Programs & Services Guide 2018-2019
Providing High Quality, Cost-Effective Shared Programs and Services for Component Districts

Inspiring Ideas through Innovation
Public Non-Discrimination Notice:
Clinton-Essex-Warren-Washington BOCES a/k/a/ 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 – Civil Rights Compliance Officer
Cathy Snow – Civil Rights Compliance Officer
1585 Military Turnpike
P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-561-0100 ext. 243

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

The primary mission of CV-TEC is to prepare students for successful careers and lifelong learning including post-secondary education.

DIVISION OVERVIEW

CV-TEC, the Career and Technical Education (CTE) Division of CVES, is the primary provider of Career and Technical Education and Adult Literacy programs and services for secondary and post-secondary (adult) students in Clinton & Essex Counties. The CV-TEC Division offers programs and services on four campuses: The Plattsburgh Main Campus and the Plattsburgh Satellite Branch Campus are both located in Clinton County and the Mineville Branch Campus located in Essex County all provide CTE Programming for secondary and post-secondary students; the OneWorkSource Campus in Plattsburgh provides Literacy, High School Equivalency (HSE) and Job Skills Training (JST) programs for adult students.

CV–TEC is nationally accredited by the Commission of the Council on Occupational Education (COE). 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. Core academic instruction is an integral part of all of the CTE programs as well as 21st Century & Work Readiness Skills development. Financial Aid is also made available to many of our post-secondary students through Title IV Federal Funding.

In addition, the CV-TEC Division offers comprehensive programming for Adult & Continuing Education and specialized Business & Industry Training. Online High School courses are also available for interested students.
CV-TEC Co-Sers

1. Career and Technical Education (CTE) with Integrated Academics
   (Co-Ser 101 Plattsburgh Main, Co-Ser 102 Mineville Branch, Co-Ser 104 Satellite Branch)

2. Adult and Continuing Education
   (Co-Ser 103)

3. Adult Literacy Education
   (Co-Ser 950)

4. Online High School Courses
   (Co-Ser 411)

5. Pre-CTE Program
   (Co-Ser 115 Plattsburgh Main)
   (Co-Ser 116 Mineville Branch)

Career and Technical Education (CTE) and Academic Services

Co-Ser 101 (Plattsburgh)
Co-Ser 102 (Mineville)
Co-Ser 104 (Satellite)

CV-TEC continues to respond to innovations in the workplace by developing rigorous and relevant Career and Technical Education (CTE) programs tied to state and national industry skills standards. These nationally accredited and NYSED approved competency-based programs offer practical hands-on training for both high school and post-secondary students. More than 30 CTE programs are available to students who choose to specialize in a career major at CV-TEC as part of their graduation pathway. Most students enrolling in a CTE program will engage in instruction for two years at CV-TEC. High school students will spend one-half of each day in their home school and the remaining one-half day at one of the three CV-TEC CTE campuses during their two-year program of study. The resulting education affords students the opportunity to become immediately employed or continue in post-secondary education. Students may also earn high school academic credit and college credits, state and/or national certifications, and the NYSED Career and Technical Education Endorsement seal on their Regents Diploma after passing a rigorous national or state industry assessment.
Daytime Career & Technical Education Programs

Financial Aid Available

www.cves.org  518-561-0100
**Allied Health** students learn industry-wide skills used in a wide variety of health care occupations. Students receive preparation for careers in Certified Nurse Assisting, Certified EKG Technician, and Phlebotomy Tech.

**Animal Science** exposes students to careers in the veterinary and animal management fields. This program teaches basic and advanced skills in areas such as nutrition, health and disease, animal handling and restraint, grooming, pet first aid, and medical terminology.

**Auto Collision Repair** focuses on collision damage repair and refinishing using the latest technology in a state-of-the-art commercial body shop.

**Automotive Service** this pre-CTE course trains students in basic vehicle maintenance including basic electrical and brake repair. Instruction in interior and exterior detailing is also provided.

**Automotive Tech** teaches the skills necessary to troubleshoot and repair the complex systems of today's high tech automobiles.

**Aviation Fundamentals** provides high school students with instruction in General Aviation and Airframe I as well as extensive, hands-on, aviation-related learning opportunities.

**Aviation Tech** students receive instruction in general aviation, Powerplant and Airframe curriculum as well as extensive hands-on, aviation-related learning opportunities.

