main  10/13/15 & 10/15/15  Class Size: 8 Min
COMP 102A Digital Cameras and File Management
This exploratory course will teach students basic terminology and shortcuts for file management. We will work through how to download and edit from digital cameras and other media. We will also explore some of the free programs available to edit digital pictures. (6 Hours)

Instructor: Connie Flick  
Tuesday, Thursday 4:30 pm – 7:30 pm  
$59
Plattsburgh, Main  
10/20/15 & 10/22/15  
Class Size: 8 Min

COMP 103A Microsoft Word 2013
Learn to create a brochure, make a card, or to simply use Microsoft Word 2013 more effectively. This exploratory course is for beginners who are new to word processing. (12 Hours)

Instructor: Connie Flick  
Tuesday, Thursday 4:30 pm – 7:30 pm  
$119
Plattsburgh, Main  
10/27/15 - 11/5/15  
Class Size: 8 Min

COMP 104 A Microsoft Excel 2013
Learn to track your personal finances or mortgage. Students will learn to use formulas to automate many common functions. (12 Hours)

Instructor: Connie Flick  
Tuesday, Thursday 4:30 pm – 7:30 pm  
$119
Plattsburgh, Main  
11/10/15 - 11/19/15  
Class Size: 8 Min

Social Media and Email Etiquette
We will cover personal and business social media and how to leverage these technologies for your benefit. We will cover Instagram, Facebook, Vine, LinkedIn, and we will discuss common situations which occur on social media. We will also discuss how to use email programs to organize your daily schedule. (6 Hours)

Instructor: Connie Flick  
Tuesday, Thursday 4:30 pm – 7:30 pm  
$59
Plattsburgh, Main  
12/1/15 & 12/3/15  
Class Size: 8 Min
DDRW 150A Defensive Driving Workshop
NYS law allows drivers to reduce 4 traffic violation points on their driving record every 18 months and receive a 10% discount on all vehicle liability, personal injury protection and collision insurance premiums for three years. Empire Safety Council’s Defensive Driving Workshop is a fast and easy way to provide drivers with a proven effective driver safety program. (6 hr. course).

Instructor: D. Poirier  W/Th  (6-9 pm)   $59
Plattsburgh Main, Sec. & Law  10/28/15 & 10/29/15  Class Size: 10 Min.

Affordable “How-To” Home Repair Seminars

Need the confidence and “know-how” to assess basic home repair projects? Acquire life-long skills while saving thousands of dollars in construction costs!

Introduction to Wall & Chimney Repair
An exploratory course meant for homeowners, focused on providing participants with the knowledge and skill necessary to understand foundation and chimney repair. Students will learn how to mix and match mortar, how to lay down a “bed joint,” and how to remove and restore bricks. (24 Hours)

Instructor: Hackett  M/W (4:30 - 7:30  pm)   $239
Plattsburgh, Main  10/5/15 -  11/2/15  Class Size: 8 Min.

How to Install Your Own Walkways & Pavers
An exploratory course meant for homeowners. Participants will gain the knowledge necessary to create well-designed, level walkways. Participants will learn how to design, level and grade pavers, flagstone, or poured flatwork. (24 Hours)

Instructor: Hackett  M/W (4:30 - 7:30  pm)   $239
Plattsburgh, Main  11/4/15 -  12/7/15  Class Size: 8 Min.
How to Create Your Own Concrete Countertop!
An exploratory course meant for homeowners. Poured, concrete countertops have become extremely popular in some parts of the USA. As an alternative to Formica and marble, concrete countertops are both tasteful and affordable. Learn how to design, pour, and fabricate a kitchen countertop from a trained expert! (24 Hours)

Instructor: Hackett  M/W (4:30 - 7:30  pm)    $239
Plattsburgh, Main   12/14/15  -  1/13/16   Class Size: 8 Min.

How to Apply Tile/Slate in Your Own Home
An exploratory course meant for homeowners that will provide participants with the knowledge necessary to apply tile to floors and walls. Learn how to design, measure, lay out, level, affix and apply grout to tile, slate, and other masonry materials in your home! (24 Hours)

Instructor: Hackett  M/W (4:30 - 7:30  pm)    $239
Plattsburgh, Main   1/25/16 -  2/24/16   Class Size: 8 Min.

ELEC 150 A Residential Electricity I
Introductory course covering basics of residential wiring installation techniques, tools, switches, and receptacles. A hands-on, exploratory course introducing homeowners to National Electric Regulations. (48 hr. course).

Instructor: F. Johnson  M/W (4:30 - 7:30  pm)    $479
Plattsburgh, Main   10/5/15  -  12/7/15   Class Size: 8 Min.
Fall 2015 Adult Education Seminars

CV-TEC for 21st Century Skills!

New CNA Testing, Re-testing, and Review Opportunities!

CNA Re-testing:
New CNA graduates from CV-TEC or other CNA-granting institutions may re-take either skill or written exams through CV-TEC without an additional instructional charge. A standard Prometric testing fee of $115 will apply.

Instructor: Staff  Call CV-TEC for Administration Dates $115

CNA Review and Re-testing for Re-certification
Individuals whose CNA certification has lapsed may enroll in one of two CNA review options.

Option I: Recertification Testing (Only)
Instructor: Staff  Call CV-TEC for Administration Dates
Instructional Charge: $70  Testing Fee: $115  $185

Option II: Single Day, 5 Hour Review Class
Instructor: Staff  Call CV-TEC for Administration Dates
Instructional Charge: $140  Testing Fee: $115  $255

Option III: Two Day, 10 Hour Refresher Class
Instructor: Staff  Call CV-TEC for Administration Dates
Instructional Charge: $210  Testing Fee: $115  $325

Minimum Number of Participants for All CNA Review Classes: 8

For More Information, Contact Ms. Sue Baker, Health Careers Coordinator at 518-561-0100 x246.
Fall 2015 Adult Education Seminars

Medical/Health Services
CNA, EKG, HHA, & Phlebotomy

MCNA 200 A Nurse Assisting
CV-TEC’s Certified Nurse Assisting program encompasses 120 hours of instruction and training, and 32 hours of clinical experience. The Nurse Assistant works as a member of the nursing team delivering personal care to clients who need assistance. Certification is available through the State Department of Education (152 hr. course)

Instructor: Staff (Varied Times/Dates) $2,150* Class Size: 10 Min
Plattsburgh, Main 7/6/15 - 8/18/15 (8:30 am - 3:00 pm, M-Th)
Plattsburgh, Main 9/14/15 - 11/3/15 (3:30 pm - 9:00 pm, M-Th)
Plattsburgh, Main 12/7/15 - 2/9/16 (3:30 pm - 9:00 pm, M-Th)
Plattsburgh, Main 3/7/16 - 5/3/16 (3:30 pm - 9:00 pm, M-Th)

(4 Days/Week)
Text & Workbook $90; Uniforms Included Certification Cost, Additional $115

MEDT 150A Introduction to Medical Terminology
Introductory course designed to help participants gain knowledge and understanding of medical "elements" and how they are combined to build various medical terms. The course format combines audio-visual and textbook media. Participants will receive new instruction. This course will prove both entertaining and enriching. Do you know what a gastroenterologist specializes in? After taking this course, you will be able to define this term and many more! Cost of textbook included in tuition. (30 hr. course)

Instructor: Morrow T (4:00—6:00 pm) $299
Plattsburgh, Office Asst. 10/6/15 – 1/19/16 Class Size: 8 Min.; 18 Max
MEKG 150A EKG
Learn how to perform an accurate electrocardiogram tracing. Basic anatomy and physiology of the heart is included as well as a 2 hour shadow at CVPH. Beginning in September 2013: Certification through the National Health Career Association is available after successful completion of the course. A high school diploma or GED is required to sit for the certification examination. (51 hr. course).

Instructor: D. Tedford  (Varied Times/Dates) $625  Class Size: 10 Min.
Plattsburgh, Main  10/6/15 - 1/26/16  T (5:30 - 9:00 pm)
Plattsburgh, Main  2/2/16 - 5/17/16  T (5:30 - 9:00 pm)

Text & Certification Exam Extra (Text: $70; Exam: $105)

MPHL 150A Phlebotomy for Medical Professionals
Phlebotomy Training prepares the learner to perform capillary and venous blood drawings for the purpose of obtaining blood samples for laboratory analysis. “Job Upgrade” course requires employment in a medically related field required as a pre-requisite. Certification available through NHA or NCA. (70 hr. course)

Instructor: Staff  (Varied Dates) $825  Class Size: 10 Min*
Plattsburgh, Main  9/23/15 - 2/3/16  W, Th (5:30 - 8:30 pm)
Plattsburgh, Main  3/2/16 - 6/15/16  W, Th (5:30 - 8:30 pm)

Text & Certification Exam Extra ($60; $105)
**WLDG 100A Welding**

Hands-on, exploratory course will allow adult participants to practice MIG, TIG, and Arc Welding, various welding positions, and the application of oxyacetylene cutting for weld preparation and fit up. Students are required to purchase their own welding shield, welding jacket, and gloves. Instructor is a certified welder. (48 hr. course)

Instructor: T. Aubin  
Satellite Campus  

<table>
<thead>
<tr>
<th>Course Dates</th>
<th>Class Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/W 10/5/15 - 12/7/15</td>
<td>M/W (5:00 - 8:00 pm)</td>
</tr>
<tr>
<td>T/Th (10/6/15 - 12/1/15)</td>
<td>T/Th (5:00 - 8:00 pm)</td>
</tr>
</tbody>
</table>

**$479**  
Class Size: As Available

---

**WLDG 300 A Welding**

Challenging adult “Job Upgrade” course designed for participants possessing welding experience and who seek to expand their professional expertise by passing an American Welding Society (AWS) D1.1 structural steel code test. Hands-on, learning opportunities based on industry partnerships will teach students the essentials of Stick Welding (SMAW), and welding theory. AWS certification testing will be provided at the end of the course. Students supply personal helmet, clothing, and safety gear. (129 hr. course)

Instructor: T. Aubin  
Plattsburgh, Satellite Campus  

<table>
<thead>
<tr>
<th>Course Dates</th>
<th>Class Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/5/15 - 12/21/15</td>
<td>M - Th (5:00 - 8:00 pm)</td>
<td>$1,999 (includes lab fees)</td>
</tr>
</tbody>
</table>
MCNA 200B Nurse Assisting
CV-TEC’s Certified Nurse Assisting program encompasses 120 hours of instruction and training. The Nurse Assistant works as a member of the nursing team delivering personal care to clients who need assistance. Certification is available through the State Department of Education (152 hr. course)

Instructor: Staff (Varied Times/Dates) $2,150 *
Text & Workbook $90 Uniforms Included Certification Cost, Additional $115

Class Size: 10 Min

Mineville Campus 7/6/15 - 8/18/15 (8:30 am - 3:30 pm, M-Th)
Mineville Campus 9/14/15 - 11/3/15 (3:00 pm - 8:30 pm, M-Th)
Mineville Campus 12/7/15 - 2/9/16 (3:00 pm - 8:30 pm, M-Th)
Mineville Campus 3/7/16 - 5/3/16 (3:00 pm - 8:30 pm, M-Th)

CCNA 101 A CNA Recertification
CV-TEC now provides CNA classes for those whose certification has lapsed. Course includes 5-10 hours of review time and a standard testing fee.

Instructor: Staff Plattsburgh, Main Varied Times/Dates See Page 12

Retesting opportunities are available on both the Main and Mineville Branch Campuses by appointment. Please make arrangements with Ms. Sue Baker at 561-0100 x246. See page 12 of this catalogue for additional information.

HVEQ 200B Heavy Equipment Operation
Hands-on, introductory course will allow adult participants to learn basic operating principles of heavy equipment, including: a John Deere 450 Bull Dozer, a John Deere 310 SG 4x4 Backhoe, and a John Deere JD 1600 Excavator. Students will learn how to operate and to practice preventive maintenance on heavy equipment. (48 hr. course)

Instructor: Staff M/T/W (4:30-7:30 pm) $479
Mineville: Building Trades TBA Class Size: 8 Min.

WLDG 150B Welding
Basic, hands-on, exploratory course will allow adult participants to practice MIG, TIG, and Arc Welding, various welding positions, and the application of oxyacetylene cutting for weld preparation and fit up. Students are required to purchase their own welding shield, gloves, and chipping hammer. Instructor is a certified welder. (48 hr. course)

Instructor: T. Rodriguez M/W (5:00 - 8:00 pm) $479
Mineville Campus TBA Class Size: 8 Min.
CV-TEC has received special training funds and is able to pay for the following Adult Education classes for eligible applicants.

When you’re finished training, we’ll even help you find a job and purchase uniforms or tools for you, if necessary for employment!

**Summer and Fall Schedule for funded Adult Education Classes**

- ✓ HSED Classes and Home Study Programs (Formerly GED)
- ✓ Certified Nursing Assistant
- ✓ Assembly Industry Manufacturing and Education (AIME) Training Program
- ✓ Other Exploratory Courses for Adults!

Call Tina at 561-0430 extension 3088 to see if you qualify for free training.
Financial Aid and Scholarships

Adult Financial Aid and Scholarship Opportunities

- CV-TEC High School Equivalency Diploma (HSED) Program
- Title IV Federal Financial Aid (FAFSA)
- Veteran’s Benefits
- OneWorkSource: - Department of Labor (Varied Training Grants)
- Adult Career and Continuing Education Services– Vocational Rehabilitation (ACCES-VR)
- Varied Scholarships
- Other Grant-Related Opportunities

Student Loan Opportunities

- Sallie Mae Educational Loans

For Further Information, Call or Write:

Mr. Chris Chaffin, Financial Aid Advisor
Champlain Valley Educational Services
P.O. Box 455
Plattsburgh, New York 12901

(518) 561-0100  (Ext. 245)

LAUNCH YOUR CAREER!
Part II: CV-TEC
Continuing Education Courses
Evenings & Limited Daytime Programs

Featuring CV-TEC’s short-term, job upgrade, exploratory and contract-based courses. Open to adult, post-secondary students. Select from dozens of courses designed to help you acquire technical knowledge and to save you money.
CV-TEC Awarded National Accreditation!

CV-TEC is Accredited by the Commission of the Council on Occupational Education

CV-TEC’s Programs Are Now Nationally Accredited!


Following a two year preparation process as a “Candidate Institution” and a formal visit by a national accrediting team, Champlain Valley Educational Services’ CV-TEC Division became the first BOCES in NYS to achieve this distinction.

The announcement of the action was made by Mr. Al Salazar, Commission Chair, following the COE Commission during the Council on Occupation Education’s June meeting.

The award of accreditation status is based on an institutional evaluation to demonstrate that the programs and services meet not only the standards of quality of the United States Department of Education (USDOE), and the Commission, but also the needs of the students, the community, and employers.
CV-TEC Mission Statement

“To prepare students for success in careers and life-long learning including post-secondary education”
CV-TEC Calendar 2015-2016

COMPONENT SCHOOL DISTRICT
CALENDAR COMMITTEE RECOMMENDATION
Adopted by the CVES Board on February 11, 2015

REVISED SCHOOL CALENDAR 2015-2016

September 2015

October 2015

November 2015

December 2015

January 2016

February 2016

March 2016

April 2016

May 2016

June 2016

September

October

November

December

January

February

March

April

May

June

TOTAL DAYS IN SESSION - 186

Schools May Not Be In Session
Labor Day - September 7
Columbus Day - October 12
Veterans Day - November 11
Thanksgiving Day - November 26
Christmas Day - December 25
New Year's Day - January 1
Rev. Martin Luther King, Jr. Day - January 18
Memorial Day - May 30

Schools May Elect To Be In Session
Election Day - November 3
Lincoln’s Birthday - February 12
Washington’s Birthday - February 22
President’s Day - February 15

The Calendar Committee recommends to each district that if extra calendar days (vacation days) are to be taken around the Memorial Day vacation, that their first choice be Friday and second choice be Tuesday.
Hours of Operation

Hours of Operation (2015 - 2016 Academic Year):

**Plattsburgh Main Campus**

September—June Programs: Monday—Friday 8:00 am—4:00 pm  
Other Adult Education and Evening Programs (See Catalogue for Hours) 
Summer Hours: 8:30—3:00 pm

**Plattsburgh Satellite Branch Campus**

September—June Programs: Monday—Friday 8:00 am—3:30 pm  
Other Adult Education and Evening Programs (See Catalogue for Hours) 
Summer Hours: 8:30—2:30 pm

**Plattsburgh OneWorkSource Campus**

OneWorkSource Facility: Monday—Friday 8:00 am—4:00 pm  
CV-TEC HSED Program: Monday—Friday, 8:00 am—4:00 pm

**Mineville Branch Campus & Ticonderoga ISC Campus***

September—June Programs: Monday—Friday 8:00 am—4:00 pm  
Other Adult Education and Evening Programs (See Catalogue for Hours) 
Summer Hours: 8:30—3:00 pm (*No ISC Summer Hours)

Emergency/Snow Day Closing Information

School closings will be announced on area radio stations. For your convenience, please listen to any of the following stations for closing announcements:

For the Plattsburgh Centers: WIRY (1340 AM); WOKO (98.9 FM); 95 Triple X (95.5 FM); WKOL (Kool 105.1 FM)

For the Mineville Branch Campus: WOKO (98.9 FM); 95 Triple X (95.5 FM)

We also contact WPTZ TV (Channel 5) and WCAX TV (Channel 3). In addition, closings will be posted on the internet site: “cancellations.com”.

