

## **Barber Styling**

**Training Provider:** *Shear Ego International School*

**Address:** 525 Titus Avenue, Irondequoit Plaza  
Rochester, NY 14617

**Phone:** (585) 342-0070

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### **Program Description:**

Through classroom and workshop settings, both theory and practical knowledge is taught in all aspects of barber styling. Maximum class size is 150 students. Upon completion of this course, the student receives a Certificate of Completion and is eligible to take the New York State Board Exam, which upon completion, qualifies the student for a New York State Master Barber-Stylist License. After receiving a license, the graduate is qualified to pursue a variety of opportunities in the barber-stylist field such as barber stylist, Manufacturer's representative, product demonstrator, hair replacement specialist, and platform artist. Coursework includes bacteriology, sanitation, tools, treatment of hair and scalp, facial massage, shaving hair cutting styling, mustache and beard design, hairpieces, anatomy and physiology, selling, shop management, and licensing laws.

### **Program length/hours:**

600 hours, 32.5 hours per week for approximately 18 weeks

### **Services Provided:**

Placement assistance with local and out-of-town shops needing barbers is provided. Lifetime placement assistance is provided at no charge.

### **Application/Admission Process:**

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$6,900

## Cosmetology

**Training Provider:** *Continental School of Beauty Culture*

**Address:** 633 Jefferson Rd.  
Rochester, NY 14623

**Phone:** (585) 272-8060

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### **Program Description:**

Coursework includes hair styling, permanent waving, hair coloring, haircutting and sculpturing, long hair, chemical straightening, quick services techniques, and hair care. Upon completion of this 1,000-hour course, the student will receive a Certificate of Completion. The New York State Dept. of State Licensing Services will then issue the graduate a temporary license upon submission of the New York Cosmetologist application.

### **Program length/hours:**

1,000 instructional hours in hairdressing and cosmetology

- 1) Day classes, full-time, 32.5 hours per week-31 weeks (2 terms),  
9:30 a.m.-4:45 p.m., Monday through Friday (6.5 hours daily)
- 2) Day classes, part-time, 19.5 hours per week-52 weeks (3 terms),  
9:30 a.m.-4:45 p.m., Monday, Wednesday and Thursday (6.5 hours daily)
- 3) Evening classes, part-time, 19 hours per week-53 weeks (3 terms),  
6:00-9:00 p.m., Monday, Wednesday and Thursday (4 hours per night) and  
9:00 a.m.-4:45 p.m. Saturday (7 hours)

### **Services Provided:**

Personal assistance and employment assistance provided. Students receive help in developing resumes and are trained in fundamental job interview skills. Employment opportunities are logged. A staff member meets with each student prior to graduation to make appropriate job recommendations. Students may contact the school at any time after graduating to get further employment assistance.

### **Application/Admission Process:**

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$8,715

## Cosmetology

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue  
Mt. Morris, NY 14510

8250 State St. Road  
Batavia, NY 14020-9704

**Phone:** (585) 658-7823  
Maryann Roby

(585) 344-7788  
John Cima

**Web:** [www.gvboces.org](http://www.gvboces.org)

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### Program Description:

Hands-on training to complete the required 1,000 hours in order to be eligible for the NYS licensing exam as a cosmetologist.

### Program length/hours:

September through June, half days for full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25p.m.

### Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site childcare is available during the day.

### Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Required reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:** Varies depending on number of hours of attendance  
\$2,750 for half days and \$5,500 for full days

## **Cosmetology**

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program prepares students to take the New York State Board Exam to become a cosmetologist. Courses include: Hairstyling, Shaping, Coloring, Cutting, Manicuring, Pedicuring, Business Practices, Anatomy, Computer Skills, Workforce Preparation.

