

# Learn new skills in less time than college and train for work in a high-demand field at a low cost.

## Choose your Adult Education program



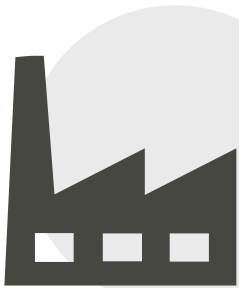
### Healthcare

Dental Assisting  
Nurse Assisting  
Phlebotomy and Lab Services



### Construction

Residential and Commercial Electrical  
HVAC/R  
Residential Construction



### Manufacturing

Welding  
Machining Fundamentals  
Industrial and Mechanical Electrical



### Transportation

CDL-Class B  
Forklift Operator  
Small Engine Repair



### General Education

English Language Learning  
High School Equivalency(GED)



### Test and License Prep

- CDL Permit Prep
- LPN Entrance Exam Prep
- Cosmetology Licensing Prep
- Civil Service Exam Training



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Center for Workforce Development



Center for Workforce Development

Main Campus  
3555 Buffalo Road  
Rochester, NY 14624

WEMOCO Campus  
3589 Big Ridge Road  
Spencerport, NY 14559

[www.monroe2boces.org/cwd](http://www.monroe2boces.org/cwd)





## Construction

### Residential and Commercial Electrical

Combine theory with hands-on experience to gain the fundamental skills of electrical wiring and power distribution. Designed for anyone thinking of a career change, job enhancement, or just to acquire a better understanding of electricity in residential and commercial settings. This course is an 18-week certificate program.

### HVAC/R

Gain the fundamental skills of installing and maintaining heating, ventilation, air-conditioning and refrigeration systems. Designed for anyone interested in learning more about climate control systems, for those considering a career change, or those currently working in an entry-level position and ready to expand their skills in the HVAC/R industry.

### Residential Construction

This is a comprehensive introduction to residential building construction from rough to finished carpentry and electrical and plumbing. Skills will be taught through classroom instruction and the construction of sheds/tiny homes. Completion of the certificate programs will introduce students to local contractors, builders and home remodeling companies. Topics will include hand and power tools, construction math, measurement, blueprint reading, floor/wall construction, electrical wiring, basic plumbing, framing, roofing, and finishing. Hands-on training and projects will reinforce all classroom learning.



## Healthcare

### Dental Assisting Fundamentals

Students will gain knowledge and hands-on experience in all dental specialties, including dental anatomy/terminology, instrument care/use and chair-side procedures in a real dental lab with anatomically correct prosthetics and state-of-the-art equipment.

### LPN Prep Course

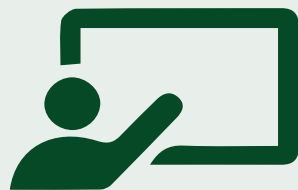
This short course will focus on math skills, as well as reading and writing as found on area LPN program entrance exams. Additionally, it includes basic medical terminology, anatomy, and pharmacology to give the student an advantage as they begin their program.

### Phlebotomy and Lab Services

Students learn collection and preparation of blood and body fluid specimens using anatomically correct arms, prosthetics and human blood draws, maintenance of records and collection areas.

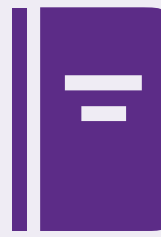
### Nurse Assisting

Prepare to fulfill this vital role in our healthcare industry, providing safety and care to patients and residents in a variety of settings. In addition to technical knowledge and skills learned in the classroom, students will learn how to care for and respect patients and residents with dignity. Support available for English language learners.



## Test and License Prep

Let us help you reach your goals. Our test and license preparation programs will help give you the boost you need to ace the exam



## General Education

### English Language Learning

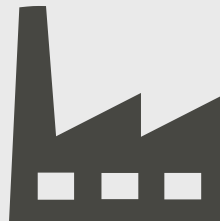
Learn and practice reading, writing, listening, and speaking English. Learn the communication skills necessary to be successful in the workplace, advance your education, or earn U.S. Citizenship.