Note: At the Plattsburgh Campuses, different divisions could be closed while other divisions are open. Therefore, closings will be specific according to the following list:

1. CVES Plattsburgh: CV-TEC Division
2. CVES Plattsburgh: Special Education Division
3. CVES Plattsburgh: Instructional Services Center Division
4. CVES Plattsburgh: Satellite Branch Campus
5. CVES Plattsburgh: District Office
6. CVES Plattsburgh: All Divisions
7. CVES Mineville Branch Campus: All Divisions
CV-TEC’s Main Campus:

Located at 1585 Military Turnpike (at the intersection of Military Turnpike and Route 3) in Plattsburgh, New York, CV-TEC’s main campus houses dozens of Career and Technology Education (CTE) programs. With over 73,000 square feet of instructional and office space, CV-TEC’s Main campus serves hundreds of students annually.
CV-TEC: Our Campus Facilities

CV-TEC Satellite Branch Campus

Located ¾ of a mile from the Main Campus, at 518 Rugar Street in Plattsburgh, New York, the CV-TEC Satellite Branch Campus is situated on 17 acres of land on the site of the former Clinton County Airport. The Satellite Campus consists of 5 newly renovated buildings:

- Administration Building: housing Personnel offices, Business offices and District Superintendent offices (4,400 sq. ft)
- North Hangar: housing Heavy Equipment and Small Engines & Marine Technology classrooms and labs; Welding classroom and lab (15,876 sq. ft.)
- South Hangar: housing Aviation I, II, and III classrooms and labs; Library; Administrative offices (20,456 sq ft.)

CV-TEC Mineville Branch Campus

CV-TEC’s Mineville Branch Campus, located at 3092 Plank Road in Mineville, New York, serves regional CTE secondary and adult students. The single story, 38,325 square foot facility provides classroom space for approximately 78 students enrolled in Automotive Technology; Security & Law Enforcement; Cosmetology; Allied Health; Construction Trades; and Natural Resources Management programs.
CV-TEC Directions: 5 Campus Locations to Serve You!

We’re Easy To Find...

CV-TEC Main Campus (From I-87)
1. From I-87 Exit 37, take Route 3 West toward Morrisonville, New York;
2. At Route 3-Military Turnpike Intersection, take Left onto Military Turnpike (Kinney Drugs will be intersection landmark);
3. Take immediate Right into CV-TEC’s Main Campus parking lot;
4. Bear Left into Visitor Parking Lot.
5. Destination Address: 1585 Military Turnpike, Plattsburgh, NY.
6. Phone: (518) 561-0100 x 238

CV-TEC Satellite Branch Campus (From I-87)
1. From I-87 Exit 37, take Route 3 West toward Morrisonville, New York;
2. At Route 3-Military Turnpike Intersection, take Left onto Military Turnpike (Kinney Drugs and CVES Main Campus will be intersection landmarks);
3. Proceed .75 miles to traffic light (Intersection of Military Turnpike and Rugar Street) (Nadim’s Mobil Station will be an intersection landmark);
4. At light, take Right onto Rugar Street Extension;
5. Proceed 50 yards through main gate to Satellite Campus. Bear right around South Hangar to Visitor Parking Lot.
6. Destination Address: 518 Rugar Street, Plattsburgh, NY.
7. Phone: (518) 536-7344

OneWorkSource Campus (From Downtown - Margaret Street - Plattsburgh)
1. From Margaret Street, proceed to intersection of Margaret and Broad;
2. Take Left onto Broad Street, proceed 0.2 miles to intersection of Broad and Peru Street;
3. Take Right at light onto US 9 South;
4. Proceed .07 miles, bearing left through intersection at US 9 South and Elizabeth St;
5. Proceed .04 miles to roundabout;
6. Take third Right hand turn onto Vermont Street;
7. Proceed 100 yards and take a Left turn onto Ohio Avenue;
8. At intersection of Ohio and US Oval, take slight Left. OneWorkSource/CV-TEC will be on left.
10. Phone: (518) 561-0430 x 3079

CV-TEC Mineville Branch Campus (From I-87)
1. Take I-87 to Elizabethtown/Westport Exit 32 (US 9 South);
2. Take ramp to NY 9N South. Take Left at end of ramp;
3. Proceed 11.5 miles on 9N South through Westport to Pelfershire Road;
4. Take Right onto Pelfershire Road;
5. Proceed 2.9 miles to intersection of Main Street/Plank Road;
6. Take Right onto Plank Road and proceed 0.3 miles to Yandon Dillon entrance, on Right
7. Destination Address: 3092 Plank Road, Mineville, NY.
8. Phone: (518) 942-6691 x100
CV-TEC Directions: 5 Campus Locations to Serve You!

We’re Easy To Find...

CV-TEC Instructional Service Center- Ticonderoga
(From I-87)

1. Take I-87 to NY-22S. Take exit 38 S from I-87.
2. Turn right onto NY-22N/NY-9N N;
3. Proceed on NY-22N;
4. At the traffic circle, take 1st exit onto Wicker Street;
5. Turn left onto Moncalm Street;
6. Turn right onto Lake George Ave.;
7. Head west on Calkins Place;
8. Destination Address: 5 Calkins Place, Ticonderoga, NY 12883
9. Phone: 518-585-7400 or 7442 or (518) 942-6691 x100
# CV-TEC Faculty Roster: Main Campus & Satellite Branch Campus, Fall 2015

<table>
<thead>
<tr>
<th>Course Taught</th>
<th>Faculty Member(s)</th>
<th>Most Advanced Degree/College</th>
<th>Institution</th>
<th>Experience</th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Campus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied Health</td>
<td>Billings, Kathy, Remchuk, Connie, Tedford, Dena</td>
<td>AAS, Nursing Masters Degree AAS, Nursing</td>
<td>SUNY Plattsburgh Clinton C.C.</td>
<td>9 Years</td>
<td>TBA</td>
<td>✓</td>
</tr>
<tr>
<td>Animal Science/Veterinary Asst</td>
<td>Meyer, Erin, Grant, Dana</td>
<td>Masters Degree Masters Degree</td>
<td>SUNY Plattsburgh</td>
<td>4 Years</td>
<td>TBA</td>
<td>✓</td>
</tr>
<tr>
<td>Auto Collision Repair</td>
<td>Tedford, Tom</td>
<td></td>
<td>College, VTE</td>
<td>29 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Automotive Tech</td>
<td>Bassett, Steven</td>
<td>AAS Degree</td>
<td>SUNY Canton</td>
<td>TBA</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Construction Trades</td>
<td>Drew, Mike</td>
<td>HS Diploma</td>
<td>Letchworth CSD</td>
<td>24 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Banker, Lisa, Thwaits, Beverly</td>
<td>AAS College VTE</td>
<td>TBA CSD</td>
<td>27 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Culinary Arts Management</td>
<td>Snow, Sherry, Gertch-Cochran, Bevan</td>
<td>Masters Degree AOS Degree</td>
<td>SUNY Plattsburgh C.I.A.</td>
<td>26 Years</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Digital Arts &amp; Design</td>
<td>Brown, Mark, Couture, Steven</td>
<td>Masters BS Degree</td>
<td>SUNY Plattsburgh</td>
<td>9 Years</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Wyant, Donna</td>
<td>Masters</td>
<td>SUNY Oswego Kaplan University</td>
<td>12 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>EKG</td>
<td>Tedford, Dena</td>
<td>AAS, Nursing 7-12 Certification</td>
<td>Clinton C.C.</td>
<td>29 Years</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Electrical Design, Install. &amp; Alt. En.</td>
<td>Johnson, Fred</td>
<td>AAS; VTE</td>
<td>SUNY Oswego Clinton C.C.</td>
<td>39 Years</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Environmental Conservation/Forestry</td>
<td>Parker, Jennifer, Pierce, Josh</td>
<td>BA Degree BS Degree</td>
<td>SUNY Plattsburgh Paul Smiths College</td>
<td>TBA</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Graphic Design &amp; Communications</td>
<td>Guillette, Mike</td>
<td>AAS Degree</td>
<td>Clinton C.C.</td>
<td>34 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Medical Office Assisting</td>
<td>Morrow, Betsy</td>
<td>Masters</td>
<td>SUNY Plattsburgh</td>
<td>32 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Nurse Assisting (CNA)</td>
<td>Chauvin, Catherine</td>
<td>Nursing Diploma</td>
<td>Champlain Valley School of Nursing</td>
<td>12 Years CNA</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>Simpson, Charles, Fitzgerald, Bob</td>
<td>BSN TBA</td>
<td>TBA TBA</td>
<td>26 Years</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Practical Nurse (LPN)</td>
<td>Spoor, Erin</td>
<td>AAS, Nursing TBA</td>
<td>Clinton C.C. TBA</td>
<td>11 Years</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Security &amp; Law Enforcement</td>
<td>Poirier, Dana</td>
<td>College VTE</td>
<td>Franklin Academy</td>
<td>34 Years</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Satellite Branch Campus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aviation Tech (Daytime- Year I. II)</td>
<td>Smart, Leonard</td>
<td>HS Diploma</td>
<td>Plattsburgh HS</td>
<td>40 Years</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Aviation Tech III</td>
<td>Mackiewicz, Stan</td>
<td>BSA Degree</td>
<td>Parks College of St. Louis University</td>
<td>41 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Commercial Driver's License (CDL A)</td>
<td>Russell, Frank</td>
<td>BS Degree</td>
<td>Husson College</td>
<td>31 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Commercial Driver's License (CDL B)</td>
<td>Russell, Frank</td>
<td>BS Degree</td>
<td>Husson College</td>
<td>31 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Heavy Equipment/Diesel Mechanics</td>
<td>Eick, John</td>
<td>College VTE</td>
<td>Sussex Co VTE</td>
<td>12 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Small Engines &amp; Marine Tech</td>
<td>Bova, Mike</td>
<td>College VTE</td>
<td>Peru CSD</td>
<td>18 Years</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Welding</td>
<td>Aubin, Tom</td>
<td>College VTE</td>
<td>S. Jefferson HS</td>
<td>31 Years</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
CV-TEC Faculty Members

CV-TEC’s faculty roster is updated regularly. For the most up-to-date information related to CV-TEC’s instructors, please feel free to call CV-TEC’s offices at:

- Main Campus: (518) 561-0100 x 238
- Satellite Branch Campus: (518) 536-7344
- Mineville Branch Campus: (518) 942-6691
- Instructional Service Center Campus (Ticonderoga): (518) 942-6691
- OneWorkSource Campus: (518) 561-0430
CV-TEC Policies and Procedures

(Note: At the time of this writing, CVES’ policies are in the process of board revision and approval. Copies of the most current version of CVES’ policies and procedures are available upon request).

CV-TEC History

In 1948, the New York State Legislature, along with the State Education Department, concluded that establishing an entity where school districts could share services that they individually offered would be more efficient and cost effective for the entire state of New York. As a result, legislation was passed that created cooperative boards of education, otherwise known as BOCES. BOCES assists districts by offering career and technical education and special education services to their students, along with providing professional development for faculty and staff. BOCES also offers adult education courses to help residents and employers meet their goals. Communities, schools, businesses, and industries all benefit by the services a BOCES provides.

In 1949, the Clinton-Essex-Warren-Washington Board of Cooperative Education Services, now referred to as Champlain Valley Educational Services (CVES) was formed to help improve both the equity and cost effectiveness of educational service in the North Country. CVES had two campuses, one located in Plattsburgh and the other in Mineville. CVES is dedicated to providing the programs and services that open pathways to success for students, adults and school districts by encouraging shared programming. In doing so, CVES enables all of its component school districts to offer students learning opportunities that otherwise may not be affordable. Shared CVES services also increase the capacity of our region to serve the special needs of students and communities, and provide equity of access for small, medium and large school districts. CVES provides regional solutions for common educational problems in a cost-effective manner while maintaining high-quality standards. CVES programs and services are constantly evolving in order to offer support and training to address emerging issues, new requirements and technologies.

CVES serves 17 school districts and communities that encompass 2,400 square miles. They are:

- AuSable Valley Central
- Beekmantown Central
- Chazy Central
- Crown Point Central
- Elizabethtown-Lewis Central
- Keene Central
- Moriah Central
- Northeastern Clinton Central
- Northern Adirondack Central
- Peru Central
- Plattsburgh City
- Putnam Central
- Saranac Central
- Schroon Lake Central
- Ticonderoga Central
- Westport Central
- Willsboro Central

CVES prides itself on providing high-quality, yet cost-effective resources. Every year, adults take CVES courses to train for new jobs, pursue their interests and hobbies, and to simply enrich their lives. The partnerships with business, higher education and agencies create a positive momentum and benefit every resident in the area. CVES is proud to provide many and varied educational opportunities to our schools and communities through three program divisions: Occupational Education, Instructional Services and Special Education.

In February 2012, CV-TEC applied for, and in June 2014, achieved, National Accreditation through the Council on Occupational Education (COE).

Equipment & Supplies

Within each of its respective programs, CV-TEC provides learners with an array of program and industry-specific equipment. Through classroom and laboratory instruction, adult and secondary students will acquire the knowledge, skills and dispositions required for success in today’s job market. CV-TEC will provide the necessary equipment and supplies needed for success in a given program.

Accreditation & NYS Approval

CV-TEC’s programs are endorsed or accredited by the New York State Education Department (NYSED). CV-TEC is also accredited by the Council on Occupational Education (COE) and enjoys endorsements from such national professional associations as National Automotive Technicians Education Foundation (NATEF), American Welding Society (AWS), Tech Centers That Work (TCTW), Model Schools, and Skills USA.

Special Accommodations for Students

CV-TEC’s goal is to assist all qualified students with disabilities to achieve their goals. CV-TEC will ensure that students have access to educational opportunities according to their individual needs. CV-TEC will provide accommodations and program
modifications that provide alternative pathways for learning, receiving, and expressing information. CV-TEC will not change course content or lower our expectations. In order to receive accommodations adult students must:

- request services from the Student Personnel Services Coordinator
- provide current, appropriate documentation* which may include:
  - A medical report from a physician or other health professional
  - A psycho-educational evaluation done by a school psychologist
  - An evaluation done by a private psychologist or clinical social worker

Adults requesting accommodations should meet with the Student Personnel Services Coordinator prior to the beginning of their program or course in order to review their documentation and discuss which accommodations would be most appropriate. Contact the Student Personnel Services Office at 561-0100 x242 for an appointment.

Students who suspect they may have a disability but have never been tested should contact the Student Personnel Services Coordinator for information and referral.

Accommodative services for eligible students at CV-TEC may include:

**Testing Accommodations**
- extended time for tests
- tests read
- separate location
- distraction-reduced environment
- calculators

**Program Modifications & Other Services:**
- special classroom seating
- audio books, screen reader
- guided notes, study guides/outlines
- organizational support
- assistive technology
- collaboration with CV-TEC faculty, and agencies/service providers

*All documentation and information will be kept confidential in accordance with FERPA regulations

**Housing**
CV-TEC makes a housing list available for students seeking to locate in the North Country region. A copy of the list is available by calling (518) 536-7344..

**Public Non-Discrimination Notice**
Champlain Valley Educational Services does not discriminate on the basis of race, color, national origin, sex, disability, age or any other legally protected status in its programs, activities, employment and admissions; and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this nondiscrimination policy may be directed to:

James McCartney – Title IX Compliance Officer
Cathy Snow – Title IX Compliance Officer
1585 Military Turnpike
P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-536-7343

Reginald McDonald
Section 504 Compliance Officer
1585 Military Turnpike
P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-561-0100 Ext. 299

**Articulated Credit**
Many of CV-TEC’s programs offer articulated college credit through a number of two and four year colleges and universities. Adult students enrolled in CV-TEC’s programs are eligible to receive articulated credit upon completion of their program of study.

