ELIGIBILITY GUIDELINES
To be considered for enrollment, you must meet the income and educational guidelines established by the State University of New York and you must meet the minimum enrollment criteria for your program of choice. Refer to the *Eligibility Guidelines* to determine if you are eligible under the income guidelines. The income guidelines are based on the number of members in your household and the total income of all the wage earners in the household in the last 12 months. In extenuating circumstances, waivers may be granted to applicants who do not meet the guidelines and can demonstrate need.

DOCUMENTATION REQUIRED FOR REGISTRATION
At the time of enrollment, all applicants must submit
- Proof of Income
- Proof of New York State Residency (for the last year)
- Proof of Permanent Residency or Citizenship if not born in the United States
- High school diploma or HSE (for vocational programs)

Some of EOC’s programs have special documentation requirements. If you plan to enroll in any of the health related programs or College Prep, you must be prepared to supply additional documentation as listed below. The *Documentation Required for Registration* form (green form in this packet) provides a detailed explanation of all of these requirements.
- Driver’s License or Driver’s Permit and a Driver’s Abstract (for EMT & Direct Care/Support Professional Programs)
- Physical Exam/Medical Clearance (for CNA, HHA, EMT, Direct Care/Support Professional, Medical Coding and Billing & Certified Pharmacy Technician
- High School Diploma or HSE (for vocational programs & College Prep)
- Official high school transcript and/or drop letter, when indicated

PROGRAM OFFERINGS
Every program that EOC offers has specific criteria that prospective students must meet before being considered for enrollment. The criteria include your grade level in reading, math and language arts as well as other requirements. Therefore, you will be required to take an assessment test to determine your grade levels and may be asked to submit other documentation, if your program of choice requires it. Please refer to the chart entitled *Program Offerings* in the Pre-Application Packet. This chart details all of the program requirements, specifies the length of training for each program and identifies the training site, if other than the EOC.
Table 1

State University of New York
University Center for Academic and Workforce Development

General Economic Eligibility Guidelines for 2013-2014

Income Guidelines

The table below lists economic eligibility requirements for EOC admission during the 2013-2014 academic year. In order to be determined economically disadvantaged, a student's household income must not exceed the amount shown for its size in the applicable category or the student's circumstances must conform to one of the exceptions indicated. In addition to the economic criteria, the applicant must:

- be a resident of New York State.
- meet educational entrance guidelines as outlined in the EOC Guidelines.

<table>
<thead>
<tr>
<th>Household Size (Including Head of Household)</th>
<th>Total Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$21,257</td>
</tr>
<tr>
<td>2</td>
<td>$28,694</td>
</tr>
<tr>
<td>3</td>
<td>$36,131</td>
</tr>
<tr>
<td>4</td>
<td>$43,568</td>
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<tr>
<td>5</td>
<td>$51,005</td>
</tr>
<tr>
<td>6</td>
<td>$58,442</td>
</tr>
<tr>
<td>7</td>
<td>$65,879</td>
</tr>
<tr>
<td>8</td>
<td>$73,316*</td>
</tr>
</tbody>
</table>

*Plus $7,437 for each additional family member in excess of eight

Exceptions to Income Guidelines

1. The student's family is the recipient of Family Assistance or Safety Net payments through the New York State Office of Temporary and Disability Assistance; or through a county Department of Social Services; or Family Day Care payments through the New York State Office of Children and Family Assistance.
2. The student lives with foster parents who do not provide support for college and the student's natural parents provide no such support.
3. The student is a ward of the State or county.
EDUCATIONAL GUIDELINES
EOC programs are designed for adults who do not have the educational credentials, competencies and/or skills necessary to undertake higher education or to obtain sustained employment. They are also intended for individuals who have significant employment or educational barriers. To be considered for enrollment, applicants must demonstrate that they are educationally disadvantaged and provide the necessary documentation. This might include the following characteristics:

- Lacks a high school diploma or HSE or its equivalent in the applicant’s native country;
- Dismissal from a New York State Opportunity program for academic reasons;
- Attainment of existing educational credentials through an alternative high school, correctional facility or other such institution;
- Lack of marketable job skills in combination with lack of credential beyond the high school level;
- Insufficiently developed language, mathematics and other pertinent skills for acceptance into college, even through a NYS opportunity program;
- Inability to communicate in English in combination with the lack of salable job skills or educational credential beyond the high school level or its equivalent. Applicants who have post-secondary degrees in their native country but are not employable due to lack of English speaking ability are eligible for admission to the ESOL Program only.

