



THE CITY UNIVERSITY  
OF NEW YORK

# College of Staten Island

WORKFORCE DEVELOPMENT AND INNOVATION

Division of Economic Development and Community Partnerships



# WELCOME



## **Empowering the borough's economic engine, one talented and driven individual at a time**

The Office of Workforce Development and Innovation develops workforce training programs designed to address critical skill gaps in high growth industries. Workforce Development provides quality, flexible, and cost-effective training to support the educational and training goals of individuals and organizations. We offer certificate programs and professional development courses in the healthcare, technology, and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

Every semester, the College of Staten Island's Office of Workforce Development and Innovation provides a number of course offerings designed to accommodate working professionals. Choose from a range of topic and subtopic areas and acquire the skills that set you apart as you reinvigorate your career. Benefit from the connections you forge with peers and instructors who are industry experts.

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# HEALTHCARE





# CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)



4 Months



175 Course Hours



Hybrid Course  
Part-Time  
Evening Hours



Instructor:  
TBD

## Overview

Clinical medical assistants are skilled multitaskers who help maximize the healthcare team's productivity. Medical assistants enable a healthcare facility to operate more efficiently, and provides a positive experience for patients. For physicians, clinical medical assistants help manage the increasing complexities of practice management and patient care. Upon successful completion of the course, a Certificate of Completion will be issued by CSI. If applicable, clinical hours will be performed in-person at designated internship site.

## In this course, you will learn:

- Measuring and monitoring patient vital signs
- Supporting healthcare providers during exams and procedures
- Administering medications and injections to ensure optimal patient care
- Performing critical tasks such as EKGs, phlebotomy, and key laboratory procedures
- Managing patient check-in and check-out processes seamlessly
- Addressing inquiries and providing excellent service
- Updating and maintaining accurate Electronic Health Records (EHR) for streamlined care

**Tuition: \$3,465**

*which includes:*

- Hybrid Learning Experience
- Instructional Textbook(s)
- Clinical Supplies
- CPR/Basic Life Support Course
- Career Preparation Workshops
- One (1) NHA Certification Exam Voucher

*This course is eligible for Workforce1 Individual Training Grant (ITG) voucher (see pg.57) and all applicable scholarships.*

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.

## Certification Requirements:

- Must attend 50 sessions (175 course hours) of program, complete all required coursework and receive a passing grade to receive one (1) voucher to schedule your certification exam.
- Official certification will be granted by the National Healthcareer Association upon successfully passing the certification exam.

## Course Schedule:

**Cohort 1 | Apr 21 - Aug 18**

Monday, Wednesday, Thursday | 6pm - 9:30pm

*We reserve the right to cancel or reschedule program start date for any reason.*

# HEALTHCARE





# CERTIFIED PROFESSIONAL CODER (CPC)



10 Months



220 Course Hours



Virtual Course  
Part-Time  
Evening Hours



Instructor:  
M. Abdul Ghafoor

## Overview

The Certified Professional Coder (CPC) certificate is the gold standard for medical coders working in physician offices and in the healthcare industry. You will receive valuable training in legal, ethical, and regulatory concepts that are central to this field, including HIPAA compliance, fraud and abuse in medical billing, and third-party payer guidelines. Upon successful completion of the course, a Certificate of Completion will be issued by CSI.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.

## In this course, you will learn:

- How to accurately assign medical codes (CPT®, HCPCS Level II, and ICD-10-CM) for procedures and diagnoses
- The fundamentals of anatomy, physiology, and medical terminology to ensure proper coding for healthcare services
- How to code for a variety of medical services, including office visits, surgeries, lab tests, and imaging procedures
- Key rules and guidelines for medical coding to avoid issues like insurance claim denials or billing errors
- How to adapt to updates in coding and payment policies to ensure accurate and efficient billing processes

## Certification Requirements:

- Must attend all sessions (220 course hours) of program, complete all required coursework and receive a passing grade to receive two (2) vouchers to schedule your certification exam.
- Membership for The American Academy of Professional Coders (AAPC) is required for the exam. Please see [www.aapc.com/certifications/cpc](http://www.aapc.com/certifications/cpc) for membership fee information.
- Official certification will be granted by The American Academy of Professional Coders (AAPC) upon successfully passing the certification exam.