### GED Testing

Earn your high school equivalency (HSE) diploma by passing the GED test at CWD. We walk students through the registration process and help every step along the way.

### High School Equivalency

Improve your skills with individualized instruction in social studies, science, reading, math, and writing to pass the GED and earn your high school equivalency diploma.



## Manufacturing

### Welding

Gain a global understanding of welding, the art and science of joining metal together. Common industry standard processes of Shielded Metal Arc Welding (SMAW-Stick), Gas Tungsten Arc Welding (GTAW-TIG), and Gas Metal Arc Welding (GMAW-MIG), as well as plasma arc and oxy-acetylene cutting are covered.

### Machining Fundamentals

This 10 week evening course covers topics such as blueprint reading, machine shop math, drilling, tapping, and reaming. Receive your industry recognized OSHA-10 certificate and gain experience operating the Lathe, Mill, and basics of CNC Machining. The program provides a hybrid learning

model that blends skill-building in the machine lab with remote learning hours that can count toward an apprenticeship

### Industrial and Mechanical Electrical

In the Industrial Electrical program, students will learn the basics of power distribution including transformers, motors, programmable logic controllers, and telecommunications. This class includes skills in diagnostics of electrical equipment and servicing, troubleshooting, and repair. Students will also be introduced to mechatronics and automation. This course is an 18-week certificate program.



## Transportation

### CDL- Class B

Prepare for the Class B road test in our approved Entry-Level Driver Training (ELDT) program. Students will learn the theory and driving skills necessary to earn their CDL-B with school bus and passenger endorsements.

### Forklift Operator Certification

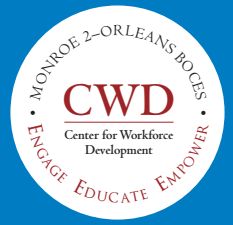
Through theory and practical application, students will learn specific driving rules and techniques, safety legislation, and the skills necessary to safely operate a forklift. The course involves review and testing, both written and practical. The practical portion of the test takes about 15 minutes per student. Upon completion of the program, students are issued a wallet-size certificate of completion.

### Small Engine Repair

Combine theory and hands-on experience to gain the skills students will need to repair two-and four-stroke engines. Learn how to make adjustments, do tune-ups, and conduct pre- and post-season maintenance and storage. Applicable equipment includes boats, jet-skis, mowers, weed-whackers, fillers, sport ATVs, snowmobiles, snow blowers, and utility ATVs. Each course is taught with the current season's preparations in mind.



# Dental Assisting



## Do you enjoy making people smile?

Meet the requirements to become a Registered Dental Assistant and prepare for the New York Professional Dental Assisting Examination.

### Fast Facts

- 902 training hours at our state-of-the-art dental lab in Spencerport, N.Y.
- 240 hours clinical experience at one of 100+ locations including Eastman Dental Center, RGH, and private practices
- Eligibility: High School diploma or Equivalency, a medical clearance form, proof of vaccination, and successful completion of TABE assessment
- Qualified applicants can be dual enrolled to prepare for the GED while completing career training at a reduced cost.
- Training program fee includes laptop, textbooks and jacket.
- Financial aid and funding options available
- Meets educational requirements for NYS Registered Dental Assistant license
- Find program details, schedule and funding options on our website.
- Program approved by Council on Occupational Education and New York State Education Department

## Course Components

### Clinical Skills

- Dental and oral anatomy
- Instrument use, sterilization and disinfecting techniques
- Hygiene and oral health
- Dental lab skills with anatomically correct prosthetics
- Record-keeping

### Employment Preparation

- Resume-writing
- Cover letter help
- Interview skills
- Job search support

## After Graduation



Job Placement is 100%



### Start Here



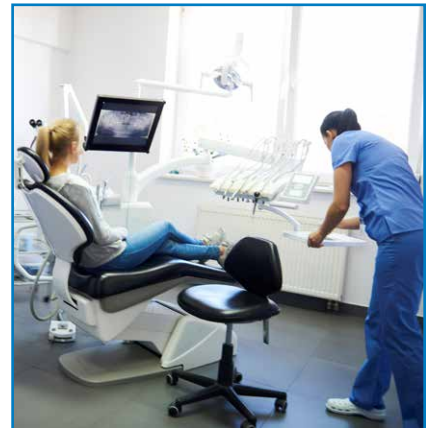
- Dental Assistant
- Orthodontic Assistant
- Oral Surgery Assistant
- Hygiene Assistant
- Dental Sterilization Technician

### Go Here with more education & experience

- Dental Hygienist
- Dental Office Manager
- Lab Technician
- Dentist

### Why CWD?

- You're not just a number! Learn in our supportive, individualized classes.
- Build your networking base and meet professionals in the field. Become part of the dental community now.
- Schedule of 3 days/week in class, plus synchronous remote learning is 36 hour/week commitment; allows you to work while attending school.
- Intern in an office in five months.
- Work in less than a year of training.



### Job Outlook

7% higher than other occupations

### Explore More About Dental Assisting Job Market?

Bright outlook for jobs through at least 2028: <https://www.onetonline.org/find/www.bls.gov/SOC> Standard Occupational Code: 31-9091 <https://www.careerzone.ny.gov/>



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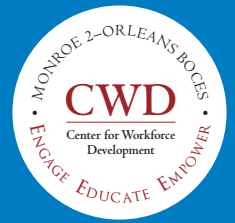
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# Phlebotomy and Lab Services



## Are ready to take “A Positive” step toward a new career in Phlebotomy? Don’t “B Negative!”

Complete coursework necessary to earn a certificate as a Phlebotomist using anatomically correct arms, prosthetics and human blood draws.

### Fast Facts

- 124 training hours at our Main Campus
- Eligibility: high school diploma or equivalency, and a successful completion of TABE assessment required for admission
- Qualified applicants can be dual enrolled to prepare for the GED completing career training at a reduced cost.
- Training program fee includes textbooks and supplies. (Scan QR code/visit website for tuition.)
- Funding options available
- Program approved by Council on Occupational Education and New York State Education Department

### Course Components

#### Clinical Skills

- The role of the phlebotomist
- Patient identification
- Collection and preparation of blood and body fluid specimens
- Maintenance of records and collection areas
- Anatomically correct arms, prosthetics, and human blood draws will be used in this program.

#### Employment Preparation

- Resume-writing
- Cover letter help
- Interview skills
- Job search support

#### Industry-based Certifications

- Red Cross CPR/AED certification

### After Graduation



#### Start Here

- Phlebotomist
- Mobile Phlebotomist
- Patient Care Technician
- Specimen Processor

Job Placement is 90%

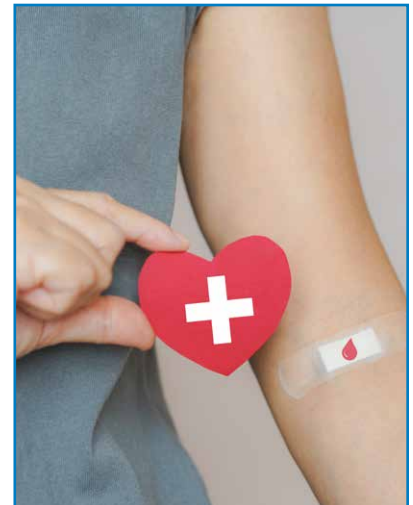


#### Go Here with more education & experience

- Pathologist Assistant
- Clinical Laboratory Technician
- Clinical Laboratory Scientist

### Why CWD?

- Complete this program in a just few months in our supportive, individualized classes!
- Program's schedule allows you to work while attending school.
- Each student completes 50-100 successful blood draws throughout the course.



### Job Outlook

11% higher than other occupations

### Explore More About Phlebotomy Job Market?

Bright outlook for jobs through at least 2028: <https://www.onetonline.org/find>  
[www.bls.gov/SOC](http://www.bls.gov/SOC) Standard Occupational Code: 31-9097  
<https://www.careerzone.ny.gov/>



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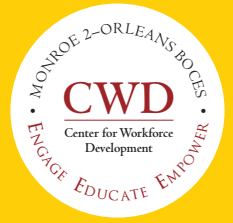
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# Commercial Driver's License - Class B



## Let's get YOU on the road to a new career with a Commercial Driver's License - Class B (CDL-B).

By completing this course, you will have the ability to step into any automatic transmission school bus, passenger bus, straight truck, box truck, or dump truck.

### Fast Facts

- 36 hours of training - a combination of theory and "behind-the-wheel" time
- Classes meet two evenings a week.
- Eligibility: 18+ years of age (21+ years of age to drive a school bus), a clean and valid NYS Driver's License, a passing DOT physical, a valid CDL Class B learner's permit and successful completion of TABE assessment required for admission
- Training program fee includes passenger and school bus endorsements and instructor and equipment costs for one road test. (Scan QR code/visit website for tuition.)
- Funding options available
- Program approved by Council on Occupational Education and New York State Education Department
- FMCSA Approved Training Provider

### Course Components

#### Performance Skills

- Vehicle Inspection pre-trip/en-route/post-trip
- "Get Out and Look" (GOAL)
- Backing and Parking
- Vehicle controls
- Communications/signaling
- Visual search
- Speed and space management

- Safety guidelines
- Hazard perception
- Railroad (RR) Highway grade crossing
- Night operation
- Extreme driving conditions
- Skid control/recovery, jackknifing, other emergencies

#### Employment Preparation

- Resume-writing
- Cover letter help
- Interview skills
- Job search support

### Why CWD?

- Complete this program in a just few weeks in our supportive, individualized classes!
- Build your networking base and meet professionals in the community.
- Program's schedule allows you to work while attending school.
- Program complies with the federal guidelines for Entry-Level Driver Training (ELDT) for commercial driver's license.

### After Graduation



Job Placement is 86%



### Start Here

- Bus Driver
- Medical Transport Driver
- Delivery Service Driver
- Construction Vehicle Driver

### Go Here with more education & experience

- CDL-A driver
- Freight Broker
- Mechanic



### Job Outlook

11% higher than other occupations

### Explore More About CDL-B Job Market?

Bright outlook for jobs through at least 2028: <https://www.onetonline.org/find>  
[www.bls.gov/SOC](http://www.bls.gov/SOC) Standard Occupational Code: 53-3020  
<https://www.careerzone.ny.gov/>



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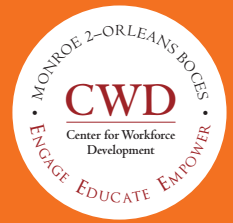
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# Skilled Trades/ Manufacturing



## Build your skills to power a new future

Our classes will help you build your foundational skills in the trades and manufacturing industries.

### Fast Facts

- Instructors are highly-skilled industry experts; many are certified teachers with decades of experience.
- Classes held in the evening at our WEMOCO campus in Spencerport, N.Y.
- Train on state-of-the-art equipment.
- Small class sizes, combine theory and lab practical experience.
- Short-term certificate programs (22 weeks or less) prepare you for work quickly.
- Employability skills for the trade are taught and reinforced.
- CWD is an approved related-instruction provider for many New York State apprenticeships.
- Flexibility in program and entry point – **enroll in an entire program for a discount to earn a certificate** or take only the courses you need.

### Why CWD?

- Part-time programs to accommodate your schedule; work while you attend school.
- Hands-on learning to apply your new skills.
- Connect with employers to start working quickly.

### Our Programs

HVAC/R	Industrial and Commercial Electrical	Residential Construction	Welding
Heating Systems	Introduction to Electrical	Blueprint Reading, Framing, Insulation, and Roofing	Introduction to Welding
Refrigeration	Industrial Wiring	Siding, Windows, Doors, and Interior Finish	Welding for GMAW(MIG)
Air-Conditioning	Industrial Power Distribution	Electrical and Plumbing	Welding for SMAW(Stick)/ FCAW(Flux Core)
			Welding for GTAW(TIG)

Employment in the Skilled Trade contractors industry is expected to grow 7.7% by 2028. (NY State Dept. of Labor)

### Are you an employer?

- Refer your employees to our courses and programs for upskilling, knowledge reinforcement, and additional training.
- CWD can build a custom training solution to meet your specific needs. Contact us today to learn more!



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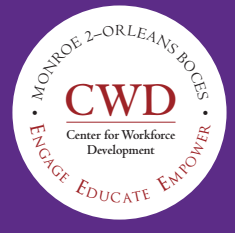
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# High School Equivalency



## Now is the time to take the step that will change your life

Prepare to take the GED (the high school equivalency test in NYS) while learning valuable academic and employment skills.

### Fast Facts

- NO COST for students
- Classes are available in the daytime or evening with flexible scheduling
- Classes taught by qualified, knowledgeable, and caring teachers
- Individualized instruction and small class sizes to meet your needs
- At-home learning options available
- Comprehensive academic, employment, and personal student support from enrollment to exit
- No cost access to GED Ready tests and other tools to help you prepare and check your readiness to test
- Eligibility: Must be at least 18 years old, without a high school diploma.
- Qualified applicants can be dual enrolled in HSE/GED preparation and complete career training at same time at a reduced cost.
- Apply previously earned GED, TASC and Regents exam scores

### Course Components

#### General Education Skills

- Reading: informational, technical, literary, and historical texts
- Writing: grammar, usage, and argumentative and workplace writing
- Mathematics: foundational concepts, problem-solving, analysis, and reasoning
- Social Studies: historical concepts, analyzing data, and reasoning about historical and current events
- Science: understanding the scientific method, concepts in earth, space, life and physical sciences

#### Next Step Preparation

- Interview and job search support
- Career coaching and guidance
- Digital literacy, including keyboarding
- Post-secondary education application support

#### Start Here

- High School Equivalency

**Go here before you graduate** *By applying to a dual-enrollment program*

- Dental Assistant
- HVAC/R Technician
- Medical Office Assistant
- Phlebotomist

#### After Graduation



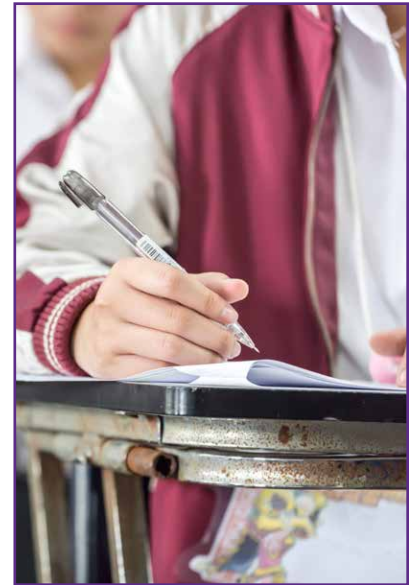
#### What doors can an HSE Diploma open for you?

- Go to college
- Go to career or vocational training
- Get a better job
- Have a career doing something you love
- Mark more money
- Make your family proud
- Inspire the next generation

*Whatever your next step is, we can help you achieve your goals.*

### Why CWD?

- Prepare for the GED in our supportive, individualized classes!
- Education and employment support to help you meet your goals after you graduate
- Program's schedule allows the flexibility you need to maintain your busy schedule



Job Placement is 80%



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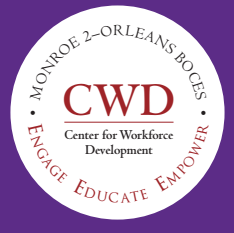
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# Adult English Language Learning



## Learn and improve your English: for work, for school, for life.

Our English for Speakers of Other Languages (ESOL) program teaches the skills necessary to be successful in the workplace and community, enter education programs, or earn US Citizenship.