WAIVERS
In the event that an applicant does not meet SUNY’s income guidelines, he/she may be considered for enrollment at the EOC under a “waiver” category. To be considered under this category, the individual must demonstrate financial need, provide documentation of the specific circumstances, and justify the need for training. The Admissions Office reviews each applicant’s circumstances and documentation on a case by case basis to determine waiver eligibility.

Circumstances which may qualify for a waiver, with the necessary documentation

- Change/Fluctuating income with long term implications
- Mismanagement of income or excessive debt
- Household includes relatives/others dependent on the income of the head of household who are not claimed as tax exemptions
- Supporting two households; one for wage earner, one for dependent(s) or relative(s)
- Excessive medical obligations
- Dislocated worker
- Other

Factors which justify a need for training:

- The applicant is unable to secure permanent employment or a job with higher wages without skills upgrading/training
- Employment opportunities in the current field of employment are limited
- Individual needs to increase marketability by enhancing English language proficiency
- The credentials/skills of the applicant are obsolete
EOC applicants are required to provide documentation to verify eligibility for EOC training programs and/or for employment in specific occupational areas. Unless stated otherwise, all documentation must be submitted at the time of registration. Required documentation follows. An explanation for each requirement is provided below.

INCOME
To demonstrate that you meet the income eligibility guidelines, you must submit documentation of all earned income, dividends and interest for your household for the PRIOR year. ONE of the following items may be submitted to document your household income:

- **Signed copies of your Federal Income Tax Return (IRS forms 1040, 1040A, or 1040EZ; or 4506):** for the previous year.
- **Documentation of social services payments:** a budget sheet from the Department of Social Services showing the year that benefits were received and the names of recipients including the applicant: you should request this documentation from your caseworker. The budget sheet must be current (to verify that you receive public assistance at the time of registration) and include the total needs as well as the family breakdown. A referral letter from your DSS case worker is required as well.
- **Documentation of unemployment benefits:** An award letter from the New York State Department of Labor (Unemployment Division) that includes your award amount or IRS form 1099G which documents your unemployment benefits for the prior year.
- **Documentation of Social Security, Supplemental Security Income, or Veterans Administration non-educational benefits:** a benefits letter from the Social Security Administration or Veterans Administration office showing the total award for each member of the household for the current and prior year. Social Security recipients may obtain a benefits letter from the Social Security Office at 20 South Broadway in Yonkers on the 10th floor.
- **Documentation of pension or annuity:** If you are retired and are receiving a pension, submit your most recent pension statement along with your 1040 form.
- **Letter from residential facility on official letterhead:** If you reside in special housing such as a halfway house, foster home, shelter, youth facility, recovery house, or if you have been recently released from a correctional facility, rehabilitation program, or reside in a house in which you have been assigned a counselor, a parole or probation officer, you are required to provide documentation of residency from the facility or administrative agency. You must submit a letter, written on official letterhead, which explains your circumstances and how you are being supported.
- **Documentation of additional members in the household:** when additional members are in the household and are not included on your income documentation, you must provide birth certificates, marriage certificates, and/or third-party verification on official letterhead, along with proof of income or lack of income for each member.
- **Verification of Child Support and/or Alimony:** if you receive child support or alimony and this is your only means of support, you must provide a copy of the court order or an affidavit.
- **Documentation of no income:** a copy of IRS form 4506 which has been filed by you or your family with the Internal Revenue Service, or a copy of IRS Letter 1722 indicating that you (if independent) or your parent/s did not file a return.

If you are unable to present any of the documentation stated above and live with someone who is not legally responsible for your care, you may qualify for training if you can provide other acceptable documentation.

- **Letter from a recognized agency, clergy member, institution, attorney, etc., verifying your personal circumstances:** If you do not have independent income and you live with an individual who is not legally responsible for your care, you may submit a letter from a recognized agency, institution, community leader, clergy member, or other person who is familiar with your circumstances on official company letterhead which explains your situation. The letter must state in what capacity the individual knows you, how long he/she has known you, and it must describe your situation (who you live with/who supports you).