**Tuition: \$3,405**

*which includes:*

- Virtual Learning Experience
- Instructional Textbook(s)
- CPR/Basic Life Support Certification Course
- Career Preparation Workshops
- Two (2) AAPC Certification Exam Vouchers
- \$30 Registration Fee

## Course Schedule:

**Cohort 1 | Feb 25 - Dec 11**

Tuesday, Thursday | 6:30pm - 9:30pm

*We reserve the right to cancel or reschedule program start date for any reason.*

# HEALTHCARE





# DENTAL ASSISTANT



4 Months



120 Course Hours



Hybrid Course  
Part-Time  
Evening Hours



Instructor:  
Dr. Jan Khorsandi

## Overview

Dental Assistants perform a variety of duties as entry-level employees in one of the fastest-growing healthcare industries. This course offers comprehensive training by preparing students to provide quality patient care, administer x-rays, keep accurate records, and schedule appointments. Upon successful completion of the course, a Certificate of Completion will be issued by CSI. If applicable, clinical hours will be performed in-person at designated internship site.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.
- Applicants must be employed or actively seeking employment.

## In this course, you will learn:

- Anatomy
- Physiology
- Preventive Dentistry
- Patient Care and Communication
- Radiology
- Pharmacology
- Anesthesia
- Assisting in specialty practices
- Basics of maintaining computerized clinical dental records

## Certification Requirements:

- Must attend all sessions (120 course hours) of program, complete all required coursework and receive a passing grade.
- National certification is not a requirement for employment in this program.

**Tuition: \$2,915**

*which includes:*

- Virtual Learning Experience
- Instructional Textbook(s)
- CPR/Basic Life Support Certification Course
- Career Preparation Workshops
- \$30 Registration Fee

## Course Schedule:

**Please contact an Enrollment Specialist at 718-982-2182 to join the waitlist.**

*We reserve the right to cancel or reschedule program start date for any reason.*

# HEALTHCARE





# CERTIFIED PHARMACY TECHNICIAN (CPht)



4 Months



90 Course Hours



Virtual Course  
Part-Time  
Evening Hours



Instructor:  
Carlos H. Linares

## Overview

Our program is designed to prepare aspiring technicians in the art of assisting pharmacists in the packing and distribution of medication. You'll receive a comprehensive education, including both didactic and hands-on training, to develop the skills necessary for employment in this exciting field to work on a national level. Upon successful completion of the course, a Certificate of Completion will be issued by CSI. If applicable, clinical hours will be performed in-person at designated internship site.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.
- Applicants must be employed or actively seeking employment.

## In this course, you will learn:

- Verbal and non-verbal communication
- Federal laws for the practice of Pharmacy
- Importance of certification, membership in technician organizations and how to obtain them
- Identify and examine drug classifications, uses and contraindications
- Medical terms and abbreviations used in pharmacy
- Metric system base units and prefixes
- Basic and advanced pharmacy calculations and accurate formula usage for the dispensation of medications in retail, hospital and compounding pharmacy setting
- Conversions for preparation of medications
- National certification exam review

## Certification Requirements:

- Must attend all sessions (90 course hours) of program, complete all required coursework and receive a passing grade to receive one (1) voucher to schedule your certification exam.
- Official certification will be granted by The Pharmacy Technician Credentialing Board (PTCB) upon successfully passing the certification exam.