### **Program length/hours:**

40 weeks, Monday through Friday, 8:30 a.m.-3:00 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview
- High school diploma or GED
- Basic skills testing
- 8.0 grade reading skills and 6.0 grade math skills as measured by the TABE test
- Economic eligibility guidelines

**Tuition:** Free to those who qualify

## Cosmetology

**Training Provider:** *Shear Ego International School*

**Address:** 525 Titus Avenue, Irondequoit Plaza  
Rochester, NY 14617

**Phone:** (585) 342-0070

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### **Program Description:**

Through classroom and workshop settings, both theory and practical knowledge is taught in all aspects of cosmetology. Maximum class size is 20 students. Upon completion of this course, the student receives a Certificate of Completion and is eligible to take the New York State Board Exam, which upon completion, qualifies the student for a New York State Cosmetology License. After receiving a license, the graduate is qualified to pursue a variety of opportunities in the cosmetology field such as hair stylist, permanent wave specialist (permist), hair coloring specialist (colorist), make-up technician, and form artist, positions commonly found in hairdressing salons. Coursework includes sanitation, shampoo/rinse, hair shaping, analysis, coloring styling permanent waving, straightening, facials, massage and make-up, manicuring and business management.

### **Program length/hours:**

1,000 hours can be taken as follows:

- 1) Day classes, 30 weeks (2 terms), Monday through Friday, 9:00 a.m.-4:00 p.m., 32.5 hours per week
- 2) Evening classes, 53 weeks (3 terms), Monday, Wednesday, and Thursday, 6:00-10:00 p.m. and Saturday, 9:00 a.m.-4:30 p.m., 19 hours per week

### **Services Provided:**

Placement assistance with local and out-of-town salons needing stylists is provided. Lifetime placement assistance is provided at no charge.

### **Application/Admission Process:**

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$8,500

## **Esthetics**

**Training Provider:** *Continental School of Beauty Culture*

**Address:** 633 Jefferson Rd.  
Rochester, NY 14623

**Phone:** (585) 272-8060

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### **Program Description:**

Coursework includes safety, bacteriology, nutrition, anatomy and physiology, structure and functions of the skin, superfluous hair, chemistry, cosmetics, electricity and machines, facial and body procedures, make-up techniques, business practices, and job skills. Upon completion of this 600 hour Esthetics course, the student will receive a Certificate of Completion. The New York State Dept. of State Licensing Services will then issue the graduate a temporary license upon submission of the New York Cosmetologist application.

### **Program length/hours:**

600 hours of training can be taken as follows:

- 1) Day classes, full-time, 32.5 hours per week-19 weeks,  
9:30 a.m.-4:45 p.m., Monday through Friday (6.5 hours daily)
- 2) Day classes, part-time, 19.5 hours per week,  
9:30 a.m.-4:45 p.m., Monday, Wednesday and Thursday (6.5 hours daily)
- 3) Evening classes, part-time, 19 hours per week-32 weeks,  
6:00-9:00 p.m., Monday, Wednesday and Thursday (4 hours per night) and  
9:00 a.m.-4:45 p.m. Saturday (7 hours)

### **Services Provided:**

Personal assistance and employment assistance provided. Students receive help in developing resumes and are trained in fundamental job interview skills. Employment opportunities are logged. A staff member meets with each student prior to graduation to make appropriate job recommendations. Students may contact the school at any time after graduating to get further employment assistance.

### **Application/Admission Process:**

- Must be 17 years of age. A student may enroll at age 16 ½ if she-he is released from school by a school official
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$6,365

## **Esthetics, Skin Care and Makeup**

**Training Provider:** *Shear Ego International School*

**Address:** 525 Titus Avenue, Irondequoit Plaza  
Rochester, NY 14617

**Phone:** (585) 342-0070

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### **Program Description:**

Through classroom and workshop settings, both theory and practical knowledge is taught in all aspects of esthetics, skin care and make-up. Upon completion of this course, the student receives a Certificate of Completion and is eligible to take the New York State Board Exam, Coursework includes safety, bacteriology, nutrition, anatomy and physiology, structure and functions of the skin, superfluous hair, chemistry, cosmetics, electricity and machines, facial and body procedures, make-up techniques, business practices, and job skills.