**Construction Trades** students learn all aspects of the trade, from using hand and power tools, blueprints and rough framing, to both interior and exterior finish work.

**Cosmetology** students develop skills in haircutting, hairstyling, and haircoloring as well as skin care, manicuring and pedicuring. Students receive hands-on practice in our salon.

**Culinary Arts Management** provides hands-on training in cooking, baking, and management skills. Students operate the CV-TEC Café and cater special events.

**Digital Art and Design** will introduce students to several topics during their first year, including: Graphic Design, Technical and Residential Drafting, 3-D Modeling and Animation, Web Design and Computer Programming. During the second year, students are given more specialized training and practice in the field of their choosing.

**Early Childhood Education** teaches students an overview of a child's physical, cognitive, social, and emotional development. Through the combination of academics and hands-on practice in our Pre-K room the students are prepared for real life situations and the opportunity to obtain jobs and/or continue to post-secondary education.

**Electrical Design, Installation, & Alternative Energy** trains students for careers in electrical construction. 21st Green Energy Technology integrating solar and wind energy are part of the electrical construction training.

**Environmental Conservation & Forestry** is designed to give students a better understanding of our natural resources as they train for a variety of outdoor careers. Applied learning is provided through activity-based experiences and opportunities in our outdoor classroom.

**Food Service** this pre-CTE course provides specific preparation for employment in the food service industry including entry level positions for kitchen helpers, fast food cooks, bakers, etc.

**Graphic Design & Communications** students learn to use state-of-the-art SLR digital cameras and computers with Adobe Creative Suite as well as design and layout, desktop publishing and printing and reproduction.

**Heavy Equipment/Diesel Mechanics** covers the basic theory, operation and safety practices of heavy equipment. It is designed to meet entry-level needs in the field of diesel technologies and repair.

**Marine Technology** is designed to provide students the skills and knowledge for a career in the marine industry. Students will gain hands-on experience with all aspects of marine service.

**Medical Office Assisting** students are trained in medical office assisting and electronic health record data entry. Training includes extensive office procedures, Microsoft Office, and terminology in preparation for off-site work-based learning experiences. Post-secondary students complete two additional 30-hour internships.

**Natural Resource Management** is a diverse field that will develop the skills needed to become successful in a wide variety of environmental technologies, forestry, and heavy construction.

**New Visions: Medical Careers** is an intensive exploratory course for high school seniors who are interested in pursuing a career in the health sciences. This course is a culmination of academic coursework, clinical rotation/shadowing experiences, and college preparation.

**Practical Nursing (LPN)** is a rigorous 10-month program that 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.

**Security & Law Enforcement** is a para-military academy providing training in arrest procedures, self-defense, handcuffing, forensics, and more. Work experiences are available with numerous law enforcement agencies.

**Small Engines & Marine Tech** students obtain the knowledge and hands-on training needed to maintain and repair a variety of small engines used in recreation vehicles and outdoor power equipment.

**Welding** teaches the knowledge and skills of metal cutting and joining techniques. Students will become familiar with the tools and equipment of the metal fabrication industry.
CV-TEC Daytime Career and Technical Education (CTE) Program Descriptions

Allied Health I and II (Plattsburgh Main & Mineville)

Students will 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 and instruction in Certified Nurse Assisting, Certified EKG Technician and Phlebotomy Technician certifications and enter the workforce immediately. This program is a great start for entering the world of work or for continuing in a post-secondary health profession career pathway.

Animal Science (Plattsburgh Main)

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.

Auto Collision Repair (Plattsburgh Main)

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. The program focuses on collision damage repair and refinishing using the latest technology in a state-of-the-art commercial body shop.

Automotive Tech (Plattsburgh Main & Mineville)

This program teaches the skills necessary to troubleshoot and repair the complex systems of today’s high tech automobiles. Experience the latest technology in a hands-on electronics-based curriculum. Students will earn to diagnose and service automotive electrical systems, drivelines, brakes, fuel injection systems, emissions systems, steering, suspension, engines, and transmissions.

Aviation Tech At Plattsburgh Aeronautical Institute (PAI) (Satellite)

Students 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.” 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. 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.
Construction Trades (Plattsburgh Main & Mineville)

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.

Cosmetology (Plattsburgh Main & Mineville)

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.

