CLASS OF 2022

SENIOR INFORMATION PACKET

Planning for the workforce

For more information about entering the workforce after graduation, please see:

Mrs. O'Hara       TOhara@williamsoncentral.org
Mrs. Schillaci    SSchillaci@williamsoncentral.org
Mrs. Zimmerman    KZimmerman@williamsoncentral.org
Senior Year

Last year you worked on the, “College Project: in your English class to start you on your post-secondary planning. Now is the time to continue the process. There are many options open to you including college, technical schools, military and the workforce. No matter what your goals are, you will need a well thought out plan to ensure that you follow your path.

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Finger Lakes Works Career Center

Finger Lakes Works Career Center offers workshops throughout the year to help with getting a job. Workshops like Career Exploration, Interviewing Skills, Resume Reviews, Skill Building, Jump Starting the Job Search and more are offered. Take a look at workshops offered in October - December. They also post job openings.

Visit www.Fingerlakesworks.com to see what they have to offer

Finger Lakes Works Career Center is located at
1519 Nye Road, Lyons, New York 14489
315-946-7270
Workforce & Career Solutions
www.flcc.edu/workforce

Healthcare Careers

Courses exceed NYS requirements and have placement rates of over 90%!

- Certified Nursing Assistant
- Home Health Aide
- Phlebotomy Technician
- Medical Administrative Assistant

Want to learn more?
Come to an orientation session
flcc.edu/workforce > Healthcare
or email us: workforce@flcc.edu

Online Course Catalog

Through partnerships with nationally-recognized providers, a wide variety of online courses and trainings are available to you.

- NYS Real Estate Prep Course
- Accounting, Medical Coding, Quickbooks, SQL, MS Office, CompTIA, and Cybersecurity

Found at:
www.flcc.edu/workforce/online/

Manufacturing Careers

Gain current skills in the fast growing Advanced Manufacturing field.

- Advanced Manufacturing Machinist
- Foundations in Manufacturing
- Certified Production Technician

Come to an orientation session
flcc.edu/workforce > Manufacturing
or email us: workforce@flcc.edu

Workforce Development

Onsite, customized employee training focused on job specific skills, teambuilding or advancement skills. Safety, conflict resolution, customer service, and supervisory skills are common topics.

For a full list of available business training email us workforce@flcc.edu
or flcc.edu/workforce > Workforce Development

Community Education

Learn locally! Educational opportunities are available at FLCC's campus centers throughout the Finger Lakes region.

flcc.edu/workforce

Professional Development

Gain transportable skills and recognized credentials in a variety of career fields. Learning takes place on your time and at your pace!

Request more information
or by email: workforce@flcc.edu
### W&CS Information Sessions

<table>
<thead>
<tr>
<th>Dates</th>
<th>Session</th>
<th>Location</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/8/2021 at 9:00am</td>
<td>Phlebotomy Technician Info Session</td>
<td>WebEx Virtual Session*</td>
<td>Register for an Information Session at: <a href="http://www.flcc.edu/workforce">www.flcc.edu/workforce</a></td>
</tr>
<tr>
<td>9/8/2021 at 4:00pm</td>
<td>Certified Production Tech Info Session</td>
<td>WebEx Virtual Session*</td>
<td>click on the “Sign Up Now!” button in the upper right</td>
</tr>
<tr>
<td>9/8/2021 at 7:00pm</td>
<td>Phlebotomy Technician Info Session</td>
<td>WebEx Virtual Session*</td>
<td></td>
</tr>
<tr>
<td>9/8/2021 at 7:00pm</td>
<td>Medical Admin Assistant Info Session</td>
<td>WebEx Virtual Session*</td>
<td></td>
</tr>
<tr>
<td>9/13/2021 at 9:00am</td>
<td>Medical Admin Assistant Info Session</td>
<td>WebEx Virtual Session*</td>
<td></td>
</tr>
<tr>
<td>9/21/2021 at 4:00pm</td>
<td>Certified Production Tech Info Session</td>
<td>WebEx Virtual Session*</td>
<td></td>
</tr>
<tr>
<td>9/22/2021 at 9:00am</td>
<td>Certified Production Tech Info Session</td>
<td>WebEx Virtual Session*</td>
<td></td>
</tr>
<tr>
<td>9/22/2021 at 7:00pm</td>
<td>Medical Admin Assistant Info Session</td>
<td>WebEx Virtual Session*</td>
<td></td>
</tr>
<tr>
<td>10/6/2021 at 9:00am</td>
<td>CNA/HHA Information Session</td>
<td>WebEx Virtual Session*</td>
<td></td>
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<tr>
<td>10/13/2021 at 4:00pm</td>
<td>Manufacturing Information Session</td>
<td>WebEx Virtual Session*</td>
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</tr>
</tbody>
</table>

### W&CS Training Classes

<table>
<thead>
<tr>
<th>Dates</th>
<th>Class</th>
<th>Location</th>
<th>Learn more</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/20/2021 – 11/23/2021 M,T,W; 5:30pm to 9pm</td>
<td>Phlebotomy Technician Program Hybrid - Online</td>
<td>FLCC Geneva Campus &amp; Clinical Location</td>
<td>Visit our website at: <a href="http://www.flcc.edu/workforce">www.flcc.edu/workforce</a> and click on “Health Care” or “Manufacturing” for more information about these programs</td>
</tr>
<tr>
<td>9/21/2021 – 10/27/2021 M-F, 8am to 4:30pm</td>
<td>Certified Nurse Aide Training Class</td>
<td>FLCC Geneva Campus &amp; Clinical Location</td>
<td></td>
</tr>
<tr>
<td>9/27/2021 – 11/15/2021 M,W; 5pm to 9:30pm</td>
<td>Medical Administrative Assistant Training Class</td>
<td>FLCC Main Campus &amp; Externship Location</td>
<td></td>
</tr>
<tr>
<td>10/5/21 – 1-22-22 T,Th; eves &amp; Select Sat’s</td>
<td>Certified Production Technician</td>
<td>Virtual Classroom In-Person Labs</td>
<td></td>
</tr>
<tr>
<td>11/4/2021 – 12/15/2021 M-F, 8am to 4:30pm</td>
<td>Certified Nurse Aide Training Class</td>
<td>FLCC Geneva Campus &amp; Clinical Location</td>
<td></td>
</tr>
<tr>
<td>Fall 2021 TBA** Call for dates</td>
<td>Foundations in Manufacturing</td>
<td>Virtual Classroom In-Person Labs</td>
<td></td>
</tr>
<tr>
<td>Fall 2021 TBA** Call for dates</td>
<td>Advanced Manufacturing Machinist</td>
<td>G.W. Lisk &amp; ITT/Goulds Pumps</td>
<td></td>
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</tbody>
</table>

**Notes:**

- Attendance at an information session is required prior to acceptance into all classes. If you do not see one that is convenient to you, contact us at workforce@flcc.edu, call (585) 785-1670, or check our website for additional dates.
- *These are currently virtual meetings. You will receive login/call-in instructions via email after you register.
- **If you are interested in these trainings, email Andrea Badger at Andrea.Badger@flcc.edu and we will inform you when dates and times are announced.
WHY YOU SHOULD BECOME AN APPRENTICE

A New York State apprenticeship is for you if you:

- Like good pay and great benefits
- Like to work with your hands
- Have a good mechanical aptitude
- Want a career, not just a job

Apprenticeship is the process of learning a skilled trade through on-the-job training (hands-on experience) plus related classroom education. As an apprentice, you are a paid employee. Your wages usually start at a percentage of the skilled worker (journeyworker) wage rate with set increases until your training is finished. Then, you earn the full journeyworker wages. Apprenticeship programs may also offer fringe benefits, like paid vacations and holidays, health insurance and retirement plans. Training is guided by an experienced journeyworker. It can last from one to five years, depending on the trade.

As an apprentice of a NYS Registered Apprenticeship program, you will take related classroom instruction. Classes cover the theory, principles and technical knowledge you need to do the job. Classes are usually taken outside working hours and include a minimum of 144 hours per year. Related instruction may be adult education courses like BOCES classes or classes at community colleges, industry plants or union facilities. In some programs, taking these classes may also earn you an associate degree! Apprenticeship program sponsors usually pay for these classes.

The number and types of apprenticeships available depend on industry needs. Hiring is done by members of a local apprenticeship committee or a sponsoring employer. They use an unbiased selection process that is reviewed and approved by the Department of Labor. Openings are filled without regard to race, color, national origin, sex, age, disability, religion, veteran status, arrest record or marital status.

HOW TO QUALIFY FOR APPRENTICESHIP

Qualifications vary according to the program. However, all NYS Registered Apprenticeship programs have a minimum age and require that applicants be physically able to do the job. Most program sponsors also require a high school diploma or equivalent certificate (TASC or GED), and/or the completion of some mathematics courses. Some construction and manufacturing trades require considerable physical stamina or some related work experience.

HOW TO FIND OUT ABOUT APPRENTICESHIP OPPORTUNITIES

You can go to any Department of Labor Career Center to get information about apprenticeships. In addition, all apprenticeship openings are listed online. Go to New York’s Job Bank at www.labor.ny.gov or the Department of Labor website at www.labor.ny.gov/pressreleases/apprenticeshiparchive.shtml. If you want to become an apprentice, you may contact:

- Apprenticeship program sponsors that are currently recruiting apprentices
- A firm that has workers in the trade that interests you—the company might be willing to start an apprenticeship program
- The local union or business organization for the trade that interests you
- Your high school guidance counselor
OVER 100 OCCUPATIONS TO CHOOSE FROM

A few of the popular training programs include:

- Electrician
- Direct Support Professional
- Carpenter
- Firefighter
- Machinist
- Sheetmetal Worker
- Building Maintenance Mechanic
- Tool and Die Maker
- Moldmaker
- Plumber
- Roofer
- Elevator Servicer/Repairer

- Steamfitter
- Bricklayer/Mason
- Ironworker
- Stationary Engineer
- Plant Maintenance Electrician
- Glazier
- Model Maker
- Boilermaker
- Millwright
- Painter and Decorator
- Operating Engineer
- Electronics Technician

HOW TO LEARN MORE ABOUT APPRENTICESHIP

The New York State Department of Labor registers apprenticeship programs. Find a list of current programs at www.labor.state.ny.us/apprenticeship/sponsor/index.asp. If you would like more information about apprenticeship training, visit www.labor.ny.gov/apprenticeship/general/registration.shtm.

NEW YORK STATE DEPARTMENT OF LABOR APPRENTICESHIP FIELD OFFICES

ALBANY
Building 12, Rm. 459
State Office Building Campus
Albany, NY 12240
518-457-7745
518-457-4497

BUFFALO
290 Main Street
Mezzanine
Buffalo, NY 14202
716-851-2726

HUDSON VALLEY
120 Bloomingdale Road FL 2
White Plains, NY 10605
914-997-1445

LONG ISLAND
303 W. Old Country Rd.
Hicksville, NY 11801
516-934-8525

NEW YORK CITY
9 Bond Street
4th Fl., Room 4570
Brooklyn, NY 11201
718-613-3603

ROCHESTER
276 Waring Road
Rochester, NY 14609
585-258-8885

SYRACUSE
450 S. Salina Street
Syracuse, NY 13202
315-479-3228
REGISTERED APPRENTICESHIP IN NEW YORK STATE

WE ARE YOUR DOL
NEW YORK STATE Department of Labor
Transforming New York’s World of Work
WELCOME TO APPRENTICESHIP IN NEW YORK STATE!

Apprenticeship training produces skilled workers through a combination of structured on-the-job training with a skilled trainer and trade-specific classroom instruction. Programs are conducted by employers, groups of employers and jointly by employers and unions.

Apprentices are full-time paid employees who produce high-quality work while they learn skills that enhance their employment prospects. They are paid on a graduated scale; this assures that salary reflects the degree of skill achieved.

To meet the 21st Century needs of businesses, New York State is expanding registered apprenticeship programs into emerging and expanding industries like Advanced Manufacturing, Information Technology, Agriculture, Hospitality and Health Care.

FAST FACTS ABOUT REGISTERED APPRENTICESHIP IN NEW YORK STATE

MYTH
Apprenticeship programs are only for union construction trades.

FACT
40% of apprenticeship programs are in emerging fields like IT, healthcare and advanced manufacturing.

MYTH
Apprenticeship programs take years to set up and get approved.

FACT
By streamlining the approval process, new programs can typically launch in a matter of months. For an existing trade, the application process will normally be completed within just 90 days. For applications involving creating a new trade, it could take up to 180 days to complete because a job study may be required.

- There are 830 Registered Apprenticeship programs in New York State
  - 504 Construction (197 Union, 307 Non-Union)
  - 326 Non-Construction (95 Union, 231 Non-Union)
- There are 18,000+ active apprentices in New York State in these programs
  - 14,300 Construction
  - 3,700 Non-Construction
ADVANTAGES OF REGISTERED APPRENTICESHIP PROGRAMS

PIPELINE
Steady supply of workers, trained without losing valuable production time, and coveted career opportunities for participants.

COST SAVINGS
Reduced cost for employer and learner, increased efficiency and productivity and reduced turnover.

QUALITY WORK
Structured and consistent training program leads to a highly skilled workforce.

HAPPY WORKERS
Increased retention and attendance, workers with no student loans who immediately get a good-paying job and earn while they learn.

REPUTATION
Earn a reputation of being an industry leader in providing high-quality employment and training opportunities.

CREDIBILITY
National industry recognition of skills and credentials.

REGISTERED APPRENTICESHIPS VS. UNREGISTERED PROGRAMS

- Registered Apprenticeships meet national and state standards for education and safety
- Registered Apprenticeships result in a nationally industry-recognized certificate issued by New York State DOL
- New York State DOL conducts job studies and develops training outlines

- Unregistered apprenticeships are maintained by a business; they are not registered, regulated or monitored by a state or federal agency
- Individuals who complete an unregistered apprenticeship may not earn a widely recognized certificate
WHO OVERSEES APPRENTICESHIP IN NEW YORK STATE?

The New York State Department of Labor, through recognition from the United State Department of Labor, operates as a State Apprenticeship Agency using both programmatic and EEO regulations. The State Education Department has authority over related instruction.

8 STEPS TO SPONSOR A NEW YORK STATE REGISTERED APPRENTICESHIP PROGRAM

STEP 1: CONTACT NEW YORK STATE DOL
Staff will explain the apprenticeship program, how the process works and the regulations involved.

STEP 2: VISIT
Local apprenticeship staff will visit the place of business, help the employer to complete the application packet and provide any technical assistance.

STEP 3: SELECT YOUR TRADE
Staff will help determine which trade(s) best suit an employer’s needs. Many training outlines are immediately available.

For new trades, staff will conduct a no-cost job study, which is reviewed by the State Apprenticeship and Training Council and approved by the Labor Commissioner.

STEP 4: SELECT INSTRUCTION PROVIDERS
All instruction providers must be approved by the New York State Education Department. Staff will help an employer meet the requirements.

STEP 5: AFFIRMATIVE ACTION PLAN
Employers complete an Affirmative Action Pledge (for sponsors with fewer than five apprentices) or the Affirmative Action Plan.

STEP 6: 30-DAY PUBLIC COMMENT PERIOD
Information about a new program is posted online to ensure transparency. During this time, staff members review applications to ensure applicants are in compliance with labor laws.

STEP 7: APPROVAL
The approval process takes two to four months, but will vary in length depending on individual circumstances.

STEP 8: MONITORING VISITS
Local apprenticeship staff will monitor each program twice per year to provide technical assistance and make sure businesses are in compliance.
TYPES OF APPRENTICESHIP PROGRAMS

INDIVIDUAL NON-JOINT PROGRAMS

- Programs are sponsored by one employer without a union co-sponsor; the employer is responsible for overall program administration and files an application with the Department of Labor
- Employees may be represented by a union; if they are, the union is given an opportunity to review the program application and provide comments to the Department
- Apprentices can only work for the employer/sponsor

GROUP NON-JOINT PROGRAMS

- Programs are sponsored by an association or group of employers without a union; the association or group has a Board of Directors or other governing body which acts as the program sponsor
- Employees may be represented by unions; if they are, the unions are given an opportunity to review the program application and provide comments to the Department
- New employers may join or leave the program at any time
- Group programs provide a list of participating employers to the Department at the program’s inception, which is then updated as new employers join or leave
- Apprentices may work for any participating employer or rotate between participating employers for their work assignments

INDIVIDUAL JOINT PROGRAMS

- Programs are co-sponsored by one employer along with a union which represents employees
- Both the employer and union are responsible for overall program administration and file an application with the Department together
- Apprentices can only work for the employer/sponsor

GROUP JOINT PROGRAMS

- Programs are sponsored by an association or group of employers along with a union by creating a Joint Apprenticeship Committee (JAC); the JAC’s membership is made up of an equal number of employer and employee representatives and acts as the program sponsor
- New employers may join or leave the program at any time
- Group programs provide a list of participating employers to the Department at the program’s inception, which is then updated as new employers join or leave
- Apprentices may work for any participating employer or rotate between participating employers for their work assignments
TRAINING APPROACHES

Apprenticeship Regulations permit Registered Apprenticeship training to be delivered by three approaches:

**TIME-BASED APPROACH (TRADITIONAL MODEL)**
Includes 2,000 hours minimum of on-the-job training and 144 hours minimum of related instruction per year.

**COMPETENCY-BASED APPROACH**
Apprentices complete a minimum of 1,000 hours of on-the-job training in any areas of the training outline. Apprentices register for at least 144 hours of related instruction, but may test out earlier. Apprentices participate until they have shown competency for each skill in the training outline. Competency is demonstrated by both written and hands-on testing.

**HYBRID APPROACH**
This is a combination of Time-Based and Competency-Based approaches. Apprentices must complete a minimum of 1,000 hours of on-the-job training, however, this includes a minimum number of training hours for each skill/task prior to testing.

WHAT IS THE RIGHT APPROACH

It is up to the employer sponsoring the Registered Apprenticeship Program to decide which approach is right for them.

- New York State DOL staff work with potential sponsors to develop the training outlines
- New York State DOL has access to the United States DOL's resources, including the competency-based training outlines developed by the Urban Institute, which can help to expedite the development of the trades
- In cases where no training outline exists, New York State DOL conducts a job study with the potential sponsor and develops a training outline that can be used industry-wide
EMPIRE STATE APPRENTICESHIP TAX CREDIT

The Empire State Apprenticeship Tax Credit provides tax incentives to certified Registered Apprenticeship program sponsors for registering new qualified apprentices through 2022. For group programs, the tax credit program is also available to the sponsor’s approved participating signatory employers.

- This program is focused on demand occupations, excluding construction trades
- Enhanced credits are offered to those who employ disadvantaged youth (age 16-24 at time of enrollment) as apprentices and for those who engage the support of a mentor
- Qualified apprentices must be employed full-time (a minimum of 35 hours per week) for at least six months during the tax year

A certified employer is entitled to tax credits against income or franchise tax. For each qualified apprentice, one of two credits is available:

<table>
<thead>
<tr>
<th>EMPIRE STATE APPRENTICESHIP TAX CREDIT</th>
<th>DISADVANTAGED YOUTH TAX CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year = $2,000</td>
<td>1st Year = $5,000</td>
</tr>
<tr>
<td>2nd Year = $3,000</td>
<td>2nd Year = $6,000</td>
</tr>
<tr>
<td>3rd Year = $4,000</td>
<td>3rd Year = $7,000</td>
</tr>
<tr>
<td>4th Year = $5,000</td>
<td>4th Year = $7,000</td>
</tr>
<tr>
<td>5th Year = $6,000</td>
<td>5th Year = $7,000</td>
</tr>
</tbody>
</table>

*An additional tax credit of $500 for each apprentice who is counseled by a mentor for the full calendar year. For more information, email ESATC@labor.ny.gov.*
APPRENTICESHIP EXPANSION GRANT

The New York State Department of Labor has committed up to $3.8 million to expand New York State Registered Apprenticeship by increasing employment opportunities for approximately 800 apprentices with a focus on underrepresented populations.

- This grant will focus on Advanced Manufacturing, Health Care, Information Technology and other in-demand occupations identified by Regional Economic Development Councils (REDCs) and Local Workforce Development Boards
- Applicants may apply for up to $300,000 for each award, where up to $10,000 per apprentice is allowed to cover costs associated with training apprentices
- This funding will cover costs such as related instruction, on-the-job training, books and tools
- Eligible applicants include sponsors or the sponsor's approved participating signatory employers

APPRENTICE SUNY

In 2016, Governor Cuomo announced Apprentice SUNY to expand Registered Apprenticeships for 21st century jobs. Local campuses apply to designated lead campuses for funding to support:

- Related instruction costs
- Industry roundtables
- Creating curriculum for new trades
- Being a competency-based apprenticeship testing center
CONTACT THE **APPRENTICESHIP TRAINING PROGRAM**

The State Department of Labor staff can provide, free of charge, complete details and technical assistance in setting up your own apprentice training program.

You may contact an individual program office listed below or call: **800-447-3992**

You may also e-mail: **ATCO@LABOR.NY.GOV**

**FIELD OFFICES**

**ALBANY**

Building 12, Rm. 459
State Office Campus
Albany, NY 12240
**518-457-7745**
**518-457-4497**

**BUFFALO**
Allegany, Cattaraugus, Chautauqua, Erie and Niagara counties

290 Main Street
Mezzanine
Buffalo, NY 14202
**716-851-2726**

**HUDSON VALLEY**
Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties

120 Bloomingdale Road FL 2
White Plains, NY 10605
**914-997-1445**

**LONG ISLAND**
Nassau and Suffolk counties

303 W. Old Country Rd.
Hicksville, NY 11801
**516-934-8525**

**NEW YORK CITY**
Bronx, Kings, New York, Queens and Richmond counties

9 Bond Street
4th Fl., Room 4570
Brooklyn, NY 11201
**718-613-3603**

**ROCHESTER**
Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates counties

276 Waring Road
Rochester, NY 14609
**585-258-8885**

**SYRACUSE**
Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, Schuyler, St. Lawrence, Steuben, Tioga and Tompkins counties

450 S. Salina Street
Syracuse, NY 13202
**315-479-3228**
ACTIVE APPRENTICESHIP TRADES

Airframe and Powerplant Mechanic/Hybrid
Alcoholism and Substance Abuse Counselor Aide
Auto Body Repairer and Painter
Automobile Mechanic
Automotive Service Technician
Baker, Retail
Boilermaker (Construction)
Bricklayer, Mason
Bricklayer Mason and Plasterer
Building Maintenance Mechanic
Cabinetmaker
Calibration Technician (Electrical/Electronic)
Carpenter
Carpenter (Hybrid)
Carpenter (Heavy/Highway)
Carpenter (Pile Driver/Dockbuilder)
Carpenter (Residential)
Cement Finisher or Cement Mason
Centerless Grinder Machinist
Chemical Laboratory Technician
CNC Tool and Cutter Grinder
Compositor
Community Health Worker
Computer Support Technician (Competency-Based)
Cook
Cook (Chef)
Counseling Aide (H.I.V./A.I.D.S.)
Counseling Aide I (Social Living Skills)
Counseling Aide II (Social Living Skills)
Data Analyst (Competency-Based)
Design Drafter (Electrical, Mechanical, Hydraulic)
Diesel Engine Mechanic
Direct Support Professional (Competency-Based)
Direct Support Professional (Time-Based)
Drafter (Architectural)
Drafter (Automotive Product Design)
Drafter (Mechanical)
Drafter (Structural)
Drafter (Tool Design)
Dry Wall Taper (Finisher)
Early Childhood Associate
Electrical Discharge Machine (EDM) - Wire and Sinker Programmer/Operator
Electrical (Outside) Line Worker
Electrical Maintenance Technician
Electrical Utility Operator
Electrician
Electrician (House or Residential)
Electro-Mechanical Technician
Electronics Mechanic (CNC Systems Maintenance)
Electronics Technician (Manufacturing Only)
Elevator Servicer Repairer
Elevator/Escalator Constructor and Modernizer
Energy Efficiency Technician
Fire Fighter
Fire Fighter/EMT
Furniture Finisher (Painter)
Glazier
Graphic Arts Technician
Hazardous Material Removal Worker
Heating, Ventilation and Air Conditioning Mechanic
Hospital (Medical) Coder (Competency-Based)
Industrial Equipment Wirer and Assembler
Industrial Machinery Mechanic
Industrial Manufacturing Technician
Industrial Truck Mechanic
Instrument Electrical Mechanic
Instrument/Rodperson
Instrument Mechanic
Instrument Technician
Insulation and Asbestos Worker
Iron Worker (Outside)
Iron Worker (Stone Derrickman and Rigger)
Landscape Nursery Manager
Lather (Carpenter)
Lather (Wood, Wire and Metal)
Linoleum, Resilient Tile and Carpet Layer
Linoleum, Resilient Tile and Carpet Layer (Hybrid)
Lithographic Press Operator (Three Year)
Locksmith
Machine Builder
Machine Repairer
Machine Tool Builder
Machinist
Machinist (CNC)
Maintenance Machinist
Maintenance Mechanic (Automatic Equipment)
Manufacturing Engineering Technician
Marble Carver, Cutter and Setter
Marine Services Technician
Metal Refinisher
Micro-Computer Repair Technician
Millwright
Model Maker
Model Maker (Rapid Prototype Technician)
Mold Maker, Die-Casting and Plastic Molding
Moldmaker
Motor Boat Mechanic-Inboard/Outboard
Multi-Story Window and Building Surface Cleaner
Network Administrator
Network Engineer
Offset Lithographic Press Operator
Operating Engineer (Grade and Paving Equipment)
Operating Engineer (Heavy Equipment)
Operating Engineer (Universal Equipment)
Ornamental Iron Worker
Packer Mechanic
Painter and Decorator
Painter, Decorator and Paperhanger
Patternmaker (Wood)
Pipefitter
Plant Maintenance—Boilermaker
Plant Maintenance—Carpenter
Plant Maintenance—Electrician
Plant Maintenance—Electrician/Mechanic
Plant Maintenance—Mechanic (Four Year)
Plant Maintenance—Mechanic (Three Year)
Plant Maintenance—Millwright
Plant Maintenance—Pipefitter
Plant Maintenance—Plumber and Steamfitter
Plant Maintenance—Refrigeration/AC
Plant Maintenance—Sheet Metal Worker
Plant Maintenance—Welder
Plasterer
Plastic Process Technician
Plastics Molder
Plumber
Plumber (Pump and Tank)
Plumber (Residential)
Plumber and Pipefitter
Plumber and Steamfitter
Pointer, Caulker and Cleaner
Police Officer
Precision Optics Manufacturing Technician
Precision TIG (GTAW) Welder
Project Manager
Quality Assurance Auditor
Radiation Protection Technician
Refrigeration and Air Conditioning Mechanic
Roofer
Scenic Artist
School Safety Agent
Screw Machine Set-Up and Operator - Multiple
Security Analyst
Sheet Metal Worker
Sheet Metal Worker (Iron Plate)
Sheet Metal Worker (Sign Hanger/Rig)
Site Safety Manager
Skilled Construction Craft Laborer
Small Gas Engine and Equipment Mechanic
Software Developer (Competency-Based)
Sprinkler Fitter
Stationary Engineer
Steamfitter
Stone Mason
Systems Engineer
Terrazzo Worker
Tile Setter
Tile Setter (Three Year)
Tile, Marble and Terrazzo Finisher
Tool and Die Maker
Toolmaker
Truck Driver, Heavy
Vacuum Furnace Technician (Manufacturing Only)
Welder (Industrial)
Welder (Maintenance)
Accounting Technician • Erie: City (O)

Accounting • Cayuga, Farmingdale (U), Hudson Valley (O), Jefferson (T), Tompkins Cortland (H), Suffolk (H)

Accounting Procedures • Orange: Middletown

Accounting Studies • Columbia-Greene*, Sullivan

Addictions Counseling • Jamestown (O), Jamestown: Olean (O), Monroe

Administrative Assistant • Mohawk Valley

Administrative Business Technology: Administrative Support • Nassau

Administrative Business Technology: Legal • Nassau

Administrative Office Skills • Ulster (O)

Administrative Business Technology: Medical • Nassau

Administrative Professional • Finger Lakes, Jamestown (O), Jamestown: Olean (O)

Advanced Manufacturing • Cayuga (S)

Advanced Manufacturing-Machining • Onondaga

Advanced Studies • Monroe

Agricultural & Food Studies • Monroe

Air Conditioning: Refrigeration • Dutchess

Airframe & Powerplant Technology • Mohawk Valley* (B)

Alcohol/Substance Abuse Counseling • Clinton

Allied Health Care • Mohawk Valley

Animal Policy • Hudson Valley

Animal Science Office Assistant • Ulster

Applied Accounting • Genesee* (H)

Applied Computer Applications • Finger Lakes

Architectural Technology • Hudson Valley (FXS)

Assistant Chef • Schenectady*

Audio Recording & Production • Niagara

Automation Systems: Mechatronics • Fulton-Montgomery*

Automotive Mechanics • Corning

Automotive Service Technician • Erie: North, Erie: South

Automotive Technology • Columbia-Greene*, Monroe

Baking & Pastry Arts • Erie: City, Erie: North (S), Niagara (S), Suffolk

Biotechnological Science • Erie: North

Biotechnology • Hudson Valley (SXU), Tompkins Cortland

Bookkeeping • Dutchess, Ulster (O)

Bookkeeping/Office Administration • Rockland

Brewing Science & Service • Erie: North

Building Construction • Tompkins Cortland*

Building Trades/Residential Light Commercial • Erie: City (S)

Business • Cayuga (O), Schenectady

Business Administration • Nassau

Business and Environmental Sustainability • Empire State (O)

Business Applications Specialist • Fulton-Montgomery

Business Management • Niagara (O), Tompkins Cortland* (O), Suffolk (H)

Business Office Technologies • Rockland

Business: Retail Marketing & Management • Suffolk

Business Studies • Rockland

Carpentry & Masonry • Mohawk Valley

Casino Gaming Machine Repair Technician • Erie: South

Casino Management • Broome

Catering and Event Planning • Erie: City

Chef Training • Mohawk Valley

Chemical Dependency • Jefferson* (O)

Chemical Dependency Counseling • Broome, Dutchess, Hudson Valley, Niagara, Schenectady*, Tompkins Cortland* (O), Westchester

Child Care • Genesee* (H)

Child Care: Direct Care • Dutchess

CISCO Certified Entry Networking Technician • Nassau

 Clerical Office Assistant • Orange: Middletown

CNC Machinist • Mohawk Valley

CNC Precision Machining • Erie: North

Coaching • Hudson Valley, Mohawk Valley

Coding & Reimbursement Specialist • Alfred State (O)

Community Health Navigation • Hudson Valley

Community Public Health Worker • Erie: North (H)

Community Residence Aide • North Country

Computer-Aided Design & Computer Numerical Control • Jamestown, Jamestown: Olean

Computer-Aided Drafting • Corning, Hudson Valley (S), Mohawk Valley, Niagara, Suffolk, Westchester

Computer-Aided Drafting & Design • Monroe

Computer Applications Specialist • Westchester

Computer Assisted Design • Rockland

Computer Desktop Support Specialist • Schenectady

Computer Graphics & Design • Columbia-Greene*, North Country

Computer Hardware/Software Design • Cayuga

Computer Information Systems • Cayuga (H), Farmingdale

Computer Information Systems: Computer Support • Rockland

Computer Information Systems: Microcomputer • Nassau

Computer Networking • Dutchess

Computer Numerical Control Programming • Corning

Computer Programming • Westchester

Computer Repair • Genesee* (H)

Computer Support • Clinton

Computer Systems Technology • Farmingdale

Computer Web Development • Rockland

Computerized Drafting & Design • Genesee*

Construction Management • Nassau

Construction Technology • Hudson Valley (S)

Construction Technology/Preservation Carpentry • Columbia-Greene

Corrections Administration • Cayuga

Corrections Officer • Erie: North (H), Finger Lakes

Corrections Officer Technology • Jamestown, Jamestown: Olean

Court Reporting & Captioning (part-time) • Alfred State (O)

Craft Beer Brewing • Schenectady*

Creative Writing • Tompkins Cortland

Crime Scene Technology • Erie: City, Erie: North (S)

Criminal Justice • Cayuga (O), Finger Lakes, Genesee* (H), Jefferson*, Schenectady, Tompkins Cortland*

Criminal Justice: Law Enforcement • Mohawk Valley (S)

Criminal Justice: Police Administration (Suffolk Police Academy) • Suffolk

Culinary • Adirondack (S)

Culinary Arts • Monroe, Rockland

Culinary Arts: Restaurant Management • Suffolk

Culinary Arts with NY Wine & Culinary Center • Finger Lakes (S)

Culinary Skills • Niagara

Cybersecurity • Mohawk Valley, Nassau, Westchester (H)

Dental Assisting • Erie: North (S), Hudson Valley (O), Monroe (S)

Dental Assisting, Rapid Track • Monroe (O)

Desktop Publishing • Broome

Desktop Publishing & Design • Nassau

Developmental Disabilities Studies • Genesee* (H)

Diagnostic Cardiac Sonography • Hudson Valley (T)

Diagnostic Medical Sonography • Hudson Valley (T)

Dietary Management • Nassau

Digital Audio Production • Jamestown

Digital Filmmaking • Westchester

Digital Graphic Design & Publishing • Jamestown

Digital Media • Hudson Valley, Niagara, Westchester

Digital Media: Web Production • Niagara

Digital Music and Beats Production • Schenectady*

Direct Care Practice • Dutchess, Sullivan (part-time only), Ulster, Westchester

Direct Disability Support Services • Monroe

Disability Studies • Niagara, Nassau

Drafting • Cayuga (Computer-Aided Design) (SKT), Suffolk

Early Care • Monroe

Early Child Care • Onondaga* (O)

Early Childhood • Broome (O), Cayuga: Auburn Campus, Corning, Fulton-Montgomery, Jefferson*, Schenectady, Westchester

Early Childhood Administration • Hudson Valley (U)

Early Childhood Caregiver • Dutchess

Early Childhood Development • Jamestown, Jamestown: Olean, Rockland

Early Childhood Development & Care • Orange: Middletown

Early Childhood Studies • Erie: City, Niagara County

Electrical Construction and Maintenance • Canton (S)

Electronic Technician • Mohawk Valley

Electronics • Cayuga (SKT)

Electronics & Computer Systems: Electronic Technician • Tompkins Cortland*

Electronics Technology • Monroe

Emergency Medical Services • Monroe

Emergency Medical Services Provider • Erie: North, Erie: South

Emergency Medical Technology • Finger Lakes

Emergency Medical Technology: Paramedic • Broome (S), Erie: South
# ACTIVITIES RESUME

**for** ___________________ **date** ___________________

Return to the Counseling Office prior to applying to college(s), scholarships and jobs so we can have a copy on file. This information will be used by your counselors and teachers for college admissions - to write your letter of recommendation. Provide examples and details - write 1-2 sentences that describe your responsibility or accomplishment(s). Use additional paper if necessary.

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<tr>
<th>ACTIVITY</th>
<th>DATES (Grades)</th>
<th>DESCRIPTION</th>
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<td><strong>Clubs/Organizations/Activities/Sports</strong></td>
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<td><strong>Community Service - Where and what did you do?</strong></td>
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<td><strong>Leadership Roles</strong></td>
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<td><strong>Recognitions/Accomplishments/Awards</strong></td>
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<td><strong>Hobbies</strong></td>
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<td><strong>Employment - Where and what were your job functions?</strong></td>
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<td><strong>Summer - How do you spend your summers?</strong></td>
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<td><strong>Other</strong></td>
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***OVER - Two very important Questions to answer on the back of this page.***
Qualities I feel I possess and would like you to highlight in your letter of recommendation are...

Other information that I want you to know to make an accurate appraisal of me to colleges, universities, and prospective employers includes...