**CAP Credit**
In collaboration with North Country Community College and Clinton Community College, certain CV-TEC programs offer adult students the opportunity to obtain CAP credit for college level coursework. Applicable college tuition applies.
Transfer Students from Other Institutions

CV-TEC accepts adult transfer students who seek enrollment from other institutions. As CV-TEC primarily offers single sections of a given program annually, the transfer process is contingent upon a number of variables, including, but not limited to:

1. Successful Completion of Application Materials/Meeting Eligibility Standards
2. Correspondence Between Courses (Program Sequence);
3. Similarity of Curricula (duration, length, complexity);
4. Standards of State/Federal/Professional Agencies (e.g., FAA, NYSDOS);
5. Grades at the Time of Transfer;
6. Timing of the Transfer (within/between semesters)
7. Number of accumulated hours
8. Receipt of testing results or transcripts

Transfer of Credits from Other Institutions

CV-TEC accepts transfer credit from other regionally accredited institutions and from recognized candidates for accreditation.

CV-TEC’s transfer credit evaluation policy for new transfer students is included below.

Transfer credit evaluations for new transfers are performed by the Student Services Office, in consultation with the Principals of specific CTE programs.

Students who have attended non-regionally accredited institutions may request that their coursework be evaluated for transfer credit. Credit will be evaluated on a case-by-case basis, and students will be expected to provide course descriptions and/or syllabi to assist in evaluating the coursework.

CV-TEC awards transfer credit for those Programs in which a passing grade was earned. Courses transferring into a Program must have a grade point average of 2.00 or the equivalent.

Certain programs (e.g., PAI) may require applicants to take and to pass course examinations at designated levels prior to the final transfer of credit.

Transfer Credits Earned at CV-TEC

Program completers and students enrolled in CV-TEC programs may request that credit be transferred to another institution. Student transcripts are available through the Student Services Office for this purpose. In order for CV-TEC to process a transcript request, all applicable student tuition and fees must be paid in full.

Transcript request may be arranged by completing a transcript request form available through the CV-TEC Student Services Office. Questions regarding transfer of credits to another institution can be answered by calling: 561-0100 x241.

Transfer of Students Between Programs

Adult students may transfer between many of CV-TEC’s September—June Programs in consultation with a CV-TEC Student Services Counselor. Placements are made on a space-available basis and require the completion of a student Program Change Form. Other programs of a shorter or of a more specialized nature do not permit such transfers once classes have begun.

Transfer of Credit Based on Articulation Agreements

CV-TEC regularly establishes articulation agreements with two and four year colleges throughout the United States. Most of CV-TEC’s September—June Programs offer a variety of articulated credit available to students upon completion of their programs.

A list of CV-TEC’s current articulation agreements and the amount of credit they carry for each program can be obtained through the Student Services Office or by calling 561-0100 x242.
Class Size:

Class size and student-to-teacher ratios vary from program to program and are based on a number of variables including:

- Enrollment Year
- Enrollment Semester
- Cohort Size
- Requirements Established by Outside Agencies (e.g., FAA – 25:1 maximum ratio)

Generally speaking, most programs offer students a very competitive student-to-teacher ratio. The average number of students in CV-TEC’s programs is 23.2 with a favorable student-to-teacher ratio of 9:1.

General Admissions Requirements:

Post-secondary students interested in enrolling in a CV-TEC program must adhere to the following admissions criteria:

1. Post-secondary (Adult) students must contact CV-TEC to obtain copies of the application and/or registration forms for their desired programs. All applicants must complete an application form. Health and immunization forms must be completed by all Allied Health/CNA/EKG/Phlebotomy applicants. For all nationally accredited programs offered at CV-TEC, a background and/or drug test must also be completed prior to admission. A list of current, nationally-accredited programs can be found below.

2. Certain CV-TEC programs require applicants to meet established pre-requisites. Some programs require applicants to take the “Test of Adult Basic Education” (TABE) or the TEAS assessment. Final admission into these programs will require applicants to obtain predetermined grade equivalent scores in Reading and in Mathematics. Applicants should refer to program descriptions for those programs or courses that feature prerequisites for admission;

3. Adults who are accepted for admission to a CV-TEC program must comply with agreed upon payment schedules in force at the time of admission. Programs requiring full-payment at the time of application/registration, require that students make full payment prior to attending the first class session;

4. All students, regardless of sponsorship, must complete and sign the “Adult Student Tuition and Fees Payment Agreement” prior to acceptance;

5. Procedures for Agency-Sponsored, Post-Secondary Students (e.g., ACCES-VR, OWS, HSED, JCEO):
   - Post-secondary (Adult) students seeking enrollment in a CV-TEC program through agency sponsorship (e.g., ACCES-VR, OneWorkSource [OWS], HSED, JCEO) must complete and sign copies of the post-secondary application and registration forms and receive documented agency approval prior to admission;
   - Agencies sponsoring post-secondary students must complete all written inter-agency sponsorship forms and confirm sponsorship of post-secondary students with CV-TEC;
   - Adults who have been admitted and who choose to disclose a disability may do so through their sponsoring agency or directly (by attaching a separate description of the disability to the program application/registration form). In accordance with CFR 504 and ADA Title II and Title III CV-TEC will make reasonable efforts to accommodate adult students’ disabilities;
   - As noted previously, completion of an online background screening through “certifiedbackground.com” is required of all students enrolling in one of CV-TEC’s nationally accredited programs;

6. Procedures for Self-Sponsored, Post-secondary Students:
   - Self-sponsored, post-secondary students must follow the steps outlined in 1-5 above;
   - Post-secondary students seeking to pay for their programs through financial aid such as Title IV or Sallie Mae, must obtain written loan confirmation from the CV-TEC Financial Aid Office prior to final acceptance;
   - Self-sponsored, post-secondary students must submit application/registration materials in a timely manner, prior to any applicable program deadlines;
   - CNA, EKG, and Phlebotomy applicants are asked to make payment upon final confirmation of meeting all enrollment criteria (i.e., assessment scores; application form; physical and immunization confirmation forms; background check, drug test, and transcripts);

7. Effective, July 2015, Background Check:
   - CV-TEC program applicants enrolling in nationally accredited programs must complete an online background check through “www.certifiedprofile.com” for enrollment in one of CV-TEC’s nationally accredited programs*. Applicable programs, procedures and costs related to the completion of this requirement are outlined below;

8. Required Background Checks and Drug Test Screenings Prior to Admission:
   - Reviews of criminal histories will be performed on a case-by-case basis. If the student’s background check reveals adverse information, CV-TEC will meet with the student to discuss the findings in order to acquire any additional relevant information. Adverse findings may lead to withdrawal of an offer for admission or to the dismissal from a program;
   - In keeping with New York Correction Law Article 23-A, when considering checks containing adverse information, CV-TEC will consider and balance a number of factors before making a final determination;
To protect the health, safety and welfare of all students, staff and property, CV-TEC reserves the right to deny or restrict admission to any adult applicant; Any adult who knowingly provides false or misleading information on any of CV-TEC’s applications or registration forms—or who omits information that might preclude him or her from participation in any of CV-TEC’s programs—loses eligibility to participate in said programs;

10. Procedure for Obtaining Background and/or Drug Test

- Obtain application packet from CV-TEC Satellite Branch or Main Campus;
- The application or acceptance packet will include a “Profile Sheet” depending upon your specific program of interest;
- Using your profile sheet, navigate to “www.certifiedprofile.com”;
- Enter all required information, including specific code provided on the profile sheet;
- If you are a health careers applicant (i.e., Allied Health, LPN, CNA, EKG, Phlebotomy), you are also required to complete a drug screening application online through www.certifiedprofile.com. Upon completion of the Certified Background profile information for the background check, Allied Health applicants will be required to report to a local testing facility designated by CertifiedBackground.com. Plattsburgh area applicants will be directed to Industrial Med Testing, located at 220 Tom Miller Rd, Plattsburgh, NY 12901 for a drug test. Approved testing facilities will automatically report results to CertifiedBackground.com;
- The results of your screenings should be available within 5 business days;
- The screening fee for a background check is $105 and can be paid through the following ways:
  * Major Credit Card (An additional 3 monthly payment option exists with credit cards)
  * E-check
  * Money order
- The drug screening fee is $40 and may be paid through any of the aforementioned online options;
- Certain sponsoring agencies may be able to fund these screening fees. Please check with your sponsoring agency for eligibility.

11. Confidentiality:

The background and drug screening process is confidential. All applicants’ background information will be used for admissions purposes only.

12. Benefit of CertifiedBackground.com background check to applicant:

All applicants receive a copy of their individual background check. Applicants may use these checks for employment-related purposes such as inclusion in a professional portfolio.

**Tuition and Fee Schedule**

CV-TEC’s September–June program tuition rate is established annually and after approval by the Champlain Valley Educational Services Board of Education. Continuing Education course and seminar costs are based on course length and other financial considerations. Additional program and course costs may apply based on applicable fees, supply lists, textbooks, uniforms, and certification examinations.

All CV-TEC tuition and fees must be paid in accordance with applicable CV-TEC policies and procedures (see “CV-TEC Adult Education Payment/Refund and Withdrawal Policy”). With the exception of agency sponsorship and pending financial aid awards, all self-sponsored adults must pay their tuition and fees prior to their first class.

CV-TEC currently offers a variety of payment options, including:

- Cash
- Visa, Master Card
- Check or Money Order
- Sallie Mae School Loan
- Agency sponsorship (e.g., ACCES-VR, OWS, Veteran’s Benefits)
- EPE Funding (HSED)
- Grants/Scholarships (e.g., TANF)

Please refer to individual course descriptions for more information. Questions pertaining to Program costs can be addressed to the CV-TEC Student Services Office at 561-0100 x241, the CV-TEC Satellite Campus at 536-7344, or the Mineville Campus at 942-6691. Additional tuition and fee-related information can also be found on CV-TEC’s website at www.cves.org.

**September—June Adult CTE Program Costs**

<table>
<thead>
<tr>
<th>Adult Tuition, 1/2 Day</th>
<th>$6,138</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Tuition, Full Day</td>
<td>$12,276</td>
</tr>
</tbody>
</table>

* Other program-related costs such as fees, supply lists, textbooks, uniforms, and certification examinations may vary and are listed, by program/courses within this catalogue. CV-TEC reserves the right to change the price of courses, fees, supplies, textbooks, uniforms and certification exams as needed in order to cover course-related costs and expenditures. Please call CV-TEC’s Student Services Office at 561-0100 x241 for more details.
<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Campus</th>
<th>Supplies/Exams</th>
<th>Books</th>
<th>Required Clothing</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Animal Science/Veterinary Asst.</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Auto Collision Repair</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Automotive Tech</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Construction Trades</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1080</td>
<td>Main</td>
<td>$219.74</td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,357.74</td>
</tr>
<tr>
<td>Culinary Arts Management</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Digital Art &amp; Design</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Electrical Design, Install &amp; Alt. Energy</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Environmental Conservation/Forestry</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Graphic Design &amp; Communications</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Medical Office Assisting</td>
<td>1080</td>
<td>Main</td>
<td>$105.00</td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,243.00</td>
</tr>
<tr>
<td>Security &amp; Law Enforcement</td>
<td>1080</td>
<td>Main</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Aviation Tech (Daytime- Year I or II)</td>
<td>2200</td>
<td>Satellite</td>
<td></td>
<td></td>
<td></td>
<td>$360.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Aviation Tech (Evening and Year III)</td>
<td>2200</td>
<td>Satellite</td>
<td>$1,500.00</td>
<td></td>
<td></td>
<td>$12,275.00</td>
<td>$13,775.00</td>
</tr>
<tr>
<td>Commercial Driver's License- CDL A</td>
<td>60</td>
<td>Satellite</td>
<td>DMV</td>
<td>$40.00</td>
<td></td>
<td>$4,275.00</td>
<td>$4,315.00</td>
</tr>
<tr>
<td>Commercial Driver's License- CDL B</td>
<td>15</td>
<td>Satellite</td>
<td>DMV</td>
<td>$40.00</td>
<td></td>
<td>$1,400.00</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>Heavy Equipment/Diesel Mechanics</td>
<td>1080</td>
<td>Satellite</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Summer Aviation Tech (4 weeks)</td>
<td>*</td>
<td>Satellite</td>
<td></td>
<td></td>
<td></td>
<td>$2,900.00</td>
<td>$2,900.00</td>
</tr>
<tr>
<td>Small Engines &amp; Marine Tech</td>
<td>1080</td>
<td>Satellite</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Welding</td>
<td>1080</td>
<td>Satellite</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Welding (Evening- Job Upgrade)</td>
<td>129</td>
<td>Satellite</td>
<td></td>
<td></td>
<td></td>
<td>$1,999.00</td>
<td>$1,999.00</td>
</tr>
<tr>
<td>Allied Health</td>
<td>1080</td>
<td>Mineville</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Automotive Tech</td>
<td>1080</td>
<td>Mineville</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Construction Trades</td>
<td>1080</td>
<td>Mineville</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1080</td>
<td>Mineville</td>
<td>$219.74</td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,357.74</td>
</tr>
<tr>
<td>Marine Academy</td>
<td>1080</td>
<td>ISC-Ti</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Natural Resources Management</td>
<td>1080</td>
<td>Mineville</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Security &amp; Law Enforcement</td>
<td>1080</td>
<td>Mineville</td>
<td></td>
<td></td>
<td></td>
<td>$6,138.00</td>
<td>$6,138.00</td>
</tr>
<tr>
<td>Practical Nurse (LPN)</td>
<td>1160</td>
<td>Main</td>
<td>$300.00</td>
<td>$1,089.00</td>
<td></td>
<td>$10,100.00</td>
<td>$11,489.00</td>
</tr>
<tr>
<td>Nurse Assisting (CNA)</td>
<td>152</td>
<td>Main &amp; Mineville</td>
<td>$115.00</td>
<td>$90.00</td>
<td></td>
<td>$2,150.00</td>
<td>$2,355.00</td>
</tr>
<tr>
<td>EKG</td>
<td>51</td>
<td>Main</td>
<td>$105.00</td>
<td>$70.00</td>
<td></td>
<td>$625.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>Home Health Aide (HHA)</td>
<td>70</td>
<td>Main</td>
<td>$105.00</td>
<td>$60.00</td>
<td></td>
<td>$825.00</td>
<td>$990.00</td>
</tr>
<tr>
<td>Phlebotomy (Job Upgrade)</td>
<td></td>
<td></td>
<td>* Pending Approval</td>
<td></td>
<td>Transcript Fee at Time of Request: $10.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Financial Aid

CV-TEC’s Financial Aid Office assists students in applying for Federal, State and CV-TEC Scholarship funding in order to help them meet their education costs. However, the first responsibility for financing a student’s education rests with the student. The cost of attending CV-TEC begins with tuition, fees, books and supplies. Depending upon individual circumstances and place of residence, additional costs such as living accommodations, board, transportation and a variety of personal expenses may have to be considered.

Adult students who are seeking enrollment or who are currently enrolled in CV-TEC have a variety of financial aid opportunities available to them. Depending upon eligibility, students may qualify for one or more of the following financial aid options:

<table>
<thead>
<tr>
<th>Financial Aid</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>PELL/NDSL</td>
<td>Federal Title IV</td>
</tr>
<tr>
<td>Training Grants</td>
<td>OneWorkSource/DOL</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>ACCES–VR</td>
</tr>
<tr>
<td>Training Grants/EPE/TANF</td>
<td>CV-TEC, HSED Program</td>
</tr>
<tr>
<td>Training Grants</td>
<td>JCEO</td>
</tr>
<tr>
<td>Training Grants</td>
<td>Veteran’s Administration</td>
</tr>
<tr>
<td>Varied Scholarships</td>
<td>Varied Sources/Partners</td>
</tr>
</tbody>
</table>

Student Loans:

<table>
<thead>
<tr>
<th>Financial Aid</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guaranteed Student Loans</td>
<td>Federal Title IV</td>
</tr>
<tr>
<td>Sallie Mae Loan</td>
<td>Sallie Mae/CV-TEC</td>
</tr>
</tbody>
</table>

Post-secondary students interested in applying for federal financial aid should begin by visiting the USDOE website at https://fafsa.ed.gov/ and complete the “Free Application for Federal Student Aid” (FAFSA) process.