### **Program length/hours:**

600 hours, 32.5 hours per week for approximately 190 weeks  
Day classes, 19 weeks, Monday through Friday, 9:00 am-4:00 pm, 32.5 hrs/week  
Evening classes, 44 weeks, Monday through Wednesday, 5:30-10:00 pm

### **Services Provided:**

Placement assistance with local and out-of-town salons needing stylists is provided. Lifetime placement assistance is provided at no charge.

### **Application/Admission Process:**

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$6,900

## Nail Specialty

**Training Provider:** *Continental School of Beauty Culture*

**Address:** 633 Jefferson Rd.  
Rochester, NY 14623

**Phone:** (585) 272-8060

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### Program Description:

Coursework includes safety, bacteriology, infection control, client consultation, manicuring and hand/arm massage, pedicuring, tip application and design nail wraps, liquid and powder nail extension, gel nails, nail art, business practices and job skills, Upon completion of the 250 hour course, the student will receive a Certificate of Completion. The New York State Dept. of State Licensing Services will then issue the graduate a temporary license upon submission of the New York Cosmetologist application.

### Program length/hours:

250 hours of training can be taken as follows:

- 1) Day classes, full-time, 32.5 hours per week-8 weeks,  
9:30 a.m.-4:45 p.m., Monday through Friday (6.5 hours daily)
- 2) Evening classes, part-time, 19 hours per week-14 weeks,  
6:00-9:00 p.m., Monday, Wednesday and Thursday (4 hours per night) and  
9:00 a.m.-4:45 p.m. Saturday (7 hours)

### Services Provided:

Personal assistance and employment assistance provided. Students receive help in developing resumes and are trained in fundamental job interview skills. Employment opportunities are logged. A staff member meets with each student prior to graduation to make appropriate job recommendations. Students may contact the school at any time after graduating to get further employment assistance.

### Application/Admission Process:

- Must be 17 years of age. A student may enroll at age 16 ½ if she-he is released from school by a school official
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee

**Tuition/Cost/Fees:** \$1,792.50

## Nail Specialty

**Training Provider:** *Shear Ego International School*

**Address:** 525 Titus Avenue, Irondequoit Plaza  
Rochester, NY 14617

**Phone:** (585) 342-0070

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### Program Description:

Program consists of 250 hours of training in nail specialty and advanced manicuring. Through classroom and workshop settings, both theory and practical knowledge is taught in nail specialty and manicuring. Upon completion of this course, the student receives a Certificate of Completion. Coursework includes safety, bacteriology, infection control, client consultation, manicuring and hand/arm massage, pedicuring, tip application and design nail wraps, liquid and powder nail extensions, gel nails, nail art, business practices and job skills.

### Program length/hours:

250 hours, 20 hours per week for approximately 13 weeks  
Day classes, 8 weeks, Monday through Friday, 9:00 am-4:00 pm, 32.5 hrs/week  
Evening classes, 19 weeks, 13.5 hrs/week

### Services Provided:

Placement assistance with local and out-of-town salons needing stylists is provided. Lifetime placement assistance is provided at no charge.

### Application/Admission Process:

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid available

**Tuition/Cost/Fees:** \$2,600

## **Nail Technician**

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program prepares students to take the state test for a Nail Specialty License, and for employment as a salon nail specialist, manicurist, pedicurist, or nail-art specialist. Courses include: Professional Image, Bacteria and Infectious Diseases, Methods of Infection Control, Safety/Nail Product Chemistry, Anatomy and Physiology, Nail and Skin Disorders, Client Consultation, manicuring and Pedicuring, Nail Tips/Wraps-Acrylic /Gel/Nails, The Creative Touch, Salon Business, Selling Nail Products and Services, Workforce Preparation.