Revised 01/14/2014
DOCUMENTATION REQUIRED FOR EOC REGISTRATION

NEW YORK STATE RESIDENCY
You must provide documentation that you have been a resident of the State of New York for at least one year. When selecting a document for submission, make sure it is reflects a full year prior to date you turn it in to EOC. Acceptable documentation includes:

- Signed New York State income tax returns
- New York State bank account statement
- Residential Lease for property in New York State (showing prior year)
- New York State Driver’s license or Identification Card
- Voter Registration Card

PERMANENT RESIDENCE
If you were born outside of the United States, you must provide one of the following:

- Permanent Residence Card
- U.S. Passport or citizenship certificate to document citizenship

EDUCATIONAL ELIGIBILITY
To participate in EOC training, you must prove that you need training to develop academic credentials, competencies, and/or skills that are necessary to undertake higher education and/or to secure sustained employment. Acceptable supporting documentation includes:

- Official high school records (transcripts)
- Official HSE records (HSE Certificate, etc.)
- Dismissal/drop letters
- TABE or BEST test results (these tests are administered by the EOC)
- Generally, applicants with college credits are ineligible to attend EOC. However, if you attended college and have fewer than 15 college credits, a GPA below 2.0, and left college for academic reasons, you may qualify for admission to EOC. Also, college credits that are older than 10 years do not count in the college credits total, provided a degree was not earned. A transcript will be required. If you are an ESOL applicant, you may enroll in EOC’s ESOL program only, regardless of your college experience, as long as all other eligibility criteria are met.

SPECIAL DOCUMENTATION REQUIREMENTS

- Driver’s License or Driver Permit along with a recent Driver’s Abstract: is required for all EMT & Direct Support Professional Program applicants.
- Physical Exam/Medical Clearance: is required from all CNA, HHA, EMT, Direct Support Professional, Medical Coding and Billing, and Certified Pharmacy Technician applicants to certify that you meet the health requirements of the State of New York for employment in a health related occupation.
- New York State Clearance: EOC students enrolled in health related training programs may be required to be fingerprinted and cleared through New York State prior to starting an internship or employment. Therefore, if you have a record (misdemeanors, felonies or other convictions) you are encouraged to disclose this information to the counselor when you register so that you will be given proper guidance on how to obtain a Certificate of Relief from Disabilities or a Certificate of Good Conduct from New York State. NYS clearance is required before you can take any state certification exams.
- High School Diploma or HSE is required for vocational programs and College Preparation.
- High School Transcripts must be provided if you want to enroll in the College Prep Program.

Revised 01/14/2014
Certified Medical Billing & Coding Clerk
This program is designed for students who are detail oriented and interested in working “behind-the-scenes” as health information professionals in a variety of medical settings. Successful graduates are eligible to take the National Health Association (NHA) Certified Billing and Coding Specialist (CBCS) exam. They also qualify for employment in entry-level positions such as medical biller/coder, medical biller/customer service rep, medical records clerk/assistant, and insurance claims clerk. In addition to health-related coursework that emphasizes procedures that are used in a medical environment, students are taught basic computer skills using the latest computer software.

**Required Courses:** Medical Billing & Coding I and II, Medical Terminology I and II, Career Readiness, Microsoft Word, and Microsoft Excel. This program includes a four-week internship in the private or public sector.

**Criteria for Enrollment:** Minimum 9.0 TABE reading, language arts/spelling, 8.0 TABE math; High School Diploma or HSE; interest in medical/clerical field.

**Duration:** 19 Weeks

**Program Dates:** September 3, 2013 – February 13, 2014

Certified Nurse Aide/Home Health Aide (CNA/HHA)
This program is designed for caring individuals who have an interest in health care careers and would like dual training as Home Health Aides and Certified Nurse Aides. It prepares students to take and pass the New York State certification examination and for registration on the New York State Home Care Registry. Students learn medical terminology, abbreviations, the functions of body systems, and patient care. This New York State-approved program covers the basics of personal care for the elderly and home-bound, and patient care for those in nursing homes, assisted living centers, and hospitals, including appropriate bed-making, feeding and monitoring of vital signs. Students are required to successfully complete two supervised clinical work experiences.

**Required Courses:** Anatomy & Physiology, Fundamentals of Patient Care, Nutrition, Cardiopulmonary Resuscitation, Career Readiness, supervised Home Health and long-term clinical experiences, and test prep. Career Readiness is a prerequisite for enrollment in the program.

**Criteria for Enrollment:** Minimum 8.0 TABE reading; High School Diploma or HSE; ability to pass a physical exam, drug test and background check; interest in health field; purchase designated uniform; fee of $115 and physical exam are required for New York State certification exam. Completed physical exam and drug test must be submitted prior to first day of class. New York State Clearance and fingerprinting required for employment.

**Duration:** 14 Weeks

**Program Dates:**
- **Yonkers - Evening:** September 3, 2013 – December 12, 2013
- **Yonkers - Day:** September 9, 2013 – November 19, 2013; January 13, 2014 – April 1, 2014
- **Spring Valley - Day:** February 3, 2014 – May 9, 2014
Certified Patient Care Technician (CPCT)
This program prepares students to become Patient Care Technicians (PCTs). The PCT curricula builds upon basic nurse aid (CNA) skills to create a health professional with advanced skills. Training includes: Electrocardiogram (EKG) and Phlebotomy. Students also receive instruction in career readiness and coaching to be effective in the workplace. The training equips students to meet the responsibilities of a PCT which, according to the National Healthcareer Association (NHA), include: getting patient histories, checking vital signs, setting of patient charts, coordinating test procedures, providing basic patient care including bathing, feeding, toileting and ambulating patients, acquiring and distributing patient care supplies, maintaining paths and hallways clear and returning equipment that is no longer in use, obtaining EKG readings and performing phlebotomy procedures. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Patient Care Technician (CPCT) exam.

Criteria for Enrollment:  Minimum TABE reading score of 9.0; minimum TABE math test scores of 8.0; and language arts score of 8.0; Have a current NYS Nurse Aide certification and CPR certification (Heartsaver or BLS for Healthcare provider). Students should present a letter of recommendation from a teacher or employer showing satisfactory performance and attendance as a CNA. Students should also submit the CNA course transcripts showing a grade average of B or better.

Duration:   12 weeks

Certified Pharmacy Technician (PHT)
This program is provided in partnership with CVS and is designed for individuals who are customer friendly and interested in pursuing a career in the rapidly growing pharmacy industry. Students are taught how to prepare medications, provide exceptional customer service, and perform general administrative duties in a pharmacy setting while preparing for the nationally recognized Pharmacy Technician Certification Examination. Successful completers have an opportunity to secure employment with CVS or other pharmacies in retail, hospitals, clinics and other settings.

Required Courses:  Introduction to Pharmacy Technician, Pharmacy Technician, Fundamentals of Pharmacology, and Career Readiness. The program includes a four-week externship at a CVS Pharmacy and test prep.

Criteria for Enrollment:  Minimum 9.0 TABE reading and math; and 8.0 TABE language arts; High School Diploma or HSE; ability to pass a physical exam and drug test; ability to pass CVS on-line application and background check; no felonies; fee of $130 required for national certification exam.

Duration:   17 weeks

College Preparatory Academy (CPA)
This program is designed for students who are interested in attending college and would like assistance in preparing academically and otherwise for the college experience. Emphasis is placed on reading, writing and math skills, preparation for placement exams, and overall college readiness. In addition to classroom instruction, College Prep students receive services through EOC’s College Connections Initiative including weekly workshops to develop and re-evaluate college and career plans and to develop note-taking, time management, study and test-taking skills, and college tours. Students are also provided with assistance in completing college enrollment and financial aid applications, and more. A typical week includes 15 hours of instruction and two to four hours of workshops.

Required Courses:   English for College, Math for College, and College Success.
Criteria for Enrollment:  Minimum 10.0 TABE reading and 9.0 TABE Math; High School Diploma or HSE; desire to enroll in college.

Duration:   Varies based upon individual progress and needs
Program Dates:  Ongoing Admission
Commercial Driver’s License (CDL)

This program prepares students for employment opportunities as Commercial Drivers. The professional CDL training prepares students to operate B- or C-size vehicles which include full-size buses, trucks and vans. Successful students will obtain a C license or a B license with airbrakes endorsement. The vocational training component includes both classroom review of the road manual and behind-the-wheel training.

**Required courses:** Commercial Driver's License Training. Career Readiness is a prerequisite for enrollment in the program.

**Criteria for Enrollment:** Minimum 8.0 TABE reading, valid NYS Driver’s License, Driver’s abstract, Driver license/history clear of moving violations for the most recent two years, no outstanding tickets and no felony or drug convictions. Misdemeanors will be evaluated on a case-by-case basis, and interest in a career as a Commercial Driver. U.S. Department of Transportation medical examination required for the CDL license. **Must be available on Saturdays 2:00 - 5:00 pm for CDL in-class training.**

**Duration:** Varies based on individual progress and needs.


Direct Support Professional (DSP) - Evening

This program prepares students for entry into the workplace as Direct Support Professionals (DSP). Students are trained to work with mentally ill and/or developmentally disabled individuals of all ages, to help them attain independence, individuality, and productivity. Students obtain their certificates for DSP, Strategies for Crisis Intervention and Prevention (SCIP), and Approved Medication Administration Personnel (AMAP). Students also receive certification in CPR with First Aid. Driver’s Education is provided to students who do not have a driver’s license.

**Required Courses:** Direct Care Training, Strategies for Crisis Intervention and Prevention Revised (SCIP-R), Approved Medication Administration Personnel (AMAP), and Cardiopulmonary Resuscitation/First Aide. Career Readiness is a prerequisite for enrollment in the program.

**Criteria for Enrollment:** Minimum 8.0 TABE reading and math; High School Diploma or HSE; ability to pass a physical exam and background check; no felony convictions, Drivers License or permit along with driving abstract from DMV necessary.

**Duration:** 8 Weeks

**Program Dates:** September 16, 2013 – November 21, 2013; February 3, 2014 – April 15, 2014

Emergency Medical Technician (EMT)

This New York State-approved program is designed for students interested in responding to emergency calls, performing emergency medical procedures and transporting patients to hospitals. EOC’s EMT Program prepares students to take and pass the New York State Department of Health’s examination to become Emergency Medical Technicians. At the conclusion of training, students will be able to demonstrate the appropriate and required procedures for responding to medical emergencies and crises, and administer CPR and defibrillation. Driver’s education is provided to students who do not have a driver’s license. The program includes a 10-hour clinical rotation in an emergency department.

**Required Courses:** Emergency Medical Technician, Driver’s Education. Career Readiness is a prerequisite for enrollment in the program.

**Criteria for Enrollment:** Minimum 9.0 TABE reading and language arts, 8.0 math; High School Diploma or HSE; ability to lift/carry 50 lbs.; ability to pass a physical exam and drug test; interest/capacity for health field; must be 18 years old when Practical Skills & Written Certification Exam is taken; must purchase designated uniform by second week of class; valid NYS Driver's License, Driver's abstract, driver license/history clear of moving violations for the most recent two years, New York State clearance is required.

**Duration:** 14 Weeks

English for Speakers of Other Languages (ESOL)
This two-level program is designed to provide Basic English literacy skills to non-native adults through an integrated skills approach. It also provides students with the cultural information they need to manage everyday life situations.

**Required Courses:** Beginning & Intermediate English, Oral Communications, Basic Writing, and Computer Literacy & Self-Paced Lab.

**Criteria for Enrollment:** Ability to read/write in the native language; limited English proficiency; minimum score 25 on BEST Test and 5 on NYS Placement Test.

**Duration:** Varies based upon individual progress and needs.

**Program Dates:**
- January 13, 2014 – May 12, 2014
- March 17, 2014 – May 12, 2014

English for the Workplace (EFW)
This two-level competency-based program is designed to improve the English literacy skills of ESOL learners who have intermediate level English skills. Students will practice speaking, listening, reading and writing activities in the context of the world of work and improve their English proficiency in order to compete effectively in the job market.

**Required Courses:** Reading for Success, Language in the Workplace, Spoken English at Work, and Self-Paced Computer Lab.

