



(518) 561-0100 x240
www.cves.org/cv-tec

ADULT & CONTINUING EDUCATION 2024-2025 CATALOG

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Clinton Essex Warren Washington BOCES

OUR MISSION

Champlain Valley Educational Services is committed to being a valued and trusted partner by supporting students, schools, and communities to excel through high-quality education, training, and shared services.

OUR VISION

We aspire to be the premier provider of dynamic and innovative educational programs and shared services, serving as a catalyst for personal and regional growth and development towards a brighter global future.

OUR CORE BELIEFS

- Students are our first priority.
- Staff are essential to the health and well-being of our organization.
- 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 lead and act with integrity, fostering respect for all by ensuring the acceptance, inclusion, and celebration of our community members.
- 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.

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:

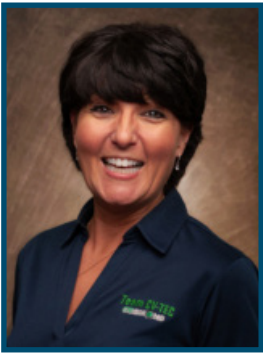
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WELCOME TO CV-TEC

Dear Prospective Student:

As the Director of Career & Technical Education, I am proud to welcome you to CV-TEC. The CV-TEC Division of Champlain Valley Educational Services (CVES) offers a wide range of Career & Technical Education (CTE) Programming, Adult Literacy Programming, and Continuing Education Programming for our school districts and community members of Clinton and Essex Counties. CV-TEC has a rich history in the North Country and we are proud and committed to continuing the tradition of excellence on all of our CV-TEC campuses and locations.



Michele M. Friedman
Director of Career
& Technical Education

Team CV-TEC is dedicated to a collaborative approach for excellence in Career & Technical Education. It is the CVES mission that “CVES empowers students, schools and communities by providing exemplary education, training, support and shared services,” and the mission of the CV-TEC Division “to prepare students for success in careers and life-long learning including post-secondary education.”

Team CV-TEC is dedicated to our mission and committed to continuing and intensifying the long standing tradition of excellence at CV-TEC. With our mission in mind, each student’s individual needs is what will drive and direct our educational programming and fuel our desire to continually improve our efforts to serve our students, component districts, business & industry partners and our surrounding community.

I would like to personally extend an invitation to meet with you in person, arrange for you to tour our facilities, and to discuss the opportunities available to our community here at CV-TEC.

Michele M. Friedman

Director of Career & Technical Education
CV-TEC Division of Champlain Valley Educational Services

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Note: Adult students should use this catalog in conjunction with the **Adult Student Handbook**.

Copies of the **Adult Student Handbook** are available through the CV-TEC Student Services Office or at www.cves.org/cv-tec.

ADULT EDUCATION COURSES

Continuing Education Courses for Post-Secondary Adult Students

CVES Plattsburgh Campus

Defensive Driving
Workshop
DDRW 150A



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 course hours).

Instructor	Dates	Cost
D. Poirier	FALL 2024: 11/6/2024 - 11/7/2024 SPRING 2025: 1/22/2025 - 1/23/2025	\$89
Location	Time	Class Size
CVES Plattsburgh Campus	W/Th 6:00p - 9:00p 6 Hours	10 Person Min.

Fall 2024 Application Deadline: 10/30/2024
Spring 2025 Application Deadline: 1/15/2025

6 Hour Self Defense Course
for Beginners
SDCR 100A



Learn how to respond to aggressive behavior utilizing de-escalation strategies, tactical positioning, distraction techniques, pressure points, blocks, and defensive counter-strikes. (6 hours)

Instructor	Dates	Cost
D. Poirier	FALL 2024: 11/13/2024 - 11/14/2024 SPRING 2025: 2/5/2025 - 2/6/2025	\$89
Location	Time	Class Size
CVES Plattsburgh Campus	W/Th 6:00p - 9:00p 6 Hours	10 Person Min.

Fall 2024 Application Deadline: 11/6/2024
Spring 2025 Application Deadline: 1/30/2025

Use of Force Training
SFRT 101A



Simulator based interactive tactical judgment and firearms system. Realistic training to improve capabilities utilizing 500+ dynamic scenarios. Critical incident and crisis management units include, but are not limited to: Verbal Command and Control Skills; Less than Lethal OC Spray options and SIRT Training Pistol Applications. Skill building performance drills in marksmanship and situational scenario pathways enhance the trainees' experience.

Instructor	Dates	Cost
D. Poirier	FALL 2024: 11/20/2024 - 11/21/2024 SPRING 2025: 2/12/2025 - 2/13/2025	\$65
Location	Time	Class Size
CVES Plattsburgh Campus	W/Th 6:00p - 9:00p 6 Hours	8 Person Min.