Questions concerning financial aid may be directed to: Mr. Chris Chaffin at 518-561-0100 x 245 or to the Student Personnel Services Office at x 241.

Veteran’s Benefits

CV-TEC complies with the “Principles of Excellence” as defined in Executive Order 13607, and signed on April 27, 2012. CV-TEC recognizes the importance of serving our nation’s Veterans, service members, and dependents, and of providing all students with appropriate and transparent information. CV-TEC agrees to comply with the Principles of Excellence during the 2015-16 academic year and is listed on the Department of Veteran’s Affairs website at: http://www.gibill.va.gov/. Our point of contact for VA benefits is Lucy Marbut. Ms. Marbut is located at our Plattsburgh Main campus.

Ability to Benefit:

As of July 1, 2012, a newly-enrolled adult student without a high school diploma or a recognized equivalent will no longer be able to qualify for federal student financial assistance through “ability to benefit (ATB)” provisions. This includes Pell Grant aid and federal student loans. The eligibility change is part of the Consolidated Appropriations Act for 2012, which Congress passed in December 2011.

CV-TEC Adult Education Payment/Refund & Withdrawal Policy (# 4340) (Revised 9/10/14)

The Director of CV-TEC is hereby authorized to establish an adult education program for the educational, career and recreational needs of the community. The Director is authorized to establish tuition and fees and available slots in accordance with applicable law and regulation.

All adult CV-TEC students must complete the "Adult Acceptance Form" prior to admission and complete the "Adult Student Payment Agreement" indicating how the education will be funded. Tuition for long-term programs should be paid in advance to cover the entire instructional program. Two payments may be made with advance permission with 50% due before the 1st day of classes and the remaining 50% due at the mid-point of instruction. Full payment for short-term adult and community education programs must be paid at the time of registration. Adult students who are enrolled in a CV-TEC Adult Education program are entitled to a refund of tuition according to the following schedules when a request to withdraw is made in writing.
Adults in CV-TEC Daytime Programs:

Students are responsible for all payments based on the "Adult Student Tuition and Fees Payment Agreement".

Acceptance into some programs may incur a non-refundable deposit. This deposit is credited against the outstanding balance if a student enrolls.

Refund Policy:

Refunds are based upon yearly tuition regardless of chosen payment plan.
Refunds will not be made for any fees other than tuition.
Discontinuation by a funding agency must be in writing.
Refunds will be issued within 45 days of written notification.

CV-TEC Refunds will be calculated based on the following schedule:

<table>
<thead>
<tr>
<th>Refund Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Withdrawal prior to or on the first day of class</td>
</tr>
<tr>
<td>90%</td>
<td>Withdrawal through the first 10% of total instructional days</td>
</tr>
<tr>
<td>50%</td>
<td>Withdrawal between 10% - 25% of total instructional days</td>
</tr>
<tr>
<td>25%</td>
<td>Withdrawal between 25% - 50% of total instructional days</td>
</tr>
<tr>
<td>0%</td>
<td>Withdrawal after 50% of total instructional days</td>
</tr>
</tbody>
</table>

*NOTE: For students entering a program part way through the school year, the refund is based upon the percentage of instructional days from the date of entry until the withdrawal date against the number of school days from the date of entry through the end of the school year.

This refund policy applies to all adult students, including those who may be dismissed from their course of study.

Adult Students Receiving Title IV Funding

Adult students receiving Title IV Federal Funding will be obligated to comply with all applicable federal policies.

Short Term Adult and Community Education Programs

Full tuition is payable at the time of registration.
A full refund will be made if classes are cancelled or closed out.
No refund will be made after the first class.
Refunds will be issued within 45 days of notification.

Business and Industry Training Programs

After a Business and Industry Training contract is signed the following policies will apply:
Cancellation by the business partner before the program actually begins will incur a 10% administrative charge for set up and curriculum development. After the program begins all contractual charges must be paid in full regardless of student attendance.

Contractually, students must indicate that: "I agree to pay my tuition and fees according to my selected plan. I further agree that although I may have applied for alternative funding, I am ultimately responsible for all tuition and fees incurred. By not submitting timely payments, I will be terminated from the program and not allowed to graduate. Records will not be released until all accounts are paid in full. I have also read, understand and agree to the Adult Student Tuition and Fees Payment Agreement.

International Students

Presently CV-TEC does not offer a separate International Student program. All adult applicants who meet CV-TEC application requirements are welcome to apply for admission into CV-TEC’s programs.

Student Records

CV-TEC maintains students' records in accordance with the Records Retention and Disposition Schedule ED-1, originally issued in 1988, and revised since then. It has been prepared and issued by the State Archives, State Education Department, pursuant to Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York. Individuals interested in student record retention guidelines may visit the NYS Education Department website at: www.archives.nysed.gov. Students may access their records by completing a Student Record Access Request form. Students must make an appointment and bring the completed form with them on the date/time of their appointment.
Family Educational Rights and Privacy Act (FERPA) (Policy # 5510) (Revised 8/20/14)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. CV-TEC complies with the provisions of the Family Educational Rights and Privacy Act. Under its provisions, parents/guardians and noncustodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, have a right to inspect and review any and all education records maintained by the School District. The term "education records" is defined as all records, files, documents and other materials containing information directly related to a student, and maintained by the education agency or institution, or by a person acting for such agency or institution (34 Code of Federal Regulations (CFR) Section 99.3). This includes all records regardless of medium, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

A copy of the most current CVES’ FERPA policy is available upon request through CVES’ administrative offices.

Transcripts
Students may obtain official copies of their transcripts through the Student Services Office at CV-TEC’s Main Campus in Plattsburgh, New York. Transcript Request Forms may be obtained at CV-TEC’s Main, or Branch campus locations. Completed request forms must be mailed to:

CV-TEC Student Services Office
CV-TEC Main Campus
P.O. Box 455
1585 Military Turnpike
Plattsburgh, New York 12901

A non-refundable fee of $10 will be charged for each transcript request made. Payment may be made by cash, personal check, bank check or by credit/debit card.

CVES Acceptable Use Policy (AUP) for Technology Resources (Policy # 9010) (Revised 6/12/13)
CV-TEC is pleased to provide students with access to technology. With this access comes a responsibility to use the technology in a responsible and productive manner.

During the registration phase of a student’s enrollment, adult students will be will be required to sign a CVES Acceptable Use Policy (AUP) form and Media Release Form acknowledging that they have read these policies. These forms must be signed by each student and must be renewed on an annual basis or upon revision of the policy.

Access to technology resources will be denied without a signed AUP Signature Form or guest account agreement.

At the time of this writing, CVES’ FERPA policy is in the process of board revision and approval. A copy of the most current version is available on CVES’ website or upon request at the Student Services Office.

Attendance & Tardiness
CV-TEC’s attendance policy applies to all traditional instructor-led courses. Regular class attendance is essential to maintain satisfactory academic progress when enrolled in classes/programs offered by CV-TEC. Therefore, absences must be kept to a minimum. While stressing regular attendance, CV-TEC simultaneously desires to allow students to develop a real sense of personal responsibility toward their studies.

1. Each student is expected to attend class regularly.
2. Certain CV-TEC programs require mandatory attendance rates based on additional state/national/professional certification/licensure standards (e.g., Aviation Tech; Cosmetology, LPN).
3. Student attendance will be recorded daily. In addition, instructors will notify the Principal of tardies and early departures and these will be recorded in the class register.
4. Students who miss 5 days of instruction during a school year will be issued a 5-day Attendance Notice by the instructor. Students who miss 10 days of instruction will be issued a 10-day Attendance Notice and will be asked to attend a meeting.
with the instructor. Students who miss 15 days of instruction will be issued a 15-day Attendance Notice and will be asked to attend a counseling meeting with the instructor and the principal. Attendance rate requirements and consequences for low attendance may vary in accordance with established state/national/professional certification/licensure requirements (e.g., Aviation Tech; Cosmetology, LPN).

5. If the student continues to miss days beyond the 15 day notification and counseling period, the instructor will notify the Principal. Absences that exceed 20% of the total program length will result in consequences that may include program dismissal. Tardy students or students leaving early interrupt the beginning of a training event. If a student enters the class after the faculty member has started the class, the student shall be recorded as being tardy. If the student leaves class before the end of the class day, that student will be recorded as leaving early. Minutes missed by arriving late or leaving early will be calculated in the cumulative attendance percentage. As stated previously, attendance rate requirements and consequences for low attendance may vary in accordance with established state/national/professional certification/licensure requirements (e.g., Aviation Tech; Cosmetology, LPN).

6. No absence shall excuse a student from an announced test, quiz, or other assigned activity. Make-up of any test or missed work is at the discretion of the faculty member. However, the make-up work must be completed within a given marking period (10 weeks) of the missed class/exam and it must be documented through attendance roster for that training day(s).

**CV-TEC Adult Education Instructional Hour Makeup Policy (# 4605) (Revised 11/9/11)**

All adult CV-TEC students who are required to meet hourly requirements for their certification or license may be charged for make-up hours according to the established annual rate schedule. This schedule will be established by the District Superintendent or his/her designee on an annual basis.

Accurate student attendance and hourly records will be maintained by the Adult Ed instructor(s) for each program. Appropriate management and monitoring of the "make-up" time will be administered by the primary instructor.

Students need to make-up all missed hours in a timely manner. A grace period of 20 hours will be given to adult students who miss instructional time for valid absences during each academic year (September – June) for the year long programs.

The guidelines for the adult LPN program allow two class days totaling 12 hours and one clinical day of 8 hours of grace time, for a total of 20 hours. An additional grace period of two days or 12 hours will be granted for adults needing to make-up for hours missed during the summer months for the Aviation Tech program.

Adult students enrolled in short term adult Ed programs have the following grace period for the specific program:

- CNA - 2 class days, 0 clinical time
- Home Health Aide – 2 class days, 0 clinical time
- EKG – 1 class day
- Phlebotomy – 1 class day

Adult students who miss more than 20 hours during the academic year or 12 hours during the summer program (Aviation Tech) will be charged the established hourly rate for any year long program. Adult students who miss more than the allowed grace time for the short term programs will be charged the established hourly rate for the short term programs. All charges must be paid by the adult student during the academic year or instructional period for the short term courses in which the hours are made up.

**CVES Code of Conduct (Policy # 5300) (Revised 9/10/14)**

Champlain Valley Educational Services (CVES) strives to sustain and enhance the capacity of component school districts to carry out their roles as the chief instrument in the education of the children, youth, and adults in their communities.

CVES is committed to providing a safe and orderly educational environment where students receive and CVES personnel deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, parents, volunteers, vendors, contractors, CVES staff, component district personnel, and other visitors is essential to achieving this goal.

CVES has a long-standing set of expectations for conduct on CVES property and at CVES functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

CVES has adopted and has implemented Therapeutic Crisis Intervention for Schools (TCIS). The TCIS system assists public and private schools in preventing crises from occurring, in de-escalating potential crises, in managing disruptive and acute physical behavior, in reducing potential and actual injury to staff and students, in teaching students adaptive coping skills, and in developing a learning organization. This model gives schools a framework for implementing a crisis prevention and management system that reduces the need to rely on high-risk interventions (Holden, J.J; Holden, J.C., 2013).
CVESCode of Conduct (Policy # 5300)

CVES aspires to:

- Foster an environment of mutual trust and respect;
- Raise people’s knowledge, skill and opportunity;
- Inspire students, staff and communities to pursue equity and excellence and to lead by example.

The Board recognizes the need to define clearly these expectations for acceptable conduct on CVES property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. CVES Code of Conduct has been developed and will be maintained in collaboration with student, teacher, administrator, parents, CVES safety personnel and other representation.

Further, the Code of Conduct has been written to comply with Project SAVE legislation – the Safe Schools Against Violence in Education Act and the Dignity for All Students Act (DASA). This law seeks to improve school safety and ensure a safe and effective learning environment.

Unless otherwise indicated, this Code applies to all students, CVES personnel, parents, persons in parental relation, volunteers, vendors, contractors and other visitors when on CVES property or attending a CVES function. Adult students enrolled in adult education programs should consult their individual program handbook and student handbook for specific disciplinary procedures. CVES programs or services provided in component district/"host building" locations, unless otherwise authorized, shall comply with the Code of Conduct prescribed by that building/district. Students who attend any CVES program, regardless of that program’s location, should be aware that their conduct will be subject not only to CVES’ Code of Conduct and the applicable component district’s/"host district’s" Code of Conduct, but may also be governed by additional provisions of the Code of Conduct in place in the student’s home district of residence.

CVES’ Code of Conduct and related policies are frequently updated to meet the needs of all parties. A complete copy of the most current version is available online and upon request through the Student Services Office.

Unlawful Substance Possession/Use

In accordance with NYS regulations governing the possession/use of "illegal substances" students shall not possess/use unlawful substances on any CVES campus. A copy of the most current version of the CVES Code of Conduct is available online and upon request through the Student Services Office.

Smoking

Smoking and the use of tobacco/tobacco products is prohibited on all CVES campuses and busses in accordance with New York State Public Health Law (Article 1399-n et. seq.).

Dress Code

CV-TEC sets forth standards outlined in the CVES Code of Conduct.

Enrolled adult education students are asked to dress in a manner consistent with the professional dress of the trade being studied and in compliance with CV-TEC’s established dress code.

In accordance with the Cod of Conduct, an adult student’s dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational program;
- Recognize that extremely brief and/or see-through garments, halter tops, or tops that expose the midriff are not appropriate;
- Ensure that undergarments are completely covered with outer clothing;
- Pants must be worn at the hips or above;
- Include footwear at all times. Footwear that is a safety hazard will not be allowed;
- Not include items that are vulgar, obscene, or libelous or denigrate others on account of race, gender (including identity and expression), ethnicity, religion, age, political affiliation, sexual orientation, national origin, weight, religious practice, sex or disability;
- Not promote or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities;
- Not display or wear anything signifying gang affiliation.

Adult students are also asked to adhere to the uniform dress code specific to CVES (Policy Resource Manual) and to his or her program (e.g., LPN).
Students who violate the adult student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to appropriate disciplinary measures.

**Campus and Crime Awareness**

CVES takes the topic of personal safety very seriously and employs a variety of security measures to ensure our students remain free from any threats to safety and well-being. Crime is a national problem that affects all communities and campuses in our country, even those in rural areas such as Clinton and Essex Counties. To minimize the occurrence of criminal incidents, CV-TEC administrators, faculty, and staff members work with city, county, and state law enforcement officials to ensure that students and their possessions are safe and protected.

**Lighting/physical Plant Concerns**

CVES’ O & M Department maintains all campus buildings and grounds with a concern for safety and security. Staff inspect campus facilities regularly; promptly making repairs affecting safety and security, and responding immediately to reports of potential safety and security hazards. The campus and its parking areas are well lit for safety and security purposes.

**Plattsburgh Main, Satellite Branch, and OneWorkSource Campuses**

The Clinton County Sheriff’s office and the NYS Police Department respond to routine and to emergency calls, and provide CV-TEC’s Main, Satellite Branch, and OWS campuses with timely and professional responses. Information is shared between CVES and law enforcement personnel to ensure the continued safety of CV-TEC students.

**Mineville Branch Campus & the Instructional Service Center (ISC)- Ticonderoga**

The Essex County Sheriff’s office and the NYS Police Department respond to routine and to emergency calls, and provide CV-TEC’s Mineville Branch campus and ISC with timely and professional responses. Information is shared between CVES and law enforcement personnel to ensure the continued safety of CV-TEC students.

**Emergency Response and Evacuation Procedures**

Students enrolled at all campus locations will be immediately notified whenever there is confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees that occurs on the campus.

**Safety and Security Drills Practiced Annually**

CV-TEC practices safety, fire, and security drills on an annual basis based on “Building Level Emergency Response Plans” established for each of its campus locations. CVES also has an established “District-Wide School Safety Plan,” and a variety of other safety plans/responses.

**Crime Awareness and Campus Security**

CV-TEC’s Crime Awareness and Campus Security policies, procedures, and statistics, as well as its Annual Campus Security Survey and Annual Fire Safety Report are available upon request at Plattsburgh’s Main Campus Office.