**Tuition: \$1,960**

*which includes:*

- Virtual Learning Experience
- Instructional Textbooks
- CPR/Basic Life Support Certification Course
- Career Preparation Workshops
- \$30 Registration Fee
- One (1) PTCE Certification Exam Voucher
- Study Guide & Practice Exam

## Course Schedule:

**Cohort 1 | Apr 08 - Jul 29**

Tuesday, Thursday | 6:30pm - 9:30pm

*We reserve the right to cancel or reschedule program start date for any reason.*

# HEALTHCARE





# CERTIFIED PHLEBOTOMY TECHNICIAN (CPT)



4 Months



48 Course Hours  
120 Clinical Hours



In-Person Course  
Part-Time  
Evening Hours



Instructor:  
Dr. Carlos M. Barrera

## Overview

Phlebotomy Technicians work in medical offices, hospitals, and laboratories to collect blood and other specimens from patients. This course prepares students to accurately and safely draw blood for tests, transfusions, and donations, label samples for testing and processing, and maintain medical equipment. Upon successful completion of the course, a Certificate of Completion will be issued by CSI.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.
- Applicants must be employed or actively seeking employment.
- Students must be available during daytime hours for clinical rotations.

## In this course, you will learn:

- Role and Responsibilities of a Phlebotomy Technician
- Basic Anatomy as it Applies to Blood and Function
- Quality and Safety Measures in Phlebotomy
- Preparing for Blood Collection
- Performing Sample Collections
- Post-Collection Procedures
- Ethical Behavior Upholding Patients' Rights and Dignity

## Certification Requirements:

- Must attend all sessions (48 course hours) of didactic program, complete all 120 hours of clinical rotations at Northwell/SIUH, complete all required coursework and receive a passing grade to schedule your certification exam.
- Membership for The American Society of Clinical Pathology (ASCP) is required for the exam. Please see [www.ascp.com](http://www.ascp.com) for membership & exam fee information.
- All students must submit a physical exam and complete Cornerstone On-Demand training modules prior to starting clinical hours.
- Official certification will be granted by The American Society of Clinical Pathology (ASCP) upon successfully passing the certification exam.

**Tuition: \$1,765**

*which includes:*

- In-Person Learning & Hands-on Experience
- CPR/Basic Life Support Certification Course
- Career Preparation Workshops
- \$30 Registration Fee

## Course Schedule:

### Cohort 1 | Mar 11 - Jul 14

Didactic: Tuesday, Thursday | 6:30pm - 9:30pm

Clinical: scheduled by Northwell coordinator | M-F 5am-2pm

### Cohort 2 | Jun 03 - Oct 06

Didactic: Tuesday, Thursday | 6:30pm - 9:30pm

Clinical: scheduled by Northwell coordinator | M-F 5am-2pm

*We reserve the right to cancel or reschedule program start date for any reason.*

# HEALTHCARE



# CERTIFIED EMERGENCY MEDICAL TECHNICIAN (EMT)



2 Months



153 Course Hours  
44 In-Person Skill Hours



Hybrid Course  
Part-Time  
Flexible Hours



Instructor:  
TBD

## Overview

The program is tailored to meet the demands of the healthcare and emergency response industries. It emphasizes life-saving skills, medical professionalism, and preparedness for real-world emergencies. The curriculum adheres to both New York State Department of Health and National Registry of EMT standards, ensuring industry compliance and relevance. Upon successful completion of the course, a Certificate of Completion will be issued by CSI.

## Enrollment Requirements:

- Applicants must be 17 years of age by the last month of the course.
- This is an entry level training. There are no work experience requirements.

Please go to [auraprep.com/rti](http://auraprep.com/rti) or call 877-949-2872 to learn more and to enroll.

## In this course, you will learn:

- How to confidently prepare for and pass the New York State and National Registry EMT certification exams
- Practical skills through hands-on clinical training and real-world practice
- Foundations for pursuing careers in pre-med, nursing, paramedicine, and other medical fields
- Ways to contribute to community health and safety as a skilled EMT in diverse emergency situations

## Certification Requirements:

- Must attend all sessions (153 course hours), complete all 44 hours of in-person skills, and complete all required coursework.
- Official certification will be granted by the New York State Department of Health and National Registry of EMTs upon successfully passing the certification exam.