Fall 2024 Application Deadline: 11/13/2024
Spring 2025 Application Deadline: 2/5/2025

Introduction to Audio Engineering and Music Production

AEMP 100



CV-TEC's Introduction to Audio Engineering and Music Production is a 24-hour course designed to introduce students to the audio engineering and music production fields. Students will learn basic recording, editing, mixing, and mastering using a digital audio workstation. By the end of the course, students will have created an original track. This is a great experience for those who are trying to determine if they would like to further pursue this as a career. Students can then transfer into the Adirondack School of Recording Arts. (24 course hours)

Instructor	Dates	Cost
Bradley	FALL 2024: 10/8/2024 - 11/5/2024 SPRING 2025: 2/4/2025 - 3/6/2025 <i>*No classes on Oct. 31 and Feb. 18 & 20</i>	\$278
Location	Time	Class Size
CVES Plattsburgh Campus	T/Th; 5:00p - 8:00p 24 Hours	8 Person Min.

Fall 2024 Application Deadline: 10/1/2024

Spring 2025 Application Deadline: 2/28/2025

Modern Workplace Skills

MWS 100



This comprehensive five-week course equips adult learners with advanced skills in Microsoft Office 365, soft skills in office leadership and collaboration, presentation skills using Microsoft's Presentation Coach, content creation that engages audiences, and an understanding of how these skills prepare individuals for the demands of the modern workforce. This course will also provide ways to support the increasingly diverse workforce and explore digital accessibility tools. (30 course hours)

Credentials Earned: Microsoft certificates; CV-TEC Certificate of Completion Credential

Recommended materials: Laptop computer

Instructor	Dates	Cost
Bradley	FALL 2024: 10/8/2024 - 11/12/2024 SPRING 2025: 2/25/2025 - 3/27/2025 <i>*No classes on Oct. 31</i>	\$347
Location	Time	Class Size
CVES Plattsburgh Campus	T/Th 4:00p - 7:00p 30 Hours	8 Person Min.

Fall 2024 Application Deadline: 10/1/2024

Spring 2025 Application Deadline: 2/18/2025

Pet CPR
PCPR 100



Participants will learn the fundamentals of canine and feline CPR and First Aid. It is ideal for anyone who loves animals including animal professionals, obedience trainers, kennel staff, pet retailers, pet sitters, animal shelter staff/volunteers, rescue personnel, groomers, First Responders, Fire/EMT and pet owners. This course will provide an overview of what to do for a pet in an emergency situation prior to getting veterinary care. Curriculum for all classes is developed by licensed veterinary professionals using veterinary industry standard methods of emergency medical care.

Credentials Earned: Pet Emergency Academy PetCPR+ Certification; CV-TEC Certificate of Completion Credential

Instructor	Date	Cost
Craig	FALL 2024: 10/22/2024 SPRING 2025: 4/8/2025	\$75
Location	Time	Class Size
CVES Plattsburgh Campus	W 4:00p - 7:00p 3 Hours	8 Person Min.

Fall 2024 Application Deadline: 10/15/2024
Spring 2025 Application Deadline: 4/1/2025

Introduction to Cabinet Making
CT 101



Unlock the world of fine woodworking with our intensive 36-hour Cabinet Making Course, designed for both beginners and experienced woodworkers eager to hone their skills. This hands-on program provides a comprehensive overview of cabinet making, combining traditional techniques with modern practices to create stunning, functional pieces.

Course highlights include fundamental skills in wood and tool selection, design and planning, joinery techniques, construction and assembly, finishing touches. All students will apply their knowledge through practical projects, crafting custom cabinets and learning to troubleshoot common issues. Receive personalized feedback and tips to refine your technique.

By the end of this 36-hour course, you will possess the confidence and skills to create beautiful, bespoke cabinets. Whether for personal enjoyment or to launch a career in woodworking, this course equips you with the foundational expertise to excel in cabinet making. Join us and transform your passion for woodworking into a craft of mastery. (36 course hours)

- *Materials included
- *No classes: Feb 18 & 20
- *Total cost = Tuition (\$420) + Materials (\$300)

Instructor	Date	Cost
Buzzell	FALL 2024: 10/8/2024 - 11/14/2024 SPRING 2025: 2/4/2025 - 3/20/2025	\$720
Location	Time	Class Size
CVES Plattsburgh Campus	T/Th 4:00p - 7:00p 36 hours	8 Person Min.

Fall 2024 Application Deadline: 10/1/2024
Spring 2025 Application Deadline: 1/28/2025

Basic Vehicle Maintenance

AUTO 101



The 12-hour Basic Vehicle Maintenance course provides hands-on training for vehicle owners and enthusiasts. Covering essential topics such as oil changes, tire rotation, brake inspection, battery maintenance, and fluid checks, this course empowers participants with practical skills to keep their vehicles running smoothly. Expert instructors guide students through step-by-step procedures, emphasizing safety and efficiency. Ideal for beginners, the course ensures participants gain confidence in performing routine maintenance tasks, potentially saving on repair costs and extending vehicle longevity. No prior experience is necessary; just bring your vehicle and a willingness to learn. (12 course hours)

Instructor	Dates	Cost
Bassett	FALL 2024: 10/8/2024 - 10/17/2024 SPRING 2025: 2/4/2025 - 2/13/2025	\$218
Location	Time	Class Size
CVES Plattsburgh Campus	T/Th 4:00p - 7:00p 12 Hours	8 Person Min.