**Criteria for Enrollment:** Minimum 3.0 TABE reading/2.0 TABE language test and 26 NYS Placement Oral Test.

**Duration:** Varies based upon individual progress and needs.

**Program Dates:**
- January 13, 2014 – May 12, 2014
- March 17, 2014 – May 12, 2014

English for Business/Health Careers (EFBH)
This two-level prevocational program is designed for adult ESOL learners who have high intermediate-to-advanced proficiency in English and who are interested in business or health careers. Emphasis will be placed on preparing students to succeed in business/healthcare-related courses by improving academic reading, writing, listening and speaking skills as well as vocabulary acquisition in professional contexts.

**Required Courses:** Reading for Business/Health, Written English for Careers, Business/Health Communications, and Self-Paced Computer Lab.

**Criteria for Enrollment:** Minimum 5.0 TABE reading, 4.0 TABE language, 36+ NYS Placement Oral Test.

**Duration:** Varies based upon individual progress and needs.

**Program Dates:**
- January 13, 2014 – May 12, 2014
- March 17, 2014 – May 12, 2014
High School Equivalency (HSE)
This three-level program includes Pre-HSE (Level 1), HSE (Level 2) and Accelerated HSE (Level 3). It is designed to help students who do not have a high school diploma to take and pass the HSE Test. Students are assessed for placement at intake and are enrolled in the appropriate level program and given instruction and academic support to improve their basic reading, writing and math skills. The HSE Program is self-paced and allows students to progress at their own rate in preparation for the state examination. Upon successful completion of HSE requirements, students are scheduled to take the HSE examination on site (EOC is an official HSE Test Site for the New York State Department of Education) and are required to remain active in class and practice their skills until the results of the HSE test are received from State Ed.

**Required Courses:** Reading, Writing, and Math
**Criteria for Enrollment:** Minimum 9.0 TABE reading and 8.0 TABE Math
**Duration:** Varies based upon individual progress and needs
**Program Dates:** January 13, 2014 – May 12, 2014
February 24, 2014 – May 12, 2014;
March 17, 2014 – May 12, 2014;
March 31, 2014 – May 12, 2014

Home Health Aide/Personal Care Aide (HHA/PCA)
This program is designed to help caring individuals gain employment as Home Health Aides or Personal Care Aides. Students learn the essentials of home and personal care, including basic housekeeping, feeding and bathing, in order to assist the elderly and home-bound in their homes. It includes a Home Health clinical experience.

**Required Courses:** Fundamentals of Patient Care for Home Health Aides, Anatomy & Physiology for Home Health Aides, Nutrition, Cardiopulmonary Resuscitation. Career Readiness is a prerequisite for enrollment in the program.
**Criteria for Enrollment:** Minimum 7.0 TABE reading; ability to pass a physical exam, drug test and background check; interest in health field; purchase designated uniform. Completed physical exam and drug test must be submitted prior to first day of class. New York State Clearance and finger printing required for employment.
**Duration:** 7 Weeks
**Program Dates:** Yonkers - Day: March 3, 2014 – April 23, 2014
Peekskill - Day: April 7, 2014 – May 16, 2014
CORE COURSES

Core Courses
In addition to the program requirements stated above, students are scheduled to take basic computer training and/or career readiness courses, when appropriate. Students enrolled in either or both of these courses, must successfully complete them and fulfill the requirements of their program of enrollment in order to graduate, unless otherwise waived.

**Digital Literacy**
Computer Literacy helps the new and experienced computer user to develop a fundamental understanding of computers. The program assesses student computer knowledge and instructs students in basic computer concepts. New and advanced computer users develop the essential skills to use computers with confidence. Students can use this computer technology both in everyday life and in business settings. The curriculum includes computer basics, the Internet, sending e-mail, computer security and computer etiquette. Instruction will be provided through self-paced learning in a computer lab. Certification in Microsoft Word is also available to all participants in this course. Computer Literacy - teaches the basics of computer use including word processing, e-mail and the use of the Internet.

**Career Readiness**
This course is designed to prepare students for work and career advancement. It teaches students the basic requirements of the workplace and emphasizes the importance of developing the *soft skills* as well as the technical skills needed to obtain and maintain employment, and advance in their careers. In addition to digital and financial literacy and the basic requirements of the workplace, this course focuses on communication, human relations, decision-making, goal setting, self-management, and job search.