**Tuition: \$1,299**

*which includes:*

- Hybrid Learning & In-Person Hands-on Experience
- CPR/Basic Life Support Certification Course
- Uniform & Essentials: Student golf shirt
- Medical Tools: Blood pressure cuff, stethoscope, oxygen key, CPR mask, and trauma shears
- Instructional Textbook
- Technology Fees

## Course Schedule:

### Cohort 1 | Jun 03 - Aug 21

*You are able to choose between morning or evening hours.*

Tuesday, Wednesday, Thursday | 10am - 2pm  
or

Tuesday, Wednesday, Thursday | 6pm - 10pm

*We reserve the right to cancel or reschedule program start date for any reason.*



# SOCIAL SERVICE



# NYS CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (CASAC-T)



12 Months



350 Course Hours  
split in 8 modules



Hybrid Course  
Part-Time  
Evening Hours



Instructor:  
Michael Squeglia

## Overview

Learn the dynamics of a strengths-based system designed for assisting individuals who are working toward breaking the cycle of active addiction through abstinence based and harm reduction models of recovery as a Credentialed Addiction Counselor. Completion of 8 modules allows you to earn your CASAC-T credential, the first step to become a fully credentialed addictions counselor. Upon successful completion of the course, a Certificate of Completion will be issued by CSI.

## Enrollment Requirements:

- Applicants must be 18 years of age or older possess a high school diploma or equivalent, be employed or actively seeking employment.
- Prospective students must participate in an intake interview with the CASAC coordinator to understand the scope of work in the classes, OASAS's credentialing process, and other essential information.

## In these modules, you will learn:

*Students may enroll in modules in any order and take as many as are available each semester.*

- **Section 1 – Module 1:** Knowledge of Substance Use Disorders
- **Section 1 – Module 2:** Addiction Neurochemistry and Pharmacology
- **Section 2 – Module 1:** Substance Abuse Counseling Theory
- **Section 2 – Module 2:** Group Counseling with Addicted populations
- **Section 2 – Module 3:** Family and Substance Abuse Counseling
- **Section 3 – Module 1:** Assessment, Clinical Evaluation, and Treatment Planning
- **Section 3 – Module 2:** Case Management and Community Education
- **Section 4 – Module 1:** Ethics and Professional Responsibility
- Career Preparation

## Tuition: \$500

*which includes:*

- Virtual Learning Experience which may shift to fully in-person if required by the NY Office of Addiction Services and Support (OASAS) mandate.
- \$30 semester fee: charged once per semester and covers all modules taken within the program during that semester.
- Official certification will be granted by the NY Office of Addiction Services and Support (OASAS) upon successful review of CASAC-T application, documentation and approval.

## Module Schedule:

**Please see modules page for specific overviews and schedules.**

*We reserve the right to cancel or reschedule program start date for any reason.*

# NYS CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (SECTION 1 - MODULE 1)



4 Months



40 Course Hours



Virtual Course



**Instructor:**  
Michael Squeglia

## Overview

This module introduces you to the essentials of the addictions field, including the terms, concepts, and treatment approaches—like faith-based options—that help individuals on their recovery journey. You'll explore how social, political, economic, and cultural systems influence substance use, along with the risk and protective factors that affect individuals and groups.

## Module Schedule:

**Cohort 1 | Apr 21 - Jul 28**

Mondays | 6:30pm - 9:30pm

## Enrollment Requirements:

- Applicants must be 18 years of age or older possess a high school diploma or equivalent, be employed or actively seeking employment.
- Prospective students must participate in an intake interview with the CASAC coordinator to understand the scope of work in the classes, OASAS's credentialing process, and other essential information.

**Tuition: \$500**

*which includes:*

- Tuition inclusions detailed on Page 15

# NYS CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (SECTION 1 - MODULE 2)



4 Months



45 Course Hours



Virtual Course



**Instructor:**  
Michael Squeglia

## Overview

This module covers the essential knowledge about substance use, diagnosis, and treatment, starting with the history and evolution of how these issues have been understood and addressed. You'll learn about alcohol, tobacco, and other drugs (ATOD) as outlined in the DSM, their patterns of use, and methods of misuse, as well as the latest emerging trends in substance use.