Fall 2024 Application Deadline: 10/1/2024

Spring 2025 Application Deadline: 1/28/2025

CVES Learning Hub

Commercial Driver's License (CDL) Class A

CDL-A 100A



The Tractor Trailer Driver Training Program is a 60-hour, experiential course 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.

Pre-Employment Drug Testing Fee: \$90

Road tests available on-site

Completion of the CDL Class A program leads to eligibility for Department of Motor Vehicle testing and licensure.

Requirements:

1. Class A Driver's Permit (DMV); Recent Physical Examination (DOT)
2. Previous Experience Driving a Standard Shift Vehicle
3. 21 Years of age or older
4. *18-20 year olds requires additional documentation for licensure

Instructor	Dates	Cost
Staff	Flexible	\$5,030*
Location	Time	Class Size
CVES Learning Hub	Flexible 60 Hours	2/Session

* **Note:** Additional Instruction available at an hourly rate if needed.



SPONSORSHIP & FINANCIAL AID

Through various programs in the North Country, including CV-TEC and CV-TEC's Job Skills program, sponsorship and financial aid opportunities exist for programs such as CDL Class A. Ask about these opportunities and how you qualify!



Commercial Driver's License (CDL) Class B

CDL-B 200A



*** Note:** Additional Instruction available at an hourly rate if needed.

CV-TEC's Class B CDL Program is a 30-hour course leading to a commercial driver's license that allows holders to drive certain types of commercial vehicles. The course is designed for individuals with limited or no experience driving a Class B commercial vehicle. Commercial vehicles that can be operated with a Class B driver's license include, but are not limited to, straight trucks, dump trucks, cement trucks, refuse trucks, delivery trucks, tow trucks, household and commercial moving trucks, grocery delivery trucks, box vans, or large buses. Having a Class B license permits you to drive a gross vehicle weight of 26,001 pounds or more. This gross weight limit includes any combination of vehicles and cargo. Completion of the CDL Class B program leads to eligibility for Department of Motor Vehicle testing and licensure.

Pre-Employment Drug Testing Fee: \$90

Road tests available on-site

Requirements:

1. Class B Driver's Permit (DMV); Recent Physical Examination (DOT)
2. Previous Experience Driving a Standard Shift Vehicle
3. 18 Years of age or older

Instructor	Dates	Cost
Staff	Flexible	\$2,515*
Location	Time	Class Size
CVES Learning Hub	Flexible 30 Hours	1/Session

COMMERCIAL DRIVER LICENSE UPGRADE

CDL 300A



*** Note:** Additional Instruction available at an hourly rate if needed.

The Tractor Trailer Driver Training Program is a 30-hour, experiential course for those who already possess a Class B CDL and want to earn their Class A CDL or already have a Class A CDL with an automatic restriction. Instruction is offered 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. Completion of the CDL Upgrade course leads to eligibility for Department of Motor Vehicle testing and licensure.

Pre-Employment Drug Testing Fee: \$90

Road tests available on-site

Requirements:

1. Class B CDL or Class A CDL with automatic transmission restriction (DMV); Class A Driver's Permit (DMV); Recent Physical Examination (DOT)
2. 21 years of age or older
3. *18-20 year olds require additional documentation for licensure.

Instructor	Dates	Cost
Staff	Flexible	\$2,515*
Location	Time	Class Size
CVES Learning Hub	Flexible 30 Hours	2/Session

CDL RESTRICTION REMOVAL

CDL Standard



This is a shorter course option for those who are looking to remove an automatic restriction. Applicants will train on a standard transmission commercial motor vehicle and prepare for the NYS DMV road test. (10 course hours)

Pre-Employment Drug Testing Fee: \$90

Road tests available on-site

Instructor	Dates	Cost
Staff	Flexible	\$838
Location	Time	Class Size
CVES Learning Hub	Flexible 10 Hours	2/Session

Ground School for Prospective Pilots

GSPP 100A



This course is designed to help students evaluate the exciting field of aviation as a career or hobby. The program prepares students to successfully pass the FAA private pilot written exam. Upon passing completion of the course, students will receive an endorsement to take the FAA Private Pilot Written Exam. Participants interested in pursuing flight lessons must make non-affiliated, separate arrangements with qualified flying schools. Minimum age: 16 (48 course hours)

Instructor	Dates	Cost
Kiroy	FALL 2024: 10/1/2024 - 11/21/2024 SPRING 2025: 2/4/2025 - 4/3/2025 <i>*No classes on Feb. 18 & 20</i>	\$555*
Location	Time	Class Size
CVES Learning Hub	T/Th 5:00p - 8:00p 48 Hours	8 Person Min.

Fall 2024 Application Deadline: 9/24/2024

Spring 2025 Application Deadline: 1/28/2025

*** Note:**

Required: Students must purchase their own "Private Pilot Kit" — Part 61; ASA Recommended. Approximate cost, \$90.00.