Culinary Arts Management (Plattsburgh Main)

This program introduces students to careers in the food service and hospitality industries and teaches the entry-level skills and knowledge they need for success in this field. Hands-on training along with classroom instruction enables students to experience all aspects of operating and managing a food service establishment, and also helps students build good business and management skills. The nationally recognized ProStart Curriculum is utilized to provide comprehensive Hotel/Restaurant Management instruction. The on-site CV-TEC Café allows students to practice these acquired skills.

Digital Art & Design (Plattsburgh Main)

Students will be introduced to several topics during their first year, including: Graphic Design, Technical and Residential Drafting, 3D Modeling and Animation, Web Design and Computer Programming. During the second year, students are given more specialized training and practice in the field of their choosing. The Digital Art 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. Students have the opportunity to complete more if they so desire. In the end, students have the potential to receive up to 30 credits from colleges throughout the State of New York.

Early Childhood Education (Plattsburgh Main)

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, preschool and education.
**Electrical Design, Installation and Alternative Energy (Plattsburgh Main)**

The 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 hands-on experience. New sources include a focus on alternative curriculum components including solar and wind energy.

**Environmental Conservation & Forestry (Plattsburgh Main)**

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 chain saw operation while preparing for certificates that can lead to New York State Logger Training. Working with a fleet of nearly 20 professional grade Stihl chain saws, 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.

**Graphic Design and Communications (Plattsburgh Main)**

Students learn to use state-of-the-art SLR digital cameras and computers with Adobe Creative Suite as well as design and layout, desktop publishing and printing and reproduction. Students will learn the basics of photography, layout and design, desktop publishing and computer graphics while working as teams on practical projects such as holiday cards, booklets and posters. Students will also become proficient in printing and reproduction through fundamental print and bindery operations.

**Heavy Equipment/Diesel Mechanics (Satellite)**

This state-of-the-art 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 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.
Marine Tech (Mineville)

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.

Medical Office Assisting (Plattsburgh Main)

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, doctors’ offices and general office settings.

Natural Resource Management (Mineville)

Students will learn components and competencies of 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. Students will engage in heavy equipment operations as well as surveying. In addition, students participate in all aspects of maple syrup production 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 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.

New Visions: Medical Careers (High School Seniors by Application Only) (Mineville & Satellite)

The New Visions: Medical Careers Program is an academically rigorous, competitive application based 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.
Security & Law Enforcement (Plattsburgh Main & Mineville)

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 Sheriff’s 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.

Small Engines & Marine Tech (Satellite)

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. Students will 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.

Welding (Satellite)

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 new state-of-the-art welding lab and classroom facilities. 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.
Academic Services

- High School Regents Core Academic Course Instruction & Examination Preparation in:
  - Math
  - English/Language Arts
  - Social Studies
  - Science
  - Health
- Career and Financial Management
- Integrated & Specialized Core Academic Courses as approved by NYSED
- Dual Credit Courses Instruction for College Credit
- Student Professional Portfolio
- Computer Assisted Instruction
- Student Leadership Development
- On-Line High School Courses

PRE-CTE PROGRAMS

The CV-TEC Pre-CTE programs are designed to deliver differentiated and targeted introductory service-level Pre-CTE instruction and is open to all high school students in grades 9-12. In addition, the Pre-CTE Programs meet the NYSED requirements for the Career Development and Occupational Studies (CDOS) Credential. This program will allow students to explore the career field, develop technical and work readiness skills and earn two general education CTE credits.

The following required elements are included:

- Service-level Pre-CTE Technical Skills
- Career Related Coursework
- Work-Based Learning (WBL) Experiences (54 hour minimum)
- CDOS Standards

Pre-CTE: Auto Services (Plattsburgh Main)

Students in grades 9-12 will learn basic principles and practices necessary for employment in the automotive maintenance, basic repair and minor auto collision repair fields. This program will provide students with hands-on training as well as classroom instruction suited for diverse learning styles.

Students will train in basic vehicle maintenance including basic electrical and brake repair. Instruction in interior and exterior detailing is also provided. This program will prepare students for job placement or and/or into the CTE Automotive Tech, Auto Collision Repair, Heavy Equipment/Diesel Mechanics, Small Engines, or Marine Technology Program to further their education.