**Individuals to Notify in the Event of an Emergency**

Emergency or security-related information should be provided immediately to any of the following individuals for appropriate action:

1. **CV-TEC Main Campus**
   - Principal or Main Office Staff: 518-561-0100 x 238
   - Counselors Telephone: 518-561-0100 x 242
   - Nurse (Speed Dial “111”)
   - Outside Assistance: (Speed Dial) “911” (After 3:00 pm)
   - State Police: (Speed Dial) “804” (563-3761); Fire/Emergency (Speed Dial) “805”; Poison Control (Speed Dial) “806.”

2. **CV-TEC Satellite Branch Campus:** 518-536-7343; NYS Police (563-3761); Fire/Emergency (911)

3. **CV-TEC Mineville Branch Campus:** 518-942-6691 x 100; NYS Police (546-7611); Fire/Emergency (911)

4. **CV-TEC Instructional Service Center (ISC) - Ticonderoga:** 518-585-7400; NYS Police (546-7611); Fire/Emergency (911)

5. **CV-TEC OWS Campus:** 518-561-0430 x 3073; NYS Police (563-3761); Fire/Emergency (911)

6. **CVES Health Safety Risk Management Coordinator / Telephone:** 518-561-0100 x 358
Emergency Closing Plan
In the event of an emergency closing, the Emergency Coordinator, working in collaboration with Building Administrators, the Supervisor of Buildings and Grounds, and/or the Public Information Officer, will determine the appropriate response. Information will be provided to students and to the community through a variety of means, including, the EMA telephone reporting system, and to local news and media outlets.

Student and Employee Responsibilities
The cooperation and involvement of students and employees in a campus safety program is absolutely essential. Individuals must assume responsibility for their own personal safety and the security of their belongings. All CV-TEC students are encouraged to report all accidents, thefts or other criminal activities to the Principal or to a campus official as soon as possible. Be concerned for the safety and property of everyone.

Grading System

<table>
<thead>
<tr>
<th>Definitions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Probation: Status assigned to students who do not meet Proficient Performance Standard of 65% GPA</td>
</tr>
<tr>
<td>Job Targets: Specifically identified job skills and competencies related to a CTE job opportunity</td>
</tr>
<tr>
<td>Technical Knowledge and Skills: Identified curriculum skill competencies and integrated academics within CTE programs.</td>
</tr>
<tr>
<td>Portfolio: Collection of exhibits produced by CV-TEC students that prepare them for the job market and reflect their expertise in a given technical field</td>
</tr>
<tr>
<td>Proficient Performance: Maintaining a minimum 65% quarterly and cumulative Grade Point Average</td>
</tr>
<tr>
<td>Program Engagement: procedures, preparation and productivity within CTE programs</td>
</tr>
</tbody>
</table>

CV-TEC strives to continually align its assessment system to reflect the standards and expectations established by the NYSED, by the Council on Occupational Education (COE), by professional CTE-related associations (e.g., ACTEA, SkillsUSA, Tech Centers That Work, Model Schools), by business and industry, by 21st Century Skills, and by the National Work Readiness initiative.

CV-TEC provides quarterly, numerical grades for all program participants. For all 1080 hour programs and higher, students are additionally assessed on 21st century skills on a 4-point scale. Scores reported for 21st Century Skills are intended to provide helpful information to prospective employers relative to students’ communication, interpersonal, decision-making, and lifelong learning skills. 21st Century Skills will be recorded on students’ report cards quarterly and summarized annually.

For all 1080 Hour programs and higher, numerical scores for student Engagement and for Technical Knowledge and Skills will be assigned on a quarterly basis. Engagement and Technical Knowledge and Skills will each receive weighting toward a student’s quarterly average.

Students’ “Job Target” proficiency will be graded on a 4-point scale or for specified programs (e.g., Aviation Tech, Post-Graduate Study– Years II and III), assigned a numerical grade.

Combined Engagement and Technical Knowledge and Skills result in a Career and Technical Education (CTE) Score.

CTE Job Targets will be evaluated during the 4th quarter annually.

As part of a Technical Reading and Writing (TRW) requirement, and in order to graduate, all students must complete a student portfolio prior to the end of their final quarter.
Certificates of Completion
Post-secondary students enrolled in CV-TEC’s programs must complete all academic, clinical, and/or laboratory requirements in order to be eligible for a graduation certificate or certificate of completion.

In addition to these requirements, students are required to complete a professional portfolio for all 1080 hour programs in order to graduate. A portfolio scoring rubric may be obtained through the academic services office at any campus location.

Post-secondary students who complete a September—June program (i.e., 1080 hours or longer) will be awarded one of three graduation certificates:

- **CV-TEC Certificate of Completion** (Completers must earn: Program average of 65% or higher. Completion of minimum regimen of Technical Assessment Skills; Successful completion of portfolio; Completion of minimum attendance requirements);
- **CV-TEC Certificate of Completion with Technical Endorsement** (All of the above, PLUS, successful completion of a National Technical Assessment in the field of study);
- **CV-TEC Certificate of Completion with Honors** (All of the above PLUS Program average of 90% or higher; Excellence in Attendance and Punctuality).

Graduation certificates are awarded during a ceremony held each June.

Students completing other CV-TEC Programs (e.g., CDL, HHA, LPN, CNA, EKG, Phlebotomy) at a passing level or higher will receive a Certificate of Completion in recognition of the work accomplished.

Administration of CTE-Related Standardized Assessments
CV-TEC provides students with the opportunity to take CTE-related, industry-recognized, State and National professional assessments as a measure of their success in its programs. Some examples of standardized assessments offered at CV-TEC include the National Occupational Competency Testing Institute (NOCTI), NYS Cosmetology Examinations (NYSDOS), FAA Certification Examinations, as well as a host of other assessments provided by such professional associations as the American Welding Society (AWS), the National Restaurant Association (Pro-Start), the National Automotive Technicians Education Foundation (NATEF), and the Outdoor Power Equipment and Engine Service Association (OPEESA).

Proficient Performance Standards
Proficient academic progress at CV-TEC is defined as meeting minimum quarterly standards, including attendance and grades, for the program of enrollment. For 1080 hour programs, adult students must also meet a minimum quarterly grade point average of 65 in the following areas:

- 21st Century Skills
- Technical Knowledge/Skills
- Program Engagement
- Job Targets

Students who do not maintain proficient performance standards or higher will be placed on Academic Probation.

Leave of Absence
CV-TEC will grant a leave of absence for up to 1 year to an adult who has a medical or personal reason that prohibits him/her from making adequate academic progress.

Students seeking a leave of absence must submit a signed request to the Student Services Office.

For a medical leave of absence, the request must be accompanied by a letter from a physician or physician assistant. The letter must be on official letterhead and must include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery. CV-TEC reserves the right to verify qualification of the certifying professionals.

For a personal leave of absence, the student request may be required to be accompanied by documentation supporting the need for the leave.

The Principal, in consultation with Student Services personnel, will decide whether to grant the leave, and will notify the student of the decision within 5 business days. At the time of notification, the principal will confirm whether the leave has been granted and will identify all requirements related to the leave.
The length of a leave of absence will be based on the length of the program in which the student was enrolled. No leave of absence will extend beyond the length of one school year.

**Performance Intervention**

All students enrolled in a CV-TEC daytime program must complete an academic portfolio, maintain regular attendance, and satisfy all academic and 21st Century Skills requirements.

Adult students enrolled in CV-TEC programs have an obligation to make satisfactory progress towards a Certificate of Completion or Certification. Adult students falling below a performance level considered “proficient” will be identified as in need of “Performance Intervention.”

Any student performing below the proficient level will receive a Performance Intervention Warning to help improve their overall performance. If an adult student enrolled in a CV-TEC program leading to state/national/professional certification/licensure does not meet minimum proficient standards, the student will be placed on academic probation. While on academic probation, a student may remain eligible for enrollment in classes. The student must take active steps towards achieving proficiency, namely: a 65% quarterly and cumulative grade point average, an 89% or higher attendance rate, proficient 21st Century Skills, proficient Job Target scores, and acceptable progress on his or her portfolio.

**Removal from Academic Probation**

An adult student shall be removed from academic probation when the student’s cumulative (GPA) becomes 75 or better.

For adult students whose cumulative CV-TEC GPA is below a 75, the probationary period is one quarter during which time the student must raise their cumulative CV-TEC GPA to the proficient level by the end of the probationary semester. If adult students do not raise their overall CV-TEC GPA to at least a 75 by the end of the quarter, they may be subject to suspension or dismissal.

There are numerous strategies for getting off (“clearing”) academic probation that include making up missed hours, completing special assignments provided by an instructor and repeating coursework during another academic year. Throughout any probationary period, adult students should consult with a CV-TEC Student Personnel Services Counselor for program planning advice.

**Suspension & Dismissal**

**Academic Suspension**

Any adult CV-TEC student on academic probation who fails to attain a quarterly GPA of 65 during the period of academic intervention will face academic suspension for the remainder of the academic year. The statement “academic suspension” will be placed on the adult student's academic record. An adult student who has been informed of the academic suspension may submit an appeal in writing to the campus principal. An adult student who is reinstated to CV-TEC after having been academically suspended must achieve a quarterly GPA of 65.

Suspended adult students may be readmitted after the suspension period by submitting a written request for readmission.

**Academic Dismissal & Re-entry**

A student on academic suspension who does not maintain at least a 65 GPA for the quarter of reinstatement may be academically dismissed. A student on academic suspension who achieves a 65 GPA or higher for the semester of reinstatement must maintain at least a 65 GPA in each subsequent quarter of attendance. A student remains on academic probation until the cumulative GPA is raised to a minimum of 65.

Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration by CV-TEC. The statement “academic dismissal” will be placed on the student's academic record. Readmitted students who do not maintain a minimum quarterly average of 65% will be dismissed.

Students in dismissal status may not continue their studies at CV-TEC. They may decide to pursue their education at another institution or may pursue other interests. Dismissal status is considered permanent, however, some students elect to work to improve their academic performance, or to change academic programs. In rare cases, the principal may consider readmission after dismissal if a student demonstrates tangible readiness to return by significantly improving academic performance and demonstrated ability to focus on a specific attainable academic course of study.
Student Personnel Services

CV-TEC provides a range of student services. The student services office is designed to help current and prospective students as accurately and as thoroughly as possible via phone, e-mail, the web and in person. We help students get answers to their questions, complete CV-TEC transactions, and make appointments as needed. CV-TEC’s student services center serves students, parents, faculty and staff. Services include, but are not limited to:

- Counseling
- Admissions and Registration
- Student Billing and Financial Aid
- Work Based Learning
- Making Referrals
- Receiving Referrals ACCES-VR (Students with Disabilities)
- Academic and Career Advisement
- Academic and Student Records
- Wellness
- Financial Aid and Title IV

- Scholarships and Grants
- Veteran Services
- Class Time Schedules
- Portfolio Requirements
- Grading Requirements
- Attendance
- Students with Disabilities
- Completion/Placement/Licensure Data
- Post-Secondary and Career Placement

For more information call: (518) 561-0100 (x 241, Student Services) or (518) 561-0100 (x 245 Financial Aid).

Work Based Learning

Work Based Learning (WBL) experience options are available for students who have proven their abilities in their Career and Technical Education (CTE) program. These may be exploratory in nature or a culminating experience designed to perfect and expand skills through on-the-job training.

CTE instructors recommend students who have achieved, at minimum, an entry level of technical proficiency and who have demonstrated maturity and reliability. Individually tailored learning objectives are developed for each work experience student placement. Students complete time sheets documenting attendance and learning experiences. Workplace supervisors/mentors review and verify student time sheets, which are then submitted to the workplace coordinator to be included in the student’s permanent educational records.

A major goal of the CV-TEC staff is student employment. We encourage employers to visit shops, labs and classes to consult with instructors and counselors about hiring needs. Interviewing prospective employees from our student body can be arranged on campus or at the worksite. Call the Student Personnel Services Office for more information, call: 518-957-2244.

Proven methods of recruiting qualified employees through CV-TEC includes: Classroom Recruitment, Presentations, On-Campus Bulletin Board Announcements, Job Fairs, Business Expos, Consultant Committees, Referrals by Instructors.

CV-TEC sanctioned work experience opportunities can be categorized under one or more of the following options: job shadowing, clinical experiences, and paid and unpaid internships.

In general, the paid internship is the most advantageous for both the student and the placement work site. Student participants are effectively part-time employees with few program restrictions and are released from CV-TEC to work on-site a maximum of four, one-half days per week. When not at the worksite, students attend their CV-TEC programs for mentor identified targeted training provided by the student’s CTE instructor.

Conventional hiring practices and labor laws apply with the added bonus of having CV-TEC educational resources ensure employment success.

In all cases, a work placement can be terminated through agreement with the Work Based Learning Coordinator, the employer, the instructor and/or the student.
Career Planning and Placement

In addition to work-based learning opportunities, which often result in employment for students, job placement services are available in the Student Services Office.

Students are encouraged by their instructor to meet with the Student Services Coordinator to explore career opportunities and receive assistance with resume preparation, interview skills, personal presentation for employment, and/or job search and placement.

Students are strongly encouraged to register for employment services through OneWorkSource and other employment agencies. Students are also encouraged to visit the Job Board provided outside the Student Services Office. Employment opportunities are posted and gathered through the efforts of the Student Services Coordinator and instructors.

Students are encouraged to meet with the Student Services Counselor to further explore post-secondary education opportunities and receive any necessary assistance in pursuing these opportunities.

Students having difficulty attaining or maintaining employment are referred to appropriate agencies to assist with job placement services as necessary (i.e.: ACCES VR).

Health, Safety, and Risk Management

CV-TEC is proud of its excellent safety record and is committed to providing a safe and healthful environment for its students, staff, faculty, visitors and other members of the North Country region. CV-TEC attempts to accomplish this goal by regularly inspecting our facilities, identifying and controlling recognized hazards, planning for emergencies and communicating potential hazards to the CV-TEC community.

The CVES Safety Committee– meets regularly to assess any safety hazards that may exist at any of its campus locations. Committee members are made up of administrators, the Superintendent of Buildings and Grounds, faculty members, and teaching assistants.

The CVES Health Risk Management Coordinator– is responsible for assisting CV-TEC in the evaluation, planning, development, coordination and execution of health and safety programs in compliance with state and federal statutes and regulations. The Health Safety Risk Management Coordinator advises the CVES community of its responsibilities, recommends actions, and consults with external agencies and regulatory bodies on behalf of CVES. In addition, the Health Safety Risk Management Coordinator conducts periodic audits and makes recommendations for improvement. CVES’ Operations and Maintenance Department (O & M) is responsible for removing recognizable hazards through routine housekeeping and maintenance, or through contracting with the appropriate experts.

Division Directors and Principals - are responsible for safe working conditions at each of the CV-TEC campus locations and for implementing health and safety programs as they relate to the operation of their facilities and to the employees under their supervi-

sion. This includes providing appropriate safety equipment, reporting observed hazards to the O & M Department, curtailing any work that poses an imminent danger to health and safety and assuring that their employees attend all required safety training.

CVES School Nursing Staff– are responsible for providing on site, medical attention to any student in need. School Nurses record and document all accidents and injuries, provide follow up attention for both secondary and adult students, and submit completed reports to their appropriate building administrators.

Employees- are responsible for complying with health and safety guidelines, attending annual safety training, properly using provided safety equipment and promptly reporting accidents, injuries or hazards to their principals.

Students– given the technical nature of CV-TEC’s programs, students all receive a safety orientation at the outset of each academic year and receive safety training on a regular basis thereafter, depending upon the nature of the activities to be taught.

Fire Safety– CV-TEC’s O & M Department conducts regular inspections of its fire and safety equipment. Additional annual inspections for fire and safety are also provided by CVES’ insurance agency, NYSIR. Each of CV-TEC’s campuses practice a minimum of 12 fire drills annually.

Lighting/Physical Plant Concerns

CVES’ O & M Department maintains all campus buildings and grounds with a concern for safety and security. Staff inspect campus facilities regularly; promptly making repairs affecting safety and security, and responding immediately to reports of potential safety and security hazards. The campus and its parking areas are well lit for safety and security purposes.
Plattsburgh Main, Satellite Branch, Mineville Branch, and OneWorkSource Campuses
The County Sheriff’s office and the NYS Police Department respond to routine and to emergency calls, and provide CV-TEC’s Main, Satellite Branch, and OWS campuses with timely and professional responses. Information is shared between CVES and law enforcement personnel to ensure the continued safety of CV-TEC students.

Emergency Response and Evacuation Procedures
Students enrolled at all campus locations will be immediately notified whenever there is confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees that occurs on the campus.

Safety and Security Drills Practiced Annually
CV-TEC practices safety and security drills on an annual basis based on “Building Level Emergency Response Plans” established for each of its campus locations. CVES also has an established “District-Wide School Safety Plan,” and a variety of other safety plans/responses.

Crime Awareness and Campus Security
CV-TEC’s Crime Awareness and Campus Security policies, procedures, and statistics, as well as its Annual Security Report and Annual Fire Safety Report are available upon request at Plattsburgh’s Main Campus Office.

Individuals to Notify in the Event of an Emergency: Emergency or security-related information should be provided immediately to any of the following individuals for appropriate action:
1. CV-TEC Campus Principal or Main Office Staff / Telephone: Main (518-561-0100 x 238); Satellite (518-536-7343); Mineville (518-942-6691 x 100); OWS (518-561-0430 x 3079); ISC (518-942-6691 Mineville Campus)
2. CV-TEC Student Personnel Services / Telephone: 518-561-0100 x 241
3. CV-TEC Faculty Members
4. CVES Health Safety Risk Management Coordinator / Telephone: (518-561-0100 x 358)

Emergency Closing Plan: In the event of an emergency closing, the Emergency Coordinator, working in collaboration with Building Administrators, the Supervisor of Buildings and Grounds, and/or the Public Information Officer, will determine the appropriate response. Information will be provided to students and to the community through a variety of means, including, the EMA telephone reporting system, local news and media outlets,

Student and Employee Responsibilities
The cooperation and involvement of students and employees in a campus safety program is absolutely essential. Individuals must assume responsibility for their own personal safety and the security of their belongings. All CV-TEC students are encouraged to report all accidents, thefts or other criminal activities to the Principal or to a campus official as soon as possible. Be concerned for the safety and property of everyone.

Media and Library Services
CV-TEC supports the instruction and research needs of its faculty, students, and staff by providing facilities, collections and expertise for researching, viewing and producing a wide range of media. Most often, access to these materials are provided within each program setting.

Reference materials and resources such as textbooks, internet access, trade-related magazines, technical manuals and trade-specific software are available to students within each Program classroom and/or laboratory setting. Generally speaking, these materials are made available for on-site student use.

Technical equipment such as classroom computers, Smart Boards, and LCD projectors are available in most program classrooms or laboratory settings or are available upon request.

CV-TEC faculty and staff also have access to the regional interlibrary loan system.

Students enrolled at CV-TEC’s Satellite Branch Campus have access to a library/media center featuring a variety of related textbooks and general use computers.

Students with disabilities are provided with accessible instructional materials (e.g., audio books) and services based on eligibility.
Adult Student Orientation

Prior to the start of an academic year, CV-TEC’s Office of Student Personnel Services provides all adults with a general student orientation.

The orientation is preceded by a written letter of acceptance containing helpful information and documents which require students’ signature. Orientation topics include, but are not limited to:

- Admission Procedures
- Adult Placement with High School Students
- Adult Student Handbook
- Asbestos Inspection
- Attendance Policy
- Bell Schedule
- Books and Supplies
- Bomb Threat Evacuation Procedures
- Breaks
- Bullying and Harassment Policy
- School Calendar & Snow Days
- Chain of Command
- Certificates
- Cell Phones and Pager Use
- Signing Out
- Cleanliness of Buildings, Restrooms, Grounds
- Code of Conduct
- Program Descriptions
- Crime Awareness and Personal Safety
- Diplomas
- Dress Code
- Driving and Parking Regulations
- Drug Free Policy
- Emergency Closings
- Emergency Procedures
- Faculty and Staff List
- Field Trips
- Family Rights and Privacy Act
- Financial Aid
- Fire Drills
- First Aid Policy
- Food Service & Lunch
- Grading System and Course Work Requirements
- Grievance Procedure
- Hazardous Communications Plan
- Inclement Weather Schedule
- Internet Use Policy
- Insurance
- Job Placement Services
- Late Arrival & Early Release
- Lost and Found
- Makeup Work
- Media Services & Media Release
- Medical Records
- Medications
- Pagers & Cell Phones
- Parking
- Placement Services
- Program Changes
- Program Offerings
- Respirator Policy
- Refund Policy
- Shop/Classroom Safety
- Smoking Policy/Use of Tobacco
- Student Follow Up
- Student Organizations
- Student Personnel Services
- Students with Disabilities (Including ACCES-VR)
- Suspension and Dismissal of Students
- Technical Reading & Writing (TRW)
- Telephone
- Textbooks
- Title VI, Title VII, Title IX, Section 504, and ADA
- Tuition and Fees
- Visitors
- Weapons on Campus
- Withdrawal Procedure
- Work Based Learning
- Work Orders

Student Appeals Process

The student appeals process exists to provide student complainants with an opportunity to resolve issues in an environment where opposing views may be expressed and equitable decisions rendered. Examples of issues that may be appealed include, but are not limited to:

- Academic misconduct
- Code of Conduct appeals
- Academic progress, probation or suspension
- Grades
- Reinstatement after dismissal for non-payment
- Procedural appeals
- Fee appeals
- Financial aid

The CV-TEC student appeals process is intended to address students’ concerns in a timely fashion, at the lowest level possible. Analogous to CVES “Employee Concern Resolution Process,” the post-secondary student appeal process is a means for students, faculty and administrators to resolve discrepancies or concerns through the progressive involvement of administrative staff.
Student Appeals Procedure

- **Level I**: Within 5 business days of the incident, student’s concern is brought in writing to the attention of the staff member involved. The staff member shall then, within the limits of the authority of the staff position, take whatever action considered appropriate. The staff member shall also, within five days of receiving the complaint, provide the student with a description, in writing, of the action to be taken;
- **Level II**: If not resolved at Level I, within 5 business days of the staff member’s response, the concern is brought in writing by the student to the attention of the Principal or Supervisor. The Principal or Supervisor will arrange a meeting between the Principal or Supervisor, the student, and the staff member(s) within 5 business days of the appeal. The student will be provided 48 hours notice regarding the date/time of the appeal meeting. The purpose of the meeting will be to address any documented issues or concerns of all parties involved;
- **Level III**: If not resolved at Level II, the student is asked to bring his/her concern to the attention of the Division Director within 5 business days of the appeal meeting. After reviewing all available information related to the student’s concerns and to the student’s appeals, the Division Director will make a final decision. The final decision will be provided to the student in writing within 5 business days of the Level III appeal request.

Grievance Policy and Procedures (Policy # 9012 and 9012-R) (Revised 6/13/12)

Policies 5010, 9012, and 9012-R are currently under review and revision. The most up-to-date and complete versions of the “Discrimination/Sexual harassment of Employees and Students,” the “Anti-Discrimination Policy,” and the “Grievance Procedure for Anti-Harassment and Anti-Discrimination” policies may be obtained through the CV-TEC office.

Grievance Procedure for Anti-Harassment and Anti-Discrimination

The Clinton-Essex-Warren-Washington BOCES (hereinafter “CEWW BOCES”) is committed to creating and maintaining a working and learning environment which is free of discrimination and intimidation. Based upon the principle that every individual is entitled to be treated with dignity and respect, and a recognition that harassment and discrimination are a violation of law and CEWW BOCES policy, CEWW BOCES strictly prohibits communication (verbal, written or graphic) or physical conduct that constitutes harassment or discrimination based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality or asexuality, whether actual or perceived), age, marital status, military status, veteran status, weight, ethnic group, religious practice, gender or disability. CEWW BOCES also prohibits harassment based on an individual’s opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

Anyone who is in violation of CEWW BOCES policy or regulation will be subject to disciplinary action as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, CEWW BOCES policy and regulations, and the CEWW BOCES Code of Conduct. Should the offending individual be a CEWW BOCES employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, CEWW BOCES policy and regulation, the CEWW BOCES Code of Conduct and any applicable collective bargaining agreement. Third parties (such as school volunteers, vendors/contractors, etc.) who are found to have violated CEWW BOCES policy or regulations will be subject to appropriate sanctions as warranted and in compliance with law and the CEWW BOCES Code of Conduct.

The CEWW BOCES strictly prohibits all forms of harassment and discrimination on CEWW BOCES premises and in CEWW BOCES buildings; and at all CEWW BOCES sponsored programs, activities and events.

This policy should not be read to abrogate other CEWW BOCES policies or CEWW BOCES Code of Conduct regulations prohibiting other forms of unlawful discrimination, inappropriate behavior, or hate crimes within this CEWW BOCES. It is the intent of this CEWW BOCES that all such policies and regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above-named groups which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of CEWW BOCES policy or regulation.

Authority and Responsibility

It is the responsibility of all CEWW BOCES students and employees to ensure that their behavior and environment are maintained free of harassment and discrimination. Furthermore, each administrator and supervisor has the responsibility to maintain a non-threatening environment, which includes discussing the CEWW BOCES policy pertaining to harassment and discrimination with all students and employees, and assuring students and employees that they are not required to endure insulting, degrading or exploitative treatment.
All complaints of harassment or discrimination, whether written or verbal, formal or informal, will be thoroughly investigated to determine whether the totality of the alleged behavior and circumstances may constitute harassment. It is recommended that any individual of the above-named groups who believes she/he has been subjected to harassment or discrimination, or has reason to know of and/or witness any incident of harassment or discrimination by a CEWW BOCES student, employee, or other third party subject to the control and supervision of the CEWW BOCES, submit a written complaint.

However, complaints may be filed verbally, and the absence of a written complaint does not negate the CEWW BOCES' responsibility to investigate such allegations as thoroughly as possible. CEWW BOCES officials are required to provide a written report of investigation findings and any action taken to resolve the complaint within timeframes as established by CEWW BOCES.

First Step in Grievance Procedure

Any individual of the above-named groups who believes she/he has been subjected to harassment or discrimination in the CEWW BOCES environment or at a CEWW BOCES-sponsored activity, including those CEWW BOCES-sponsored activities that take place off CEWW BOCES premises, shall promptly report such occurrence to his/her building principal/supervisor, unless that building principal/supervisor is the source of the complaint in which case the complaint would be taken directly to the appropriate Title IX, or 504 compliance officer or another building administrator, who is then responsible for forwarding the complaint to the appropriate compliance officer. The compliance officers are listed below.

CEWW BOCES has designated:

James R. McCartney III and Cathy Snow
Compliance Officers
CVEs
P.O. Box 455
Plattsburgh, New York 12901
(518) 536-7343 and 561-0430 x 3079
Email: mccartney_james@cves.org and snow_cathy@cves.org

Reginald McDonald
Compliance Officer
CVEs
P.O. Box 455
Plattsburgh, New York 12901
(518) 561-0100 x299
E-mail: mcdonald_reggie@cves.org

as the Title IX (sex discrimination/harassment), and Section 504 (disability discrimination/harassment) compliance officers.

Should a compliance officer be the alleged offender, the report shall be made to the other compliance officer, or an administrator at the next level of supervising authority, or the building principal, who will then take it to a person other than the alleged offender.

All building principals and supervisors who receive a verbal or written complaint based on any of the above-named groups shall contact the Title IX or Section 504 compliance officer for assistance/direction in conducting an investigation, and forward the report to the compliance officer(s).

If the building principal/supervisor is in doubt as to the "seriousness" of the incident and whether such behavior constitutes harassment or discrimination, she/he is directed to immediately report such conduct to the appropriate compliance officer for resolution.

The Title IX or Section 504 compliance officer will personally conduct the investigation or with the assistance of others deemed to be appropriate persons to assist.

Utilization of these CEWW BOCES complaint guidelines does not preclude an individual from pursuing other avenues of legal recourse. However, if the individual reports such occurrence to any other CEWW BOCES employee, the individual shall be informed of the employee's obligation to report the complaint to the administration/building principal. The administrator who is made aware of the occurrence of possible harassment or discrimination, whether or not a complaint has been filed, is required to promptly report the incident(s) to the building principal and designated Title IX and/or Section 504 compliance officer.

Other agencies an individual might contact include:

New York Enforcement Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, New York 10005-2500
Phone: 646-428-3900
Fax: 646-428-3843
TDD: 877-521-2172
E-mail: OCR.NewYork@ed.gov

New York State Div. of Human Rights
Corning Tower, 28th Floor
Empire State Plaza
P.O. Box 2049
Albany, New York 12220
Phone: 888-392-3644
Website: www.dhr.state.ny.us/
Contact with either or both of these agencies should be within 180 days of the alleged discrimination or harassment, or, if CEWW BOCES has made a final determination which the complainant is not satisfied with, the complainant may request a review of the CEWW BOCES process by OCR. This request must be made within 60 days of the final determination of CEWW BOCES.

Complaints of harassment or discrimination will be investigated thoroughly, promptly, and impartially in accordance with law and regulations as well as any applicable collective bargaining agreement. However, when the CEWW BOCES officers receive a complaint or report of alleged harassment/discrimination that is criminal in nature or that could lead to violence, law authorities will be notified.

The District Superintendent is to be informed as soon as possible regarding all complaints or reports regarding discrimination or harassment, and the status of any investigations.

**Complaint Procedure**

**Notification Procedure**

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination or harassment is encouraged, regardless of the offender's identity or position.

A student, employee or other individual who feels aggrieved because of harassment or discrimination has several ways to make his/her concerns known:

1) An aggrieved person who feels comfortable doing so should directly inform the person(s) engaging in the harassment or communication that such conduct or communication is offensive and must stop.
2) Confronting the offender is NOT required. All employees have the right to file a good faith complaint without first communicating with the offender;
3) An aggrieved person who does not wish to communicate directly with the individual whose conduct or communication is offensive, or if direct communication with the offending party has been unavailing, shall contact his/her building principal/supervisor, a compliance officer, or a CEWW BOCES administrator.

**Making a Complaint**

All complaints should be in writing. However, complaints may be filed verbally, and the absence of a written complaint does not negate CEWW BOCES' responsibility to investigate such allegations as thoroughly as possible. All individuals are encouraged to use the CEWW BOCES' "Discrimination/Harassment Complaint Form."

Complaint forms can be obtained from any building principal's or guidance counselor's office, or from the Title IX or Section 504 compliance officer with no questions asked. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination, all complaints should be made in writing.

If a student, parent/legal guardian, and/or employee has any questions or difficulty completing the complaint form, she/he can obtain assistance from any teacher, guidance counselor, building principal or compliance officer. All complaints should include: the name of the complaining party; the name of the alleged offender(s); date of the incident(s); description of the incident(s); names of witnesses to the incident(s) or those with other pertinent information regarding the discrimination/harassment; the date the complaint is being submitted to school officials; and the signature of the complaining party.

Once the complaining party has completed the complaint, the written complaint should be personally delivered or mailed to a building principal/supervisor/administrator or to the appropriate compliance officer or placed in one of their school office mailboxes.

Complainants are expected to cooperate with CEWW BOCES' investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees, vendors, other third parties, and students having relevant or related knowledge or information.

**Time for Reporting a Complaint**

Prompt reporting of a complaint is strongly encouraged. All students and employees should be aware that appropriate resolution of discrimination or harassment complaints, and effective remedial action, often is possible only when complaints are promptly filed. Statutes of limitations may constrain the time period for instituting legal actions.
Confidentiality and Privacy

In recognition of the personal nature of discrimination complaints and the emotional impact of alleged discrimination, CEWW BOCES shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreement provisions, and laws and regulations. For the protection of all individuals who make complaints or are accused of prohibited discrimination or harassment, every witness interviewed during an investigation will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved except as part of the investigation process. To the extent complaints made under this regulation implicate criminal conduct, CEWW BOCES may be required by law to contact and cooperate with the appropriate law enforcement authorities.

Acknowledgment of Complaints

Upon receipt of a written complaint, the compliance officer, building principal/supervisor/administrator should endeavor to contact promptly the complainant to confirm that the written complaint has been received. If the complainant does not receive such confirmation promptly, she/he is encouraged to file a copy of the first complaint or a second written complaint or contact a compliance officer or building principal/supervisor or administrator. The purpose of this acknowledgment procedure is to ensure that all written complaints are received by authorized individuals, carefully processed, and promptly investigated.

Investigation Procedures

Timing of Investigation

CEWW BOCES will promptly investigate all allegations of prohibited discrimination and harassment. The compliance officer will notify the complainant and the accused as to the course of action within twenty (20) working days following receipt of the formal complaint. If additional time is necessary to complete the investigation, an extension may be requested by the compliance officer to the District Superintendent.

Method of Investigation

Investigations will be conducted by the CEWW BOCES compliance officer, the CEWW BOCES legal counsel, or other impartial persons as appropriate. The primary purposes of the investigation will be to determine:

- Did the conduct complained of occur?
- Did the conduct complained of violate CEWW BOCES relevant policy and regulations, or any of the Title IX or Section 504 (or other additional) laws?
- What remedial or preventative steps, if any, are recommended?

Investigations may include: fact-finding interviews; document review; depositions; observations; or other reasonable methods. The CEWW BOCES investigator should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by the CEWW BOCES employees or agents conducting an investigation shall be deemed confidential and privileged to the extent allowed by law.

Notification to Complainant Party and the Accused Party

The District Superintendent or his/her designee shall notify the complainant of the outcome of the investigation within twenty (20) working days unless, for good cause, the investigation has not concluded. If the investigation has not concluded, notification to the complainant shall be in writing, including that the investigation is continuing, and an estimated date of completion shall be given.

If the investigation has concluded, notification to the complainant shall be in writing, including a brief summary of the factual findings to date, and, whenever possible, shall include a summary of remedial measures that have been or will be taken by CEWW BOCES.

While reasonable efforts will be made to inform the complaining party about the outcome of the investigation, CEWW BOCES will consider the privacy rights of all parties involved in disseminating information obtained during and through the investigation.

The District Superintendent or his/her designee, shall promptly notify the person accused of violating Title IX or Section 504 (or other laws/regulations) whether a violation of this policy was found and what remedial measures, if any, will be taken.
Remedial Measures

CEWW BOCES’ primary goal in responding to complaints of prohibited discrimination and harassment is intended to prevent all forms of unlawful discrimination and harassment in CEWW BOCES and put an end to any prohibited discrimination and harassment that are found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination. During the investigation being conducted pursuant to this policy, remedial measures may be taken if appropriate and necessary.

Any individual who is found to have engaged in prohibited discrimination or conduct which may be prohibited, may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations. Disciplinary action may include, but is not limited to: warnings; suspension; or discharge from school or employment. Any third party found to have engaged in discrimination or harassment of a student or an employee may be barred from CEWW BOCES property.

Prohibition Against Retaliation

Retaliation is strictly prohibited by law against anyone who in good faith reports a suspected violation, who assists in making such a complaint, or who cooperates in a discrimination or harassment investigation. Retaliation means taking any adverse action in response to a complaint being made.

Complaints of retaliation should be brought directly to the appropriate compliance officer and building principal/administrator. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including suspension (student), termination from employment (employee), or in the case of a business non-employee, an appropriate remedy up to and including termination of the business relationship.

Because of the damage that can be done to someone falsely accused, any individual who in bad faith knowingly makes a false complaint or report of discrimination or harassment will be subject to disciplinary action up to and including suspension or termination in accordance with legal guidelines and CEWW BOCES policy and regulations.

Appeals - General

Any complainant or accused party who wishes to appeal the procedures which CEWW BOCES followed in investigating a written complaint may do so within ten (10) working days of receipt of the notification of the investigation outcome. Untimely submissions shall not receive consideration. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this regulation.

CEWW BOCES retains sole discretion to determine the appropriate disciplinary or corrective action to be taken with regard to a meritorious complaint.

Appeal to District Superintendent

All formal complaints, if not satisfactorily resolved by the compliance officer, may be appealed in writing by any party to the District Superintendent (hereinafter “DS”) within ten (10) working days of receipt of the compliance officer’s report of the investigation outcome.

Should the DS determine that additional action is necessary, the DS will follow all applicable law and regulations, CEWW BOCES policy and guidelines, and the appropriate collective bargaining agreement in the resolution of the complaint. The complainant and the accused will receive a copy of the DS appeal investigation and decision within twenty (20) working days of receipt of the appeal notice. If additional time is necessary to complete the investigation, the DS will provide the Board with a written status report requesting additional time to complete the investigation and notify all parties.

If the appellant is not satisfied with the OS’ resolution, she/he may appeal the decision to the Board within ten (10) working days following receipt of the DS’ report.

Appeal to Board

In the event that a complainant and/or accused files an appeal with the Board following an investigation by the DS, such appeal must be in writing and submitted to the DS’ office or to the District Clerk within ten (10) working days of receipt of the DS’ report. The Board will review the decision and the basis for the appeal and issue a written response to the complainant and the accused within thirty (30) working days of receipt of the appeal. If additional time is needed, a written status report shall be submitted to all parties indicating the need for additional time.
Record Keeping

CEWW BOCES shall maintain a written record of all complaints of discrimination and harassment prohibited by Title IX and Section 504 for a period of at least six years. CEWW BOCES shall also document the steps taken with regard to investigations, conclusions reached, and remedial action taken, if any. CEWW BOCES shall maintain these documents for, at a minimum, six years.

Questions

Any questions about this policy should be brought to the attention of appropriate compliance officer or the building principal/supervisor/administrator.

Dissemination

This policy, including a copy of the complaint form, is available in the CEWW BOCES student handbook, teacher/faculty handbook, employee manual, administrative manual and on the CEWW BOCES website.

Complaint Form See 9012-R (E.1)
Appeal Form See 9012-R (E.2)

Reporting Complaints/Grievances to COE

According to CV-TEC’s Accrediting Agency, the Council on Occupational Education (COE), CV-TEC must provide for a means of reporting unresolved complaints/grievances to COE. A complaint may be defined as any formal notification provided to the Commission alleging violations of the standards, criteria, conditions, policies, and/or procedures of the Commission. A complaint may be brought against an institution by one or more parties, including students, instructors, administrators, state or federal agencies, employers, vendors, another institution, or others. A complaint may also take the form of a lien, lawsuit, disciplinary action, negative action by another accrediting body or a regulatory agency or board, or a decision of a criminal or civil court. Complaints that do not relate to the Commission’s standards, criteria, conditions, policies, and/or procedures are referred to the appropriate federal or state agency.

Those who wish to bring an unresolved grievance or complaint to the attention of the Council may do so by contacting:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: 800-917-2081
Web: www.council.org

Consumer Protection

The Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 has significant ramifications for higher education.

All students can benefit from Section 1035 of the law, which creates a Private Education Loan Ombudsman. What this means is that all the private (non-governmental) institutions that loan money to students for their college education, including both public and private schools, will now be subject to the investigation of the Ombudsman, in order to ensure transparency in lending, disclosure of all fees and costs, and to resolve complaints from consumers, including college students who have contracted to borrow funds for their education. The Ombudsman will collaborate with financial institutions and colleges and universities to ensure that all transactions are conducted fairly.

CV-TEC welcomes the oversight and protection provided by this legislation. Any questions or concerns related to Sallie Mae loans may be directed to Mr. Chris Chaffin, Title IV Financial Aid Officer. Mr. Chaffin may be reached at: (518) 561-0100 x245.
September - June Programs For Adults

CV-TEC’s CTE Programs
(September - June, Full Day or 1/2 Day)
CV-TEC’s CTE Programs  
(September - June, Full Day or 1/2 Day)  

Select from dozens of 1080-hour, year-long morning or afternoon technical career paths. Adult participants apply and are admitted to specific programs at one of four campuses. Enrollment is ongoing, September through June. Programs include:  
- CV-TEC’s full time Career & Technical Education (CTE),  
- High School Equivalency Diploma (HSED)  
- Health Career Education (HCE), and  
- Adult Education Programs (e.g., CDL).

**Plattsburgh Main Campus**  
**Agriculture, Food & Natural Resources Federal Cluster**

**ANIMAL SCIENCE/VETERINARY ASSISTANT PROGRAM**  
This program is designed for students to utilize a hands-on approach while gaining knowledge and skills to prepare them for an animal-related career and/or post-secondary education. Students work with several species of animals, both large and small to learn the following: farm animal production; handling and restraint techniques; basic grooming; parasitology; anatomy and physiology; animal selection and breeding; genetics; animal nutrition and reproduction of various animal species as well as veterinary terminology.  

This program prepares students for a wide range of employment opportunities in animal clinics, veterinary offices, pet shops, animal shelters and farms, as well as many other entry level positions working with animals.

**ENVIRONMENTAL CONSERVATION / FORESTRY**  
Students train for a variety of outdoor careers at our off campus work sites located on property owned by Miners Institute. All students learn basic and advanced chainsaw operation while preparing for certificates that can lead to New York State Logger Training. Working with a fleet of nearly 20 professional grade Stihl chainsaws, students learn both safety and efficiency while learning current industry standards. Students learn a variety of timber harvesting methods that include both horse drawn logging as well as cable yarding. During the timber harvesting portion of the program, students demonstrate their abilities to operate several pieces of forestry equipment including both a 540G Cable Skidder and 450H Bull Dozer. Students experience firsthand road construction and maintenance on nearly five miles of seasonal roadways. During road construction and maintenance, students learn not only how to apply the use of equipment such as bull dozers and backhoes, but they learn traffic control and communication skills. Students participate in all aspects of maple syrup production in both our 1,500 tap sugar bush and in our on campus sugar house.
This portion of the class includes training in such things as; tubing installation and repair, sap collection, reverse osmosis and evaporator operation, grading, and canning. All students learn basic seed germination and propagation through our greenhouse operation. From ordering the bedding materials and seeds, to transplanting seedlings, followed by in-house sales, our students gain a working knowledge of the greenhouse industry. Students learn how to safely remove hazardous trees from the top down as they train with modern tree climbing equipment and techniques both on and off campus.

Architecture & Construction Federal Cluster

ELECTRICAL DESIGN, INSTALLATION & ALTERNATIVE ENERGY
An upgraded curriculum offers students the most current trade methods and technology. Electrical construction training is based on compliance with the National Electric Code and emphasizes the electrical design, installation and maintenance of residential and commercial construction. Students will acquire the capability to meet the demands of a diverse trade using current trade methods, new digital testing equipment and manual experience. Curriculum components include a focus on alternative sources including solar and wind energy. (Secondary Student Enrollment Only, 2014-2015)

CONSTRUCTION TRADES
The Construction Trades Program is a hands-on approach to gaining marketable skills toward employment in the general industry of construction. Students will have an introduction to carpentry, electrical and plumbing skills. Knowledge and skills learned will enable the student to gain employment and advance quickly within the construction industry.

Arts, Audio/Video Technology & Communications Federal Cluster

GRAPHIC DESIGN AND COMMUNICATIONS
This program is actually two programs in one. Learn the basics of photography, layout and design, desktop publishing and computer graphics while working as teams on holiday cards, booklets and posters. Students will also become proficient in printing and reproduction through fundamental print and bindery operations.

DIGITAL ART & DESIGN
The Digital Arts and Design curriculum is designed to give students the opportunity to learn and practice skills on software (Adobe Photoshop, Fireworks, Flash, Dreamworks, Autodesk AutoCAD, Maya, 3ds Max, Mudbox, and more) that was used to create films by studios
such as Pixar (Toy Story) and Dreamworks (Shrek) and video games by companies such as EA (Mass Effect, Dragon Age, The Sims) and Ubisoft (Assassin’s Creed, Splinter Cell, Raving Rabbids). During the student’s two years, he or she will be able to choose his or her own path of study to reach that individual student’s own goals. The course focuses on three categories: digital image creation and manipulation (including drafting and pre-engineering), animation and Web design/development.

During the students’ first year, they will receive formal Level 1 instruction in all three categories as an introduction. During this time, they will also be given considerable time for practice. At the end of each phase, students will complete a project to showcase their new skills. At the end of the year, students will need to create a website that will be used as an online portfolio for prospective post-secondary schools and employers.

At the beginning of the second year, students will be given a choice regarding which path they would like to pursue: animation, Web design/development, game design or architecture. Students will be expected to successfully complete Level 2 and Level 3 instruction in at least one of these categories. However, students have the opportunity to complete more if they so desire. In the end, students have the potential to receive up to 15 credits from colleges throughout the State of New York.

Business Management & Administration

MEDICAL OFFICE ASSISTING

In this one-year program, students will learn extensive medical office procedures, medical terminology, ten-key calculating, and Microsoft Office Suite, Internet research projects, “hands-on” training on Electronic Medical Record (EMR) software, create a professional portfolio and much more. Students also participate in off-site internships that will prepare them for a wide variety of jobs in the medical field. Students in this program also become involved with community service projects for the American Heart Association and Breast Cancer Awareness. Former students are now working in hospitals, doctor’s office and general office settings.

GOVERNMENT & PUBLIC ADMINISTRATION CLUSTER

HEALTH SCIENCE FEDERAL CLUSTER

ALLIED HEALTH I and II

Enter the world of health care! Learn skills used across the industry in a wide variety of health care occupations. Lab practice, job shadowing and clinical experiences are an integral part of the program. Students receive preparation for entering a health career in
Full Time, September-June Programs For Adults

Certified Nurse Assisting, Certified EKG Technician and Phlebotomy Tech preparation for certification. This program is a great start for entering the world of work or for continuing in a post-graduate health profession career pathway.

PRACTICAL NURSING (LPN)
This rigorous 10-month program encompasses 1,160 hours of instruction. Enter the world of nursing by preparing for licensure and employment in hospitals, clinics, physician’s offices, nursing homes and home care. Accredited by the NYS Department of Education. Offered on the Plattsburgh Campus in cooperation with several health care agencies. Prepares graduates to take the NCLEX-PN State Board Examination. (Adults Only)

HOSPITALITY AND TOURISM FEDERAL CLUSTER

CULINARY ARTS MANAGEMENT
Emphasis is on practical “hands-on” experience in food selection and preparation, menu planning, food storage, sanitation and safety guidelines, inventory control and management skills. Through actual work experience in our student run dining room they will learn the many facets of meal preparation, baking and table service. Students will be prepared for positions in all areas of quantity foods: preparation, receiving, operations, purchasing and service. This program cluster has curriculum designed to meet the needs of the hotel-restaurant industry including: front desk, maintenance, accounting, management and food and beverage operations. The food and beverage section offers instruction in purchasing, controls, service, sanitation, and food preparation. The on-site CV-TEC Café allows students to practice these acquired skills.
HUMAN SERVICES FEDERAL CLUSTER

EARLY CHILDHOOD EDUCATION

Early Childhood Education focuses on developing skills in early childcare. This program provides students an opportunity to work with young children. Instruction will be provided in all areas of child development. Students will learn how a child develops physically, socially, intellectually and emotionally. Practical experiences and training will expose students to real life situations and prepare them to obtain jobs working with children. Students will explore career opportunities in family day care, pre-school and education.

COSMETOLOGY

Students participate in the operation of a Cosmetology Clinic that offers them actual salon experience working with clients and retail sales as well as learning essential people skills. First-year students master basic Cosmetology competencies, while those in the second year advance to more refined skills including exposure to the dynamics of cosmetology through local and international style shows. New York State licensure requires the student to pass both a written and practical State exam. This program provides the instruction to meet these requirements.

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY FEDERAL CLUSTER

SECURITY & LAW ENFORCEMENT

The Security and Law Enforcement Academy is a NYS Division of Criminal Justice Services (DCJS) Security Guard Training School. Cadets receive nationally recognized certifications in: Teen CERT (Community Emergency Response Team); Certified Protection Officer; PPCT Defensive Tactics and Smith & Wesson Academy Military and Police Handcuffing. In addition, New York State certifications are provided in the areas of Office of Homeland Security; Defensive Driving; and DCJS Security Guard. A Department of Homeland Security Law Enforcement Explorer Program is integrated into the curriculum. Work experiences are available with several area law enforcement agencies, including, but not limited to: U.S. Customs and Border Protection (CBP); U.S. Border Patrol; CBP Air Branch, Clinton County Sheriffs Department and the Plattsburgh City Police Department. Cadets perform security related duties on campus and in the community. The curriculum includes instruction in all areas of the security profession, corrections, law enforcement and homeland security.
AUTO COLLISION REPAIR

A career that is part craftsmanship, and part artistry, that involves extensive practice and acquired skill. Students will learn how to restore vehicles using the latest equipment and technology. As a member of a team, students learn how to repair late model vehicles from start to finish, remove and install glass, repair frames, work with auto plastics and fiberglass, estimate costs of repairs and write work orders. Graduates will be prepared for a growing job market in the collision repair field.

AUTOMOTIVE TECH

Computers have revolutionized the automotive industry. Experience the latest technology in a hands-on electronics-based curriculum. Learn to diagnose and service automotive electrical systems, drivelines, brakes, fuel injection systems, emissions systems, steering, suspension, engines, and transmissions. Receive a world class education in automotive mechanical, technical and service areas. (Secondary Student Enrollment Only, 2014-2015)

Plattsburgh Main Campus
Adults Only Health Career Courses

NURSE ASSISTING (CNA)

The Certified Nurse Assistant Program provides students with 120 hours of instruction and 32 hours of clinical experience. The Nurse Assistant works as a member of the nursing team delivering personal care to clients who need assistance. Certification is available through the State Department of Education.

EKG

Our Certified EKG Technician course prepares the learner to interpret a variety of heart rhythms and operate the electrocardiograph machine. This 10-week course meets 3 hours per week during the evenings. Certification is available through the National Health Career Association.
PHLEBOTOMY (For Medical Professionals)

This continuing education course is intended for those who are currently working in the medical profession or have worked in the medical profession in the past. Our Certified Phlebotomy Technician course prepares the learner to perform finger punctures and venous blood drawing for the purposes of obtaining blood samples for laboratory analysis. Certification is available through NHA and/or NCA. This 10-week course meets 3 hours per week during the evenings. Certification is available through the National Health Career Association.

Plattsburgh Satellite Branch Campus

ARCHITECTURE & CONSTRUCTION FEDERAL CLUSTER
MANUFACTURING CLUSTER

WELDING

Students performing extensive hands-on work will learn welding techniques in MIG, TIG, shielded metal arc welding, pulse welding, plasma arc cutting, and oxy-acetylene brazing and cutting in a new state-of-the-art lab. These processes will be learned on steel, stainless steel, aluminum and cast iron. Students learn to process work orders, identify the correct repair procedure, and perform new material layout and fabrication from a blueprint. Upon completion of this course the student will be prepared to take a variety of welding certification tests.
HEALTH SCIENCE FEDERAL CLUSTER

NEW VISIONS: MEDICAL CAREERS (Seniors Only)

The New Visions: Medical Careers Program is an academically rigorous one-year exploratory program for selected college-bound seniors planning to major in a field of study such as pre-med, chemistry, biology or other allied health fields. The academic curriculum is combined with practical, applied work experience as students observe the work day of health care professionals as they deliver patient care at one of the area medical facilities. Learn what the health care field is really about by working alongside the professionals.

TRANSPORTATION, DISTRIBUTION & LOGISTICS

FEDERAL CLUSTER

AVIATION TECH

Aviation Tech is offered at the Plattsburgh Aeronautical Institute (PAI). For secondary students, PAI’s program requires one additional year of post-graduate study, in order for “Technician Candidates” to earn full Federal Aviation Administration (FAA) certification as Airframe and Powerplant Technicians. As high school juniors and seniors enrolled at CV-TEC, candidates will receive instruction in “General” aviation and a significant portion of the “Airframe” curriculum as mandated by the FAA as well as international curriculum established by “Transport Canada.” Post-secondary (adult) students may complete their requirements in either the 3-year sequence noted above, or a two-year daytime sequence, beginning with the 2015-2016 academic year. The two year sequence requires full time enrollment from 8:30 am—3:00 pm over a continuous 2 year period.

Technician Candidates are eligible to receive college credit from various colleges for their work along with high school integrated academics. All candidates will receive extensive hands on, aviation-related learning opportunities throughout the duration of their course of study. PAI training results in a Graduation Certificate from CV-TEC and referral to the FAA for final oral, written and practical examination. CV-TEC graduates who are successful on their FAA exams may enroll at Clinton Community College or Mohawk Valley Community College and receive 36 or 30 college credits toward Associate Degrees, respectively, or enroll at Embry Riddle University and receive 30 college credits toward one of two Baccalaureate Degree Programs.
FULL TIME, SEPTEMBER - JUNE PROGRAMS FOR ADULTS

SMALL ENGINES & MARINE TECH
This program is a hands-on approach to a marketable trade in the world of recreational vehicles. Students obtain the knowledge needed to maintain and repair a variety of small engines used on portable power equipment. They learn the principles of basic machining, internal combustion engine operation, read technical manuals and how to develop customer relations. Students also work on snowmobiles, motorcycles, large and small watercraft, lawn, garden and golf course maintenance equipment. Students will acquire all the skills needed from basic tune-ups to rebuilding engines.

HEAVY EQUIPMENT/DIESEL MECHANICS
This course covers the basic theory, operation and safety practices of heavy equipment. It is designed to meet the entry-level needs in the field of diesel technologies and repair for agricultural equipment, stationary power equipment, and class 6-8 on highway vehicles. This course covers Two & Four Cycle Engine Theories, Operations and Repair Practices, Troubleshooting and Repair and Preventive Maintenance of diesel-powered equipment. The course also covers Basic Hydraulic Theory and Principals, Fuel Systems, Basic Electrical and Electronic Systems, Brake Systems, Hydraulic/air and ABS, On-board Diagnostic Procedures and an Introduction to Net-based Information Systems used by today’s equipment manufacturers.
COMMERCIAL DRIVER’S LICENSE (CDL-A)

The Tractor Trailer Driver Training Program is a 60-hour, experiential program offering instruction on a variety of topics such as: Introduction to the Tractor Trailer, Vehicle Control Systems, Inspections, Basic Control, Proficiency Development, Safe Operating Procedures, Advanced Operating Procedures, and Street Driving.

Commercial Driver’s License (CDL) Class B (Passenger—Bus)

The CDL-B Driver Training Program is a 15-hour, experiential program offering instruction on a variety of topics such as: Introduction to Vehicle Control Systems, Inspections, Basic Control, Proficiency Development, Safe Operating Procedures, Advanced Operating Procedures, and Street Driving. Students will learn how to operate a school bus and prepare to take the corresponding DMV Commercial Driver’s License for Class B.
NATURAL RESOURCES MANAGEMENT

Learn Environmental Studies, Forestry and general heavy construction in the out-of-doors. This program’s foundation is built upon the philosophy of “active learning”, hands-on instruction. Learning through experience helps develop both the skills to perform work properly and sensitivity to the environment in which the students work. All work projects are community based and students are involved in the planning from start to finish. This diversified career field will develop the skills needed to become successful in a wide variety of environmental technologies and construction.

ARCHITECTURE AND CONSTRUCTION

CONSTRUCTION TRADES

The Construction Trades Program is a hands-on approach to gaining marketable skills toward employment in the general industry of construction. Students will have an introduction to carpentry, electrical and plumbing skills. Knowledge and skills learned will enable the student to gain employment and advance quickly within the construction industry.
Full Time, September - June Programs For Adults

HEALTH SCIENCE FEDERAL CLUSTER

ALLIED HEALTH I and II

Enter the world of health care! Learn skills used across the industry in a wide variety of health care occupations. Lab practice, job shadowing and clinical experiences are an integral part of the program. Students receive preparation for entering a health career in Certified Nurse Assisting, Certified EKG Technician and Phlebotomy Tech preparation for certification. This program is a great start for entering the world of work or for continuing in a post -graduate health profession career pathway.

HUMAN SERVICES FEDERAL CLUSTER

COSMETOLOGY

Students participate in the operation of a Cosmetology Clinic that offers them actual salon experience working with clients and retail sales as well as learning essential people skills. First-year students master basic Cosmetology competencies, while those in the second year advance to more refined skills including exposure to the dynamics of cosmetology through local and international style shows. New York State licensure requires the student to pass both a written and practical State exam. This program provides the instruction to meet these requirements.

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY FEDERAL CLUSTER

SECURITY & LAW ENFORCEMENT

The Security and Law Enforcement Academy is a NYS Division of Criminal Justice Services (DCJS) Security Guard Training School. Cadets receive nationally recognized certifications in: Teen CERT (Community Emergency Response Team); Certified Protection Officer; PPCT Defensive Tactics and Smith & Wesson Academy Military and Police Handcuffing. In addition, New York State certifications are provided in the areas of Office of Homeland Security; Defensive Driving; and DCJS Security Guard. A Department of Homeland Security Law Enforcement Explorer Program is integrated into the curriculum. Work experiences are available with several area law enforcement agencies, including, but not limited to: U.S. Customs and Border Protection (CBP); U.S. Border Patrol; CBP Air Branch, Clinton County Sheriffs Department and the Plattsburgh City Police Department. Cadets perform security related duties on campus and in the community. The curriculum includes instruction in all areas of the security profession, corrections, law enforcement and homeland security.
TRANSPORTATION, DISTRIBUTION & LOGISTICS
FEDERAL CLUSTER

AUTOMOTIVE TECH
Computers have revolutionized the automotive industry. Experience the latest technology in a hands-on electronics-based curriculum. Learn to diagnose and service automotive electrical systems, drivelines, brakes, fuel injection systems, emissions systems, steering, suspension, engines, and transmissions. Receive a world class education in automotive mechanical, technical and service areas.

MARINE ACADEMY
The Marine Tech Academy is being offered at Ticonderoga High School in a brand new state-of-the-art lab for regional students. This course is designed to provide students the skills and knowledge to begin a career in the region’s prominent marine industry. Students will gain hands-on experience with all aspects of marine service, including basic yard operations, two-stroke and four-stroke engine theory, fuel injection systems, computer diagnostics, drive systems, engine and drive rebuilding, fiberglass and gelcoat repair, parts ordering, and service writing. Students will acquire all of the skills necessary to begin a career as an entry level marine technician.

Mineville Branch Campus
Adults Only Health Career Courses

NURSE ASSISTING (CNA)
A certified nursing assistant, or CNA, helps patients or clients with healthcare needs under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN). The Certified Nurse Assistant (CNA) works as a member of the nursing team delivering personal care to clients who need assistance. Nursing assistants can work in a wide variety of settings; nursing homes, hospitals, adult day care centers, personal homes and assisted living facilities all require nursing assistants to act as liaisons between the RN or LPN and the patient. In many cases, the nursing assistant serves as the RN’s or LPN’s eyes and ears, and relays information between many patients and one or two RNs.
Part III: Continuing Education and Academic Online High School Courses

www.cves.org
(Hundreds of 24/7 Courses!)

CV-TEC’s Online High School

Washington Online Learning Institute (WOLI)

Online Career Training: Gatlin

Online Career Training: Ed 2Go
HUNDREDS of Online Ed2Go Courses!

Most Only $89!

Discover a Wide Range of Courses Under EACH of the Following Titles:

- Accounting Fundamentals
- Accounting Software
- Personal Finance & Investments
- Business Communication
- Business Software
- General Business Skills
- Grant Writing
- Management & Leadership
- Non-Profit
- Project Management
- Sales & Marketing
- Start Your Own Business
- College Readiness: Developmental Studies
- College Readiness: Math
- College Readiness: Test Prep
- Computer Applications: Adobe
- Computer Applications: Microsoft
Online Course Offerings

Discover a Wide Range of Courses Under EACH of the Following Titles:

- Computer Applications: Other
- Design & Composition: Adobe Software
- Design & Composition: Digital Photography
- Graphic Design
- Multimedia
- Web Design
- Health Care & Medical: Alternative Medicine
- Health Care & Medical: Ancillary
- Health Care & Medical: EMS & Firefighters
- Health Care & Medical: Ethics, Law and Compliance
- Health Care & Medical: Health Care Certificate
- Health Care & Medical: Health Information & Management
- Health Care & Medical: Veterinary
- Language Arts: Arts
- Language Arts: Creative Writing
- Language Arts: Digital Photography
- Language Arts: Graphic & Multimedia Design
- Language Arts: Languages
- Language Arts: Publishing
- Law and Legal: Business & Corporate
- Law and Legal: Criminal Law
- Law and Legal: General Law
- Personal Development: Arts
- Personal Development: Children, Parents, Family
- Personal Development: Digital Photography
Discover a Wide Range of Ed2Go Courses Under EACH of the Following Titles:

- Law and Legal: Litigation
- Law and Legal: LAST Preparation
- Law and Legal: Paralegal
- Personal Development: Arts
- Personal Development: Children, Parents & Families
- Personal Development: Health & Wellness
- Personal Development: Job Search
- Personal Development: Languages
- Personal Development: Personal Enrichment
- Personal Development: Personal Finance & Investments
- Personal Development: Start Your Own Business
- Personal Development: Test Prep
- Teaching and Education: Classroom Computing
- Teaching and Education: Languages
- Teaching and Education: Mathematics
- Teaching and Education: Reading and Writing
- Teaching and Education: Science
- Teaching and Education: Test Prep
- Teaching and Education: Tools for Teachers
- Technology: Certificate Prep (e.g., Comp TIA)
- Technology: Computer Fundamentals
- Technology: Computer Programming
- Technology: Database Management
Discover a Wide Range of *Ed2Go* Courses Under EACH of the Following Titles:

- Technology: Networking & Communications
- Technology: Security
- Technology: Web Technology
- Writing & Publishing: Business Writing
- Writing & Publishing: Creative Writing
- Writing & Publishing: Grant Writing
- Writing & Publishing: Publishing

[www.cves.org/cv-tec](http://www.cves.org/cv-tec)

(Click on “Adult Education Programs” Link)  
(Click on “Online Courses” Link)

Or Call:

518-536-7344
Hundreds of Online *Gatlin* Options!

Discover a Wide Range of Courses Under EACH of the Following Titles:

- Healthcare and Fitness (26 options)
- Business & Professional (86 options)
- IT and Software Development (55 options)
- Management and Corporate (46 options)
- Media and Design (11 options)
- Hospitality and Service Industry (19 options)
- Skilled Trades and Industrial (19 options)
- Sustainable Energy and Going Green (11 options)
Registration Information

Registration is on a first come, first served basis. Course reservations cannot be held without payment. Most online courses begin upon payment.
1. Official enrollment occurs upon receipt of your registration and payment;
2. If your course is cancelled, you will receive a full refund.
3. Instructor-led classes may be cancelled due to low enrollment.
4. Adult education programs are open to all adults who are no longer enrolled in a high school and are at least 17 years of age.
5. Due to the nature of some courses, an additional book or supply fee may apply. Check the catalog for details. Textbooks for online courses may be purchased according to the instructions provided on our web sites.
6. Classes are not scheduled to occur on school holidays recognized by Champlain Valley Educational Services. Online courses are available “24/7”.
7. Certificates of Achievement are awarded to those participants who complete at least 80% of the total course requirements, including attendance. Participants completing online courses will be mailed certificates upon course completion.
8. Cancellations due to inclement weather will be announced on local radio stations. If daytime classes are cancelled, no adult education classes will be offered.
9. All Adult Education students will receive a copy of CV-TEC’s Adult Education Handbook. Students enrolled in all adult education programs are responsible for knowledge of, and adherence to, the rules and regulations found therein.

Rate Calculations Courses:
CV-TEC strives to provide Clinton, Essex, Washington and Warren counties with high-quality, affordable programs and seminars. Generally speaking, instructor-led courses are calculated on the basis of $10 per teacher contact hour.

Special Rates*

Itinerant Programs: Site Specific Negotiated Agreements (Minimum class size: 10 participants; *Discount Rates may not be combined)

Incidental Costs (may include):
- Textbooks: Price varies; online texts purchased via e-commerce
- Course Materials: Some courses (e.g., welding) may require participants to pay a materials fee
- Examination Fee: Fee charged by outside agencies for certification purposes

Billing/Refund Policy
Full tuition is payable at the time of registration. A full refund will be made if classes are not filled or are cancelled. No refund will be granted after the first class. Refunds will be issued within 45 days of notification.
Registration Options

1. Mail-In Registration: Simply complete a CV-TEC Registration Form and mail/fax it to our office with your payment! Make checks payable to: “BOCES Treasurer.”

2. Phone-In Reservations: Call 536-7344 and request to have your name included on our course roster. Credit Card information can be accepted over the phone.

3. Walk-In Registration: Visit us in our main office at our Plattsburgh Campus or walk into our main office at our Mineville or Satellite Branch Campuses! Credit Card payments will be accepted.

4. Corporate Registration: Funding is available to employees who qualify for corporate sponsorship from their employer. Classes may be readily arranged between corporate sponsors and CV-TEC. Invoicing can be arranged for corporately-sponsored adults.

5. Agency Registration: Various regional state and county agencies such as OneWorkSource, ACCES-VR, and JCEO often sponsor adult education students in our adult education courses. Check with your local organizations for eligibility.

6. Online Registration: It is now possible to take advantage of CV-TEC’s new e-commerce payment process for its online courses. Simply follow the links to CV-TEC/HowtoMaster courses and provide the requested information. Begin your coursework almost immediately! (Those wishing to pay for online courses via check/money order/purchase order or credit card may do so in person according to the directions listed above).

“Launch Your Career!”
“Launch Your Career!”