### **Program length/hours:**

250 hours, approximately 12 weeks, Monday through Thursday, 3:30-8:30 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 6.0 grade math skills as measured by the TABE test
- Economic eligibility requirements

**Tuition:** Free to those who qualify

## **Nail Technician**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Road #20  
Stanley, NY 14561

**Phone:** (585) 526-4624 or (585) 526-6449

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

Prepare for the New York State Nail Specialty Licensing Exam. Learn the techniques of manicuring, pedicuring, tip application, nail wraps, nail extensions, gel nails and nail art. Health and safety regulations also emphasized.

### **Program length/hours:**

250 hours, Monday, Tuesday and Thursday, 4:30-10:00 p.m.

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$1,700

## Waxing

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Road #20  
Stanley, NY 14561

**Phone:** (585) 526-6449 or (585) 526-4624

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

This New York State approved program will offer you the mandated 75 hours of theory and hands-on training necessary to take the New York State waxing exam.

### **Program length/hours:**

Monday through Thursday, 4:30-10:00 p.m.

### **Services Provided:**

Job placement assistance

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$650

## Culinary Arts

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program is designed to prepare students for entry- to mid-level employment in the food preparation field. Courses include: Baking Methods, Business Math Skills, Recipe Conversion, Career Development, Food and Equipment Identification, Food Preparation, Inventory Purchasing and Receiving, Knife Skills, Nutrition, Sanitation and Safety.

### **Program length/hours:**

16 weeks, Monday through Friday, 7:00a.m.-2:30 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 7.0 grade math skills as measured by the TABE test
- Economic eligibility requirements
- Evidence of good health as documented by a physician

**Tuition:** Free to those who qualify

## Food Management

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This certificate program is designed for students who have work experience in the production and service areas of the food industry but who would like greater knowledge of food management in order to be promoted or hold a management position. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

35 credit hours (11 courses)

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:
  - 1 year of high school math

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies



**Food Service Production/  
Entry Level Cook**

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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**Program Description:**

This certificate program is designed for students who are primarily interested in food service concentration without the broad liberal arts background. Graduates from this certificate program are qualified for entry level positions in production or service areas of the food industry including assistant cook, assistant salad or sandwich person, assistant food preparation person and assistant night manager. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

**Program length/hours:**

31 credit hours (9 courses)

**Services Provided:**

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

**Application/Admission Process:**

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:  
1 year of high school math and science

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## Gerontology

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### **Program Description:**

This certificate program provides students with knowledge and skills for working with older adults. The growth in the older adult population will result in an increased number of employment opportunities to meet the needs of this age group. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

30 credit hours (11 courses)

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Human Services

**Training Provider:** *Monroe Community College*

**Address:**

Brighton Campus 1000 E. Henrietta Rd. Rochester, NY 14623 (585) 292-2000	Damon City Campus 228 East Main St. Rochester, NY 14604 (585) 262-1600
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Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This certificate program is designed for students who want to learn the skills and attitudes that are needed for employment and for upgrading in human service positions but who do not want to undertake the supporting academic courses required for a college degree. Fieldwork is required to complete the program. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

Certificate Program: 24 credit hours (8 courses required)  
4 semesters (courses per semester) are required to complete this program

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program include math and writing courses

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## **Professional Pet Grooming**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Road #20  
Stanley, NY 14561

**Phone:** (585) 526-4624 or (585) 526-6449

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

With approximately 56 million cats and 52 million dogs in the United States, the professional groomer is in great demand! Instruction includes 260 hours in various grooming techniques, anatomy, nutrition, skin care, shop management, pet first aid and study tips for the Master Groomer certification exam. Professional groomers can find employment in grooming salons, kennels, veterinary offices and more—or start your own pet grooming business and enjoy the luxury of being your own employer.

### **Program length/hours:**

Monday, Tuesday and Thursday, 5:00 – 10:00 p.m.

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$2,900

## Travel Agent

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### Program Description:

Travel Agents plan routes, arrange lodging and provide other travel services for customers. This program prepares students to provide these services in agencies and travel departments of large companies. Individuals receive training in computerized reservations and travel information systems, principles of domestic and international travel and professional sales. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

15 credit hours (5 courses)

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies