

# Registration Procedures

Adult Education Programs are open to all persons 18 years of age and out of school regardless of residency.

*Registration is easy!*

Download the registration form

Mail the completed form to

BOCES Adult Education #35, 435 Glenwood Road, Binghamton, NY 13905

Or fax to (607) 763-3654.

*Would you like more help with the registration process?*

Information meetings provide detailed information on programs, registration procedures and tuition assistance options. Register for one of our virtual information meetings on our website by clicking the link "REGISTER FOR MEETINGS". Zoom meetings are scheduled AT 10:30 am and 5:00 pm.

## Assessment Testing

**Some programs require assessment testing prior to enrollment.** Applicants must take reading test and pass with minimum reading levels to continue with the registration process.

- Certified Nurse Aide: 8<sup>th</sup> grade reading level
- Certified Sterile Processing Technician: 8<sup>th</sup> grade reading level
- Cosmetology: 9<sup>th</sup> grade reading level
- Phlebotomy: 9<sup>th</sup> grade reading Level

***Assessment Testing will be scheduled when your application is received with a copy of your high school diploma or GED/TASC certificate.***

**Payment:**

Upon receipt and processing of the application, BOCES will mail you an invoice for payment. Registration is not complete until payment is received. You are enrolled upon receipt of payment.

Payment can be made in person at the Business Office (located in the Instructional Support Center) on Thursdays only from 8 AM until 4 PM. You can also mail in your payments to the address shown on the payment instruction letter. BOCES accepts payment by VISA, MasterCard, Discover, bank check, and money order. Personal checks and cash payments are not accepted.

Students seeking tuition assistance from an agency must have agency approval prior to registration and attach the agency approval to the registration form.

Questions? Call (607) 763-3616 or e-mail [adulthood@btbooces.org](mailto:adulthood@btbooces.org)