Pre-CTE Food Services (Plattsburgh Main)

Students in grades 9-12 will have the opportunity to engage in hands-on instruction and training in food and hospitality services. This program will prepare students for entry level employment in the food and hospitality services industry and/or into the CTE Culinary Arts Management Program to further their education.

Career opportunities include food preparation worker, dishwasher, dining room attendant, food server, meal server, prep cook, wait staff, hotel or hospital housekeeping assistant, receptionist/front desk clerk, retail sales clerk, stock clerk, banquet set up, meetings and events planning.
Adult & Continuing Education

CO-SER 103

The CV-TEC Adult and Continuing Education department provides programs and services on site to area adults on the Plattsburgh Main, Mineville Branch and Satellite Branch campuses and off-site including in area schools. The programming for adults encompasses: Career and Technical Education, Academic Preparation, Continuing Education Courses and Apprenticeship Training. The programs are self-supporting through registration fees paid by participants or through special funding. No component school district money is expended for Adult and Continuing Education Programs.

Career & Technical Education for Adults

Adults can register for any CV-TEC daytime Career and Technical Educational (CTE) program on a space available basis. Enrollment is on a self-pay basis or with special funding through CV-TEC Literacy, HSE, and Job Skills Training (JST) Program, ACCESS-VR, CCETA, DOL, Veterans Administration or other sources including special training vouchers. Federal financial aid (FAFSA, Title IV) is available for specific programs and for those who qualify. Low interest loans are also available through the Sallie Mae Corporation. Programs for adults who wish to enter, re-enter and/or gain advancement in employment are offered during the daytime and in shorter courses in the evening on all campuses.

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, physicians’ 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.

Nurse Assisting (CNA)

The Certified Nurse Assistant Program provides students with 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.

CPR

Learn how to save a life. This course leads to certification for CPR for infants, children and adults. Eight hours of instruction is provided over two sessions. Certification is available through the National Safety Council or American Red Cross.

Standard First Aid

The workshop details management of basic injuries and medical emergencies. Standard First Aid can be provided in conjunction with CPR or as a 6-8 hour stand-alone workshop. Certification is available through the National Safety Council or American Red Cross.
AED

This program provides hands on training of the Automated External Defibrillator to individuals who plan to volunteer as responders to cardiac emergencies where trained medical personnel are not immediately available. Topics include the use of the machines, maintenance of the equipment and legal liabilities to the volunteer. This workshop can be combined with CPR/First Aid or be offered as a stand-alone workshop. Certification is available through the National Safety Council or American Red Cross. This workshop is available to component districts in order to provide training for meeting the new AED mandate.

Phlebotomy

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 70-hour course meets 1-2 times per week during the evenings. Certification is available through the National Health Career Association.

Academic Preparation

Instruction is offered in a number of areas including: basic academic skills, GED preparation, Career, Family and Life Skills, career-planning, computer instruction, job seeking and keeping skills and a CV-TEC daytime Career and Technical Education program of the student’s choice. Work experience opportunities may be available, depending upon the program of enrollment.

Apprenticeship Programs

CV-TEC is the authorized Designated Lead Educational Agency (DLEA) certified to conduct, administer, oversee and approve classroom instruction for Union Apprenticeship Training Programs in the region. Apprenticeship Training is conducted in the areas approved by the New York State Department of Labor.

Continuing Education Courses

Numerous continuing education courses are offered to adults on various campuses. The courses are offered year-round for any interested adult. These are offered in conjunction with Career and Technical Education courses.
A registration fee is set to cover the costs of the programs. Although courses vary by semester, some frequently offered courses have included:

- Assembling Industry: Manufacturing & Education (AIME)
- Blue Print Reading
- Introduction to Computers
- Precision Measurement
- Welding

Commercial Driver’s License (CDL)

CV-TEC offers a popular 60-hour CDL Tractor Trailer Driving Program for those seeking to receive a Class A driver’s license from the Department of Motor Vehicles. The program features an extremely high pass rate and offers participants a flexible driving training schedule. Candidates must possess a CDL permit prior to acceptance, and must pass a drug and medical examination prior to admission.

Business and Industry Training Programs

Training programs for business and industry designed to meet the educational needs of local businesses are available in technical, academic and 21st Century Skills areas.