### If you are interested in learning English, contact us by

email: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) or by phone (in English only): 585-349-9155  
web: <https://www.monroe2boces.org/ESL.aspx>

- Si usted está interesado en aprender inglés, en contacto con nosotros por email: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) o por teléfono (sólo en inglés): 585-349-9155
- Si vous souhaitez apprendre l'anglais, contactez-nous par e-mail: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) ou par téléphone (en anglais uniquement): 585-349-9155
- Если вы заинтересованы в изучении английского языка, свяжитесь с нами по email: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) или по телефону (только на английском языке): 585-349-9155
- یونیورسٹی کے لیے ایڈمیشن کے لیے درخواست دینے والے طلبہ کے لیے: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) (طریقہ فنی زبانوں کے لیے) 585-349-9155
- Nếu bạn muốn học tiếng Anh, hãy liên hệ với chúng tôi qua email: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) hoặc qua điện thoại (chỉ bằng tiếng Anh): 585-349-9155
- Ikiwa una nia ya kujifunza Kiingereza, wasiliana nasi kwa barua pepe: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) au kwa simu (kwa Kiingereza tu): 585-349-9155
- Wenn Sie Englisch lernen möchten, kontaktieren Sie uns per E-Mail: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) oder telefonisch (nur auf Englisch): 585-349-9155
- Якщо ви зацікавлені у вивченні англійської мови, зв'яжіться з нами електронною поштою: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) або телефоном (лише англійською мовою): 585-349-9155
- Se você está interessado em aprender inglês, entre em contato conosco por e-mail: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) ou por telefone (somente em inglês): 585-349-9155
- Se siete interessati a imparare l'inglese, contattarci via el correo electrónico: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) o per telefono (solo in inglese): 585-349-9155
- 如果你有兴趣学习英语, 通过联系我们 email: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) 或通过电话 (只有英文): 585-349-9155
- यदि आप अंग्रेजी सीखने में रुचि रखते हैं, तो हमें ईमेल से संपर्क करें: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) या केवल फोन पर (अंग्रेजी में): 585-349-9155
- 如果您有兴趣学习英语, 通过联系我们 email: [cwdfinfo@monroe2boces.org](mailto:cwdfinfo@monroe2boces.org) 或通过电话 (只有英文): 585-349-9155

### Why CWD?

- Prepare for US Citizenship, a new career, or earn a US high school equivalency diploma, while learning English.
- Small class sizes and personalized instruction
- English skills of all levels are welcome!

### Fast Facts

- NO COST for students
- Classes are available in the daytime or evening with flexible scheduling.
- Classes are taught by qualified, knowledgeable, and caring English language teachers.
- Comprehensive academic, employment, and personal student support from enrollment to exit
- ESOL Distance Education is available for adult students who can work independently from home, with optional in-person instruction available.
- Eligibility: Must be at least 18 years old, non-native English speaker
- Qualified applicants can be dual enrolled in ESOL and
  - prepare for the GED
  - complete career training at a reduced cost.

### Course Components

#### Language Skills

- Listening: determine meaning in various situations
- Speaking: pronunciation, conversation and presentations for social and academic contexts
- Reading: literary, informational, and workplace texts
- Writing: for personal, social, academic, and work.
- American civics, citizenship, and culture

- Vocabulary and instruction aligned with specific student goals

#### Next Step Support

- Interview and job search support
- Career coaching and guidance
- Digital literacy, including keyboarding
- Post-secondary education application support
- Prepare for US Citizenship exam



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