Welding

WLDG 150 A



This course is for any adult looking to start or continue their skills in welding or who are looking to pass a welding certification. Students will learn basic welding processes and techniques in SMAW, GMAW and GTAW with the opportunity to pass a certification test at the end of the course. (72 course hours)

Instructor	Dates	Cost
Staff	FALL 2024: 10/1/2024 - 11/21/2024 SPRING 2025: 2/4/2025 - 4/3/2025 <i>*No classes on Feb. 18, 19 & 20</i>	\$1,311
Location	Time	Class Size
CVES Learning Hub	T/W/Th 5:00p - 8:00p 72 Hours	8 Person Min. 15 Person Max.

Fall 2024 Application Deadline: 9/24/2024

Spring 2025 Application Deadline: 1/28/2025

CVES Mineville Campus

Open Carpentry Shop

OPCS 100B



Did you ever want to create your own wooden project, but did not have the space or the tools? Come to CV-TEC’s open wood shop to work on your dream project or to work with our expert instructors and build one of our stock projects. Our expert staff will be on hand to help build confidence in power tool use to teach wood working skills and provide wood working assistance. (12 hr. course).

After students complete an online safety course and a skills assessment, they will have access to the shop and tools to complete any instructor-approved projects.

Instructor	Dates	Cost
Shaw	FALL 2024: 10/8/2024 - 10/24/2024 SPRING 2025: 3/4/2025 - 3/20/2025	\$138
Location	Time	Class Size
CVES Mineville Campus	T/Th 7:00p - 9:00p 12 Hours	8 Person Min.

*** Note:** Participants must supply their own safety equipment (safety glasses, steel-toed boots)
Additional Supply Charges for Stock Projects Apply:

- Mixed Hardwood Cutting Boards: \$30
- Five-Board Bench: \$20
- Two-Step Stool: \$20

Fall 2024 Application Deadline: 10/1/2024
Spring 2025 Application Deadline: 2/25/2025

Basic Electrical Skills

ELEC 100B



Learn Basic Electrical skills. Participants will learn safety, American Gauge Wire Standards and how to run basic circuits. Instruction will be centered on providing practical skills for the homeowner such as testing and changing a GFCI receptacle, installing switches and light fixtures, as well as other basic electrical installations. (12 hr. course).

Instructor	Dates	Cost
Shaw	FALL 2024: 10/7/2024 - 10/23/2024 SPRING 2025: 3/3/2025 - 3/19/2025	\$138
Location	Time	Class Size
CVES Mineville Campus	M 7:00p - 9:00p (Virtual) W 7:00p - 9:00p (In-Person) 12 Hours	8 Person Min.

Fall 2024 Application Deadline: 9/30/2024
Spring 2025 Application Deadline: 2/24/2025

MEDICAL/HEALTH SERVICES COURSES

Nurse Assisting (CNA)

MCNA 200A



CV-TEC's Certified Nurse Assisting course 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 NYS State Department of Education (152 hr. course)

Instructor	Dates (Various)	Time	Tuition
Staff	FALL 2024: 10/15/2024 - 12/17/2024 SPRING 2025: 3/3/2025 - 5/5/2025	M-Th 3:30p - 9:00p	\$2,500*
Location	Hours	Class Size	
CVES Plattsburgh Campus	152	8 Person	

* One uniform is Included in tuition.

Additional Costs: Text & Workbook \$90 | Certification Exam Cost: \$115
Background Check: \$135 | Drug Test: \$40

- **Classes:** 4 Days/Week; Occasional Fridays
- **Dates include:** 4 Clinical Days, 6:45a — 3:00p
- **No Classes:** Nov 11, 27 & 28; April 21-24
- **Testing:** Last week of classes
- **Pending COVID Clearance and Clinical Availability**
- **Schedule is subject to change**

Fall 2024 Application Deadline: 10/1/2024

Spring 2025 Application Deadline: 2/14/2025



SPONSORSHIP & FINANCIAL AID

Through various programs in the North Country, including CV-TEC and CV-TEC's Job Skills program, sponsorship and financial aid opportunities exist for programs such as CDL Class A. Ask about these opportunities and how you qualify!

Phlebotomy for Medical Professionals

MPHL 150A



Phlebotomy Training prepares the learner to perform capillary and venous blood drawings for the purpose of obtaining blood samples for laboratory analysis. Certification available through NHA. (70 hr. course) (20 Days)

Instructor	Dates (Various)	Cost
Staff	FALL 2024: 10/16/2024 - 12/11/2024 SPRING 2025: 3/4/2025 - 5/1/2025	\$955
Location	Time	Class Size
CVES Plattsburgh Campus	T/Th 5-9:30p 70 Hours	8 Person Min.

* Plus one 4-hour shadow and additional lab time as needed.

Additional Costs: Text: \$90 | Certification Exam: \$125

- **Exam:** May 4
- **No Classes:** Nov 27 & 30; April 19, 23 & 26
- **Additional 4-hour shadow as scheduled**
- **Schedule is subject to change**
- **Applicants must be 18 and have a high school diploma or equivalent**

Fall 2024 Application Deadline: 10/2/2024

Spring 2025 Application Deadline: 2/14/2025

TEAS Prep Course
TEAS 100



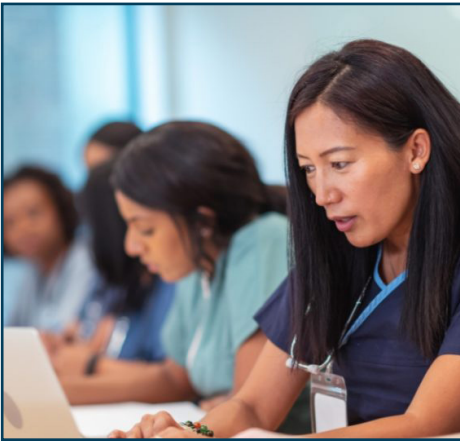
The CV-TEC TEAS exam prep course encompasses 8 hours of instruction and review dedicated to helping you successfully meet our LPN admission standards on the ATI TEAS version 7 exam. The TEAS exam serves the purpose of aiding in admitting students who are ready and prepared for the rigors of nursing school. ATI TEAS version 7 testing is offered here at CV-TEC. Includes access to 2 practice exams, a study guide, and 90 days of the mobile app with test questions.

Instructor	Dates (Various)	Cost
Staff	FALL 2024: 11/5/2024 - 11/14/2024 SPRING 2025: 1/14/2025 - 1/23/2025	\$195
Location	Time	Class Size
CVES Plattsburgh Campus	T/Th 4:00p - 8:00p 16 Hours	8 Person Min.

Fall 2024 Application Deadline: 10/29/2024

Spring 2025 Application Deadline: 1/6/2025

CNA Review & Testing
MCNA 250A



This course is meant for CNAs who have let their certification lapse and need to re-certify. The course is offered as three options:

- Option 1: You can register through us and take the test at CV-TEC. This includes your Registration Charge of \$75 for a total of \$190.
- Option 2: This includes everything from option 1 as well as one day of physical, in-class review, which will be done in conjunction with our CNA course schedule. This includes a registration and instruction charge of \$150 for a total of \$265.
- Option 3: This includes everything from options 1 and 2 as well as an additional day of physical, in-class review done in conjunction with our CNA course schedule. Fees include the registration and instruction charge of \$225 for a total of \$340.

*Testing: Last week of CNA classes

Instructor	Dates (Various)	Cost
Staff	FALL 2024: Late Nov. 2024 - 12/17/2024 SPRING 2025: Late April 2025 - 5/5/2025	\$190-\$340
Location	Time	Class Size
CVES Plattsburgh Campus	TBA Hours Varied	8 Person Min.

Fall 2024 Application Deadline: 10/1/2024

Spring 2025 Application Deadline: 2/14/2025

FOLLOW US ON:



Online Course

Python 1: Programming Concepts

Python 101

```
self.file = None
self.fingerprints = set()
self.logdupes = True
self.debug = debug
self.logger = logging.getLogger(__name__)
if path:
    self.file = open(os.path.join(path, 'requests.txt'),
                    'a')
    self.file.seek(0)
    self.fingerprints.update([request])

classmethod
def from_settings(cls, settings):
    debug = settings.getbool('DEBUG', True)
    return cls(job_dir(settings), debug)

def request_seen(self, request):
    fp = self.request_fingerprint(request)
    if fp in self.fingerprints:
        return True
    self.fingerprints.add(fp)
    if self.file:
        self.file.write(fp + os.linesep)

def request_fingerprint(self, request):
    return request_fingerprint(request)
```

This course covers programming fundamentals for someone looking to start writing code. Some of the programming concepts we will discuss include variables, data types, operators, loops, functions, classes, and file i/o. The course will focus on learning the primary skills that all programmers need in most languages. Although we will be talking about broader concepts, we will reinforce them through real-world applications in Python. At the end of the course, students will have a strong foundation to continue learning Python or any other programming languages. They will also be able to apply the concepts to help with everyday tasks.

Some roles that this course may help someone gain the skills for include help desk technician, programming internship, quality assurance analyst among others. (72 course hours)

*Required materials: Computer with Internet Access

Instructor	Dates (Various)	Cost
CanCode	FALL 2024: 9/16/2024 - 12/18/2024	\$2,500
Location	Time	Class Size
Online	M/W 5:45p - 8:45p 72 Hours	12 Person Min.

Fall 2024 Application Deadline: 9/9/2024

OneWorkSource Campus

Offering Adult Literacy, HSE/GED Classes and Home Study Programs



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!

Spring Schedule for funded Adult Education Classes

- HSE/GED Classes and Home Study Programs
- Certified Nursing Assistant
- Other Exploratory Courses for Adults!

Call (518) 561-0430 extension 3088 to see if you qualify for free training.

194 US Oval

Plattsburgh, New York 12903

(518) 561-0430 x3088



SPONSORSHIP & FINANCIAL AID

Through various programs in the North Country, including CV-TEC and CV-TEC's Job Skills program, sponsorship and financial aid opportunities exist for programs such as CDL Class A. Ask about these opportunities and how you qualify!



REGISTRATION

How to register for a course & application

Registration Options

Mail-In Registration:

Simply complete a *CV-TEC Adult Education Application* (page 15) and mail/fax it to our office with your payment! Make checks payable to: *"BOCES Treasurer."*

Mailing Address:

CVES Plattsburgh Campus
Attn: CV-TEC Adult Education
1585 Military Turnpike
Plattsburgh, NY 12901

Fax Number:

(518) 561-0494

Phone Number

(518) 561-0100 x240

Phone-In Reservations:

Call 561-0100 x 240 and request to have your name included on our course roster. Credit Card information can be accepted over the phone.

Walk-In Registration:

Visit us at our CVES Plattsburgh Campus or at our CVES Mineville Campus! Credit Card payments are accepted only at the CVES Plattsburgh Campus.

CVES Plattsburgh Campus

1585 Military Turnpike
Plattsburgh, NY 12901

CVES Mineville Campus

3092 Plank Road
Mineville, NY 12956

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. Contact Mark Brown at (518) 561-0100 x281 for more information.

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.

Online Registration:

It is now possible to take advantage of CV-TEC's new e-commerce payment process for its online courses (page 17). Simply visit <https://www.ed2go.com/cvtec/> and provide the requested information when registering for an online class. 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).*



CV-TEC ADULT EDUCATION APPLICATION



Please type or print clearly.

Last Name		First Name		MI	Today's Date		
Home Address			City		State	Zip	County
Date of Birth	Home Phone		Business Phone		School District of Residence		Gender M <input type="radio"/> F <input type="radio"/>
E-mail Address		Currently Employed? Yes <input type="radio"/> No <input type="radio"/>			Do you currently work in a health care field? Yes <input type="radio"/> No <input type="radio"/>		
		Employer:					
How did you hear about us? Job Fair <input type="checkbox"/> Friend <input type="checkbox"/> Flyer/Poster <input type="checkbox"/> Radio Ad <input type="checkbox"/> News Print <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Internet <input type="checkbox"/> Took Previous Course <input type="checkbox"/> Other: _____							
What is your race? (Applicants are not required to answer) <input type="checkbox"/> White <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Other Pacific Islander <input type="checkbox"/> Multi-Racial							
Are you legally authorized to attend school in the U.S.? Yes <input type="radio"/> No <input type="radio"/>							
Course applying for: _____ AM <input type="checkbox"/> PM <input type="checkbox"/> Full Day <input type="checkbox"/> Evening <input type="checkbox"/> Start Date _____							
Sponsorship: One WorkSource <input type="checkbox"/> Acces-VR <input type="checkbox"/> VET <input type="checkbox"/> Self Pay <input type="checkbox"/> EPE <input type="checkbox"/> Other _____							
Have you ever been convicted of a crime? Yes <input type="radio"/> No <input type="radio"/> If yes, please explain (a previous criminal conviction will not automatically disqualify you from acceptance): (A criminal background check may be required for entry into certain programs).							
EDUCATION: Do you have a high school diploma?(Circle One) <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> GED <input type="radio"/> If no, circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>							
List college(s) attended or degree(s): Institution: _____ Degrees/Credits: _____							
Are you a Veteran: Yes <input type="radio"/> No <input type="radio"/>							
I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that omission and misstatements in this application may be grounds for rejection or dismissal.							
Signature: _____ Date: _____							
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 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: Matthew Walentuk, Civil Rights Compliance Officer Maria Huntington, Civil Rights Compliance Officer 1585 Military Turnpike Plattsburgh, NY 12901 (518) 561-0100 Ext. 236 CV-TEC Plattsburgh Campus, Guidance Office, P.O. Box 455, Plattsburgh, NY 12901 (518) 561-0100 CV-TEC Learning Hub Campus, 1443 Military Turnpike, Plattsburgh, NY 12901 (518) 536-7344 CV-TEC, Mineville Camp 1449 Military Turnpike, Plattsburgh, NY 12901 (518) 561-0100 CV-TEC Financial Aid Office: 561-0100 x245							

Revised
11/2023

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ONLINE COURSES

Hundreds of Online Ed2Go Courses

**Hundreds of Online *Ed2Go* Career
Training Options!**

<https://www.ed2go.com/cvtec/>

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

- Arts & Design (11 Programs)
- Business (87 Programs)
- Computer Applications (54 Programs)
- Computer Science (15 Programs)
- Construction & Trades (35 Programs)
- Health & Fitness (51 Programs)
- Hospitality (23 Programs)
- Information Technology (56 Programs)
- Language (1 Program)
- Legal (11 Programs)
- Teacher Professional Development (2 Programs)
- Writing (1 Program)



CV-TEC Online Course List

- 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
- 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
- Law and Legal: Litigation
- Law and Legal: LAST Preparation
- Law and Legal: Paralegal
- Personal Development: Arts
- Personal Development: Children, Parents & Families
- Personal Development: Digital Photography
- 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
- Technology: Graphic and Multimedia Design
- Technology: Networking & Communications
- Technology: Security
- Technology: Web Technology
- Writing & Publishing: Business Writing
- Writing & Publishing: Creative Writing
- Writing & Publishing: Grant Writing
- Writing & Publishing: Publishing

CV-TEC Online Course Registration

www.cves.org/cv-tec

and select ed2go Online Courses from the CV-TEC Quick Links located to the left of the page.

Or Call:

(518) 561-0100 x 281



CV-TEC CTE PROGRAMS FOR ADULTS

Start planning to enroll for a daytime CV-TEC CTE Program!

CV-TEC is pleased to enroll adults of all ages in its daytime Career And Technical Education (CTE) Programs. More information about taking a CV-TEC CTE Program is available in the most recent edition of our **CV-TEC Career & Technical Education Program & Course Catalog** or online at www.cves.org/cv-tec. The following CV-TEC CTE Programs welcome adult enrollment:

Program (P) /Course (C)	Hours	Campus	
Allied Health (P)	1080	Plattsburgh	
Animal Science: Large Animal Production (P)	1080	Plattsburgh	
Animal Science: Veterinary Assistant (P)	1080	Plattsburgh	
Automotive Collision Repair (P)	1080	Plattsburgh	
Automotive Technology (P)	1080	Plattsburgh	
Business Management & Entrepreneurship (P)	1080	Plattsburgh	
Construction Trades (P)	1080	Plattsburgh	
Cosmetology (P)	1080	Plattsburgh	
Culinary Arts Management (P)	1080	Plattsburgh	
Digital Production & Multimedia Communications (P)	1080	Plattsburgh	
Education & Human Services (P)	1080	Plattsburgh	
Electrical Design, Install. & Alt. Energy (P)	1080	Plattsburgh	
Environmental Conservation & Forestry (P)	1080	Plattsburgh	
Security & Law Enforcement (P)	1080	Plattsburgh	
Commercial Driver's License (CDL-A) (C)	60	Hub	See Pages 7 and 8 about this course
Commercial Driver's License (CDL-B) (C)	30	Hub	See Pages 7 and 8 about this course
Heavy Equipment/Diesel Mechanics (P)	1080	Hub	
Welding for Certification (PM Class/C)	72	Hub	See Page 9 about this course
Welding (P/C)	1080	Hub	Available as a Program & Course, see page 7 for course information.
Allied Health (P)	1080	Mineville	
Automotive Technology (P)	1080	Mineville	
Construction Trades (P)	1080	Mineville	See Page 10 about available alternative course options
Cosmetology (P)	1080	Mineville	
Natural Resource Management (P)	1080	Mineville	
Security & Law Enforcement (P)	1080	Mineville	
Program (P) /Course (C)	Hours	Campus	
Practical Nursing (LPN)* (P)	1160	Plattsburgh	
Nurse Assisting (CNA)* (C)	152	Plattsburgh	
Phlebotomy* (C)	70	Plattsburgh	
Transcript Fee at Time of Request: \$10			

*Additional costs required. Please see the CV-TEC website for more information.

HELPFUL INFORMATION

Other things you might need to know!

CV-TEC Campus Locations

CVES Plattsburgh 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, turn 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



CVES Learning Hub (From I-87)

1. From I-87 Exit 37, take Route 3 West toward Morrisonville, New York;
2. At Route 3-Military Turnpike Intersection, turn left onto Military Turnpike (Kinney Drugs and CVES Main Campus will be intersection landmarks);
3. As soon as you pass a speed limit sign (35mph), take the driveway immediately on your right. (It's across from Haun Welding Supply.)
4. As you come through the driveway, bear right around the North Building (blue building on your right) to the CV-TEC Visitor Parking Lot.
5. Destination Address: **1449 Military Turnpike, Plattsburgh, NY.**
6. Phone: (518) 561-0100 x 281



OneWorkSource Campus (From Downtown - Margaret Street - Plattsburgh)

1. From Margaret Street, proceed to intersection of Margaret and Broad;
2. Turn left onto Broad Street, proceed 0.2 miles to intersection of Broad and Peru Street;
3. Turn 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 left onto Ohio Avenue;
8. At intersection of Ohio and US Oval, take slight Left. OneWorkSource/CV-TEC will be on left.
9. Destination Address: **194 US Oval, Plattsburgh, NY.**
10. Phone: (518) 561-0430 x 3088



CVES Mineville Campus (From I-87)


1. Take I-87 to Elizabethtown/Westport Exit 31 (US 9 South);
2. Take ramp to NY 9N South, turn left at end of ramp;
3. Proceed 11.5 miles on 9N South through Westport to Pelfershire Road;
4. Turn right onto Pelfershire Road;
5. Proceed 2.9 miles to intersection of Main Street/Plank Road;
6. Turn 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 x150



CV-TEC Calendar 2024-2025

CVES/Component School District 2024-2025

School Calendar
Calendar Committee Recommendation

 School is not in session

July						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days In Session

September	20	January	20
October	22	February	15
November	17	March	21
December	15	April	16
		May	21
		June	19
		Total	186

Scheduled Use of Unused Emergency Days

1 day unused - May 23, 2025
2 days unused - May 27, 2025
3 days unused - April 17, 2025
4 days unused - April 28, 2025

Important Dates	
September	Sept. 3 - First Day of School for Staff Sept. 2 - Labor Day Sept. 5 - First Day of School for Students
October	Oct. 14 - Indigenous Peoples Day
November	Nov. 11 - Veterans Day Nov. 27-29 - Thanksgiving Recess
December	December 23 - January 1 - Winter Recess
January	Jan. 1 - New Year's Day Jan. 20 - Martin Luther King Jr. Day January 29 - Asian Lunar New Year
February	February 17-21 - February Recess
April	April 18-25 - Spring Recess
May	May 26 - Memorial Day
June	June 19 - Juneteenth June 27 - Last Day of School

Days in Session Include:
182 School Days & 4 Emergency Days

Hours of Operation (2024-2025 Academic Year):

	Plattsburgh Campus	Learning Hub	Plattsburgh OneWorkSource Campus	Mineville Campus
September - June	Mon - Fri 8:00a - 4:00p	Mon - Fri 8:00a - 3:30p	Mon - Fri 8:00a - 4:00p	Mon - Fri 8:00a - 4:00p
Evenings & Adult Ed	See course description for hours & days	See course description for hours & days	See course description for hours & days	See course description for hours & days
Summer Hours	Mon - Fri 8:00a - 3:00p	Mon - Fri 8:00a - 3:30p	Mon - Fri 8:30a - 3:00p	Mon - Fri 8:00a - 4:00p

CV-TEC Plattsburgh Campus

Director of Career & Technical Education

CV-TEC Division of CVES

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Phone: (518) 561-0100 x236

Assistant to the Director of CTE

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Principal, CV-TEC Plattsburgh Campus

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Assistant to the Principal,

CV-TEC Plattsburgh Campus

Nicole Osika

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Financial Aid Examiner

Chris Chaffin

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Phone: (518) 561-0100 x245

Health Careers Coordinator

Kelly Gowett

Email: gowett_kelly@cves.org

Phone: (518) 561-0100 x246

Student Services Coordinator

Sherry Snow

Email: snow_sherry@cves.org

Phone: (518) 561-0100 x255

Academic Services Coordinator

Jen Parker

Email: parker_jen@cves.org

Phone: (518) 561-0100 x259

Registrar

Chirag Patel

Email: patel_chirag@cves.org

Phone: (518) 561-0100 x241

School Counselor

Kevin Donoghue

Email: donoghue_kevin@cves.org

Phone: (518) 561-0100 x244

School Counselor

Nicole Santaniello

Email: santaniello_nicole@cves.org

Phone: (518) 561-0100 x242

Adult Education/Attendance

LeeAnn Bishop

Email: leeann_bishop@cves.org

Phone: (518) 561-0100 x240

CV-TEC at the CVES Learning Hub

Principal, CV-TEC Learning Hub Campus

Mark Brown

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Phone: (518) 561-0100 x243

Assistant to the Principal,

CV-TEC Learning Hub Campus

Kathy Mallette

Email: mallette_kathy@cves.org

Phone: (518) 561-0100 x281

CV-TEC Mineville Campus

Principal, CV-TEC Mineville Campus

Tina Mitchell

Email: mitchell_tina@cves.org

Phone: (518) 942-6691 x151

Assistant to the Principal,

CV-TEC Mineville Campus

Marcie Frasier

Email: frasier_marcie@cves.org

Phone: (518) 942-6691 x150

CV-TEC Learning Hub & Mineville Campus

School Counselor

Joanne Mazzote

Email: mazzotte_joanne@cves.org

Phone: (518) 942-6691 x117

CV-TEC OneWorkSource Campus

Adult Services Administrator

Maria Huntington

Email: huntington_maria@cves.org

Phone: (518) 561-0430 x3079

Assistant to the Adult Services Administrator

Heather Brawn

Email: brawn_heather@cves.org

Phone: (518) 561-0430 x3079

Adult Literacy & Training Coordinator

Katie LaBonte

Email: labonte_katie@cves.org

Phone: (518) 561-0430 x3091

Community Outreach Coordinator

Dana Poirier

Email: poirier_dana@cves.org

Phone: (518) 561-0430 x3088



Like CV-TEC on Facebook

www.fb.me/cvtec.cves



Watch CV-TEC on YouTube

www.youtube.com/user/CVTEC2013



Like CV-TEC on Instagram

www.instagram.com/cvtecbores

CV-TEC PLATTSBURGH CAMPUS

1585 Military Turnpike
P.O. Box 455
Plattsburgh, NY 12901

CV-TEC MINEVILLE CAMPUS

Plank Road
P.O. Box B
Mineville, NY 12956

CV-TEC LEARNING HUB CAMPUS

1449 Military Turnpike
Plattsburgh, NY 12901

CV-TEC OneWorkSource

194 US Oval
Plattsburgh, NY 12901

(518) 561-0100 x240

www.cves.org/cv-tec