Customized Training For Business And Industry

Customized training programs are tailored to meet the needs of local business and industry. These programs are designed to upgrade employees’ technical and management skills. These programs can be designed cooperatively, based on the needs and interest of our business partners. Tuition and fees will vary depending on the length and content of the training program.

Other Career Certificate Programs

Adult Online Learning Experiences

CV-TEC offers hundreds of adult online education courses. Participants may enroll in a variety of instructor led, self-paced or enhanced tutorials at affordable prices. Participants can enjoy the convenience of learning at home and of accessing coursework on a 24/7 basis. Students can select from a number of national online Ed2Go programs through CV-TEC. Certificates of completion are provided by Ed2Go in a number of career and technical programs.

Adult Literacy Education

Co-Ser 950

CV-TEC offers free Adult Basic Education, Adult Secondary Education, and High School Equivalency preparation to adults, age 18 or older. Programs are offered at the OneWorkSource Centers in Plattsburgh and Elizabethtown, Champlain Library, United Methodist Church in Keeseville, North Country Community College, Behavioral Health Services North, CV-TEC, Ellenburg Depot Fire House and Twin Oaks Halfway House. Instruction is provided through distance learning programs and ABE/ASE classes. CV-TEC’s Adult Literacy programs are all New York State approved and taught by certified teachers. CV-TEC is an approved Test Assessing Secondary Completion (TASC) test site in both Plattsburgh and Mineville.

ABE/ASE Classes

Offered in Clinton & Essex counties at various locations. Classes are offered morning, afternoons, and evenings.

Job Skills Training

Funding is available for eligible adults to enroll in job skills training programs Training programs include Certified Nursing Assistant, Home Health Aide, Welding, Computer Classes, CDL, Customer Service Training and Assembling Industry: Manufacturing and Education (AIME).
Distance Learning Programs

A variety of programs are available for students unable to attend an ABE/ASE class. Students study in the comfort of their home at their own pace. Individualized lesson plans are developed for students and materials are delivered every two weeks to a library the student chooses. Students may also choose to pick up and drop off materials every two weeks at the OneWorkSource centers.

Online High School

Co-Ser 411

CV-TEC is proud to offer high school students the opportunity to take NYS-approved, online courses.

Districts may select from a wide variety of Regents, Elective and Advanced Placement (AP) courses. Designed to ease scheduling and staffing challenges faced by school guidance counselors and administrators, the CV-TEC Online High School provides a full range of high quality, instructor-led course options from two different providers: Advanced Academics, Inc. (AAI) and Western Suffolk BOCES (WSB).

Visit www.cves.org (click on CV-TEC; scroll down to “Online Course Offerings”).

Features of CV-TEC’s Online High School:

• Courses approved and assigned by Principals or Guidance Counselors
• Courses aligned with NYS Learning Standards (AAI and WSB)
• 150 consecutive day and semester-by-semester scheduling options available
• Regents courses taught by NYS-Certified Instructors (WSB)
• Affordable tuition rates
• Reimbursable expenses; districts may claim State aid (Co-Ser # A411; Activity Code: 5877)
• Prompt, local technical support offered by CV-TEC
• Courses may be augmented, supported, or taught by district-appointed personnel
• Asynchronous; contact via e-mail with course instructors
• 24/7 access to program of study
• Designed to assist or augment districts’ course offerings and schedules
• Districts assign a faculty mentor to assist student through the online learning process. Mentors have ongoing access to a student’s progress
• Convenient enrollment schedule (by semester): September-December; January-June
• Advanced Placement (“AP”) course options available
<table>
<thead>
<tr>
<th>CV-TEC Career &amp; Technical Education (CTE) Program</th>
<th>Articulated College Agreements</th>
<th>Dual Enrollment College Agreements</th>
<th>NYS Licensure or Corporate/ National Association Certification</th>
<th>Approved High School Integrated Academic Credit</th>
<th>NYSED Regulations: 100.5(6), 100.5(7) (Maximum, 10 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allied Health</strong></td>
<td>Clinton Community College, 7 cr. CV-TEC LPN Program, 10 hours</td>
<td>Clinton Community College 3 credits North Country Community College - 3 credits</td>
<td>CNA, EKG, First Aid/ CPR Certifications; and Phlebotomy Certification Prep</td>
<td>CTE English; CTE Health; CTE Mathematics; CTE Science; CFM*</td>
<td>NYSED Regulations: 100.5(6), 100.5(7) (Maximum, 10 Credits)</td>
</tr>
<tr>
<td><strong>Animal Science/ Veterinary Assistant</strong></td>
<td>Clinton Community College, 3 cr. SUNY Canton, 2 cr. SUNY Cobleskill, 6 cr. SUNY Delhi, 3 cr.</td>
<td>Clinton Community College 3 credits SUNY Morrisville 6 credits</td>
<td>First Aid/ CPR and Animal First Aid/ CPR Certifications</td>
<td>CTE English; CTE Health; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td><strong>Auto Collision Repair</strong></td>
<td>Clinton Community College, 3 cr. Lincoln Technical Institute SUNY Canton, 5 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>Clinton Community College 3 credits</td>
<td>ASE Certification Preparation</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td><strong>Automotive Technology</strong></td>
<td>Clinton Community College, 3 cr. Lincoln Technical Institute SUNY Canton, 3 cr. SUNY Delhi, 7-12 cr. University of N.W. Ohio, 6 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>Clinton Community College 3 credits North Country Community College - 3 credits</td>
<td>ASE Certification Preparation; NYS Inspection Licensure</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td><strong>Construction Trades</strong></td>
<td>Clinton Community College, 3 cr. SUNY Delhi, 6 cr.</td>
<td>Clinton Community College 3 credits North Country Community College - 3 credits</td>
<td></td>
<td>CTE English; CTE Mathematics; CFM*</td>
<td></td>
</tr>
<tr>
<td><strong>Cosmetology</strong></td>
<td>Clinton Community College, 3 cr. North Country Community College</td>
<td>Clinton Community College 3 credits North Country Community College - 3 credits</td>
<td>NYS Licensure</td>
<td>CTE English; CTE Health; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td><strong>Culinary Arts &amp; Hospitality</strong></td>
<td>Art Institute of Pittsburgh, 12 cr. Clinton Community College, 3 cr. Cornell University, Experiential Credit Culinary Institute of Arts, Experiential Credit Johnson &amp; Wales, 4.5 cr. SUNY Canton ATC, 6 cr. (Hospitality &amp; Resort; Marketing) New England Culinary Institute, Proficiency Credit Paul Smiths College, 6 cr. SUNY Cobleskill, 2-11 cr. SUNY Delhi, 10 cr. SUNY Plattsburgh, Experiential Credit Schenectady Community College, 3 cr. Other: numerous out-of-state credit opportunities United States Army, promotion to E-4</td>
<td>Clinton Community College 3 credits</td>
<td>National Restaurant Association (NRA), Serv Safe, and First Aid/ CPR Certifications</td>
<td>CTE English; CTE Health; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td><strong>Digital Art and Design</strong></td>
<td>Art Institute of Pittsburgh, 9 cr. Clinton Community College, 3 cr. CCC Computer Information Systems, 22 cr. CCC Mechanical Technology, 24 cr. SUNY Canton, 5 cr. SUNY Delhi Community College, 2-16 cr. Alfred State (Pending) SUNY Cobleskill, 4 cr. (CCNA) North Country Community College, 6 cr. SUNY Plattsburgh, 6 cr. (Pending) Other: Proficiency Tests Offered by College</td>
<td>Clinton Community College 40 credits</td>
<td></td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td><strong>Early Childhood Education</strong></td>
<td>Clinton Community College, 9 cr. SUNY Canton, 3 cr. SUNY Cobleskill, 3 cr. Herkimer Community College, 6cr.</td>
<td>Clinton Community College 3 credits</td>
<td>First Aid/ CPR Certifications; Child Development Associate (CDA) Credential Preparation</td>
<td>CTE English; CTE Health; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td><strong>Electrical Design &amp; Installation</strong></td>
<td>Clinton Community College, 10 cr. Lincoln Technical Institute SUNY Delhi, 4 cr.</td>
<td>Clinton Community College 3 credits</td>
<td>IBEW Certification Preparation; First Aid/ CPR Certification</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td>CV-TEC Career &amp; Technical Education (CTE) Program</td>
<td>Articulated College Agreements</td>
<td>Dual Enrollment College Agreements</td>
<td>NYS Licensure or Corporate/ National Association Certification</td>
<td>Approved High School Integrated Academic Credit</td>
<td>NYSED Regulations: 100.5(6), 100.5(7) (Maximum, 10 Credits)</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------------------------------</td>
<td>------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>Environmental Conservation/ Natural Resource Management</td>
<td>Clinton Community College, 3 cr. Paul Smiths, 3 cr.</td>
<td>Clinton Community College 3 credits North Country Community College - 3 credits</td>
<td>Level I Game Logging, First Aid/ CPR Certifications</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td>Graphic Design</td>
<td>Art Institute of Pittsburgh, 3 cr SUNY Canton, 9 cr SUNY Cobleskill, 6 cr. Mohawk Valley Community College, 6 cr. North Country Community College, 9 cr. Clinton Community College, 15 cr.</td>
<td>Clinton Community College 3 credits</td>
<td>First Aid/ CPR Certification</td>
<td>CTE English; CTE Mathematics; CFM*</td>
<td></td>
</tr>
<tr>
<td>Heavy Equipment/ Diesel Mechanics</td>
<td>Clinton Community College, 3 cr. Lincoln Technical Institute, 10.5 cr. Nashville Auto Diesel College, Proficiency cr. SUNY Canton, 5 cr. University of N.W. Ohio, 6 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>Clinton Community College 3 credits</td>
<td>ASE Certification Preparation</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td>Marine Technology</td>
<td>Clinton Community College, 3 cr. Lakes Region Community College, 3 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>North Country Community College - 3 credits</td>
<td></td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td>Medical Office Assisting</td>
<td>Clinton Community College, 3 cr. North Country Community College, 3 cr.</td>
<td>Clinton Community College 5 credits</td>
<td>First Aid/CPR, AED Certifications</td>
<td>CTE English; CTE Mathematics; CFM*</td>
<td></td>
</tr>
<tr>
<td>New Visions: Medical Careers</td>
<td>Albany College of Pharmacy, $10,000 scholarship</td>
<td>Clinton Community College 7 credits North Country Community College - 13 credits</td>
<td>First Aid/ CPR Certification</td>
<td>Anatomy &amp; Physiology; English 12; Government and Economics; Health Career; Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>Plattsburgh Aeronautical Institute</td>
<td>Clinton Community College, 39 cr. Mohawk Valley Community College, 33 cr. Embry-Riddle Aeronautical Institute, 30 cr.</td>
<td>Clinton Community College 3 credits</td>
<td>FAA Airframe, Powerplant, or Airframe &amp; Powerplant Certification Preparation</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td>Security &amp; Law Enforcement</td>
<td>Herkimer Community College, 6 cr. Clinton Community College, 6 cr. North Country Community College, 9 cr.</td>
<td>Clinton Community College 3 credits North Country Community College - 3 credits</td>
<td>NYS Security Guard Pre-Assessment Training; Office of Counter Terrorism Enhanced Security Guard; Dept. of Homeland Security Teen CERT (Community Emergency Response Team); Professional Protection Officer (Nationally Recognized Credential)</td>
<td>CTE English; CTE Government; CTE Physical Education; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td>Small Engine Repair</td>
<td>Clinton Community College, 3 cr. SUNY Canton, 3 cr. Lincoln Technical Institute Motorcycle Mechanics Institute Paul Smith’s 2 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>Clinton Community College 3 credits</td>
<td>OPEESA Certification Preparation</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td>Welding</td>
<td>Alfred State, 7 cr. Clinton Community College, 3 cr. Lincoln Technical Institute Mohawk Valley, 5 cr. SUNY Delhi, 7 cr.</td>
<td>Clinton Community College 3 credits</td>
<td>American Welding Society (AWS)</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
<td></td>
</tr>
<tr>
<td>CPR</td>
<td>NA</td>
<td>NYS Licensure</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDL</td>
<td>NA</td>
<td>NYS Licensure</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EKG Technician</td>
<td>NA</td>
<td>NYS Licensure</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPN</td>
<td>SUNY Canton, 3 cr. North Country Community College, 17 credits</td>
<td>NYS Licensure</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paralegal (Online; Spring 2004)</td>
<td>NA</td>
<td>National Certification</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>Clinton Community College, 2 cr.</td>
<td>NYS Licensure</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Updated 9/29/17 - check with the guidance office for the most current copy

*Career & Financial Management