## Module Schedule:

**Course offered during Fall 2025 semester**

## Enrollment Requirements:

- Applicants must be 18 years of age or older possess a high school diploma or equivalent, be employed or actively seeking employment.
- Prospective students must participate in an intake interview with the CASAC coordinator to understand the scope of work in the classes, OASAS's credentialing process, and other essential information.

**Tuition: \$500**

*which includes:*

- Tuition inclusions detailed on Page 15



# NYS CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (SECTION 2 - MODULE 1)



4 Months



50 Course Hours



Virtual Course



**Instructor:**  
Michael Squeglia

## Overview

This module covers the essential knowledge about substance use, diagnosis, and treatment, starting with the history and evolution of how these issues have been understood and addressed. You'll learn about alcohol, tobacco, and other drugs (ATOD) as outlined in the DSM, their patterns of use, and methods of misuse, as well as the latest emerging trends in substance use.

## Module Schedule:

**Cohort 1 | Apr 23 - Aug 13**

Wednesdays | 6:30pm - 9:30pm

## Enrollment Requirements:

- Applicants must be 18 years of age or older possess a high school diploma or equivalent, be employed or actively seeking employment.
- Prospective students must participate in an intake interview with the CASAC coordinator to understand the scope of work in the classes, OASAS's credentialing process, and other essential information.

**Tuition: \$500**

*which includes:*

- Tuition inclusions detailed on Page 15

# NYS CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (SECTION 2 - MODULE 2)



4 Months



50 Course Hours



Virtual Course



**Instructor:**  
Michael Squeglia

## Overview

This module provides essential skills for effective individual and group counseling. You'll learn how to recognize, assess, and understand both verbal and non-verbal behaviors while enhancing client engagement through empathy, active listening, and authentic communication. Explore techniques like self-disclosure, unconditional positive regard, and adapting to the stages of change.

## Module Schedule:

**Course offered during Fall 2025 semester**

## Enrollment Requirements:

- Applicants must be 18 years of age or older possess a high school diploma or equivalent, be employed or actively seeking employment.
- Prospective students must participate in an intake interview with the CASAC coordinator to understand the scope of work in the classes, OASAS's credentialing process, and other essential information.

**Tuition: \$500**

*which includes:*

- Tuition inclusions detailed on Page 15

# NYS CREDENTIALIAED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (SECTION 2 - MODULE 3)



4 Months



50 Course Hours



Virtual Course



**Instructor:**  
Michael Squeglia

## Overview

This module focuses on the skills needed to counsel and communicate effectively with families and significant others of individuals with Substance Use Disorders (SUD). You'll explore family counseling theories, roles, and dynamics, and learn to observe and respond to family interactions with care and expertise.

## Module Schedule:

**Course offered during Fall 2025 semester**

## Enrollment Requirements:

- Applicants must be 18 years of age or older possess a high school diploma or equivalent, be employed or actively seeking employment.
- Prospective students must participate in an intake interview with the CASAC coordinator to understand the scope of work in the classes, OASAS's credentialing process, and other essential information.

**Tuition: \$500**

*which includes:*

- Tuition inclusions detailed on Page 15

# NYS CREDENTIALIAED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (SECTION 3 - MODULE 1)



3 Months



40 Course Hours



Virtual Course



**Instructor:**  
Michael Squeglia

## Overview

This module provides the skills to evaluate and support clients on their recovery journey. You'll learn to build rapport, administer assessments, and gather vital information to identify risks and determine treatment readiness. With tools like scaling questions and bio-psycho-social assessments, you'll gain the ability to create accurate diagnostic impressions and present treatment options clearly.

## Module Schedule:

**Course offered during Summer 2025 semester**

## Enrollment Requirements:

- Applicants must be 18 years of age or older possess a high school diploma or equivalent, be employed or actively seeking employment.
- Prospective students must participate in an intake interview with the CASAC coordinator to understand the scope of work in the classes, OASAS's credentialing process, and other essential information.

**Tuition: \$500**

*which includes:*

- Tuition inclusions detailed on Page 15

# NYS CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (SECTION 3 - MODULE 2)



3 Months



30 Course Hours



Virtual Course



**Instructor:**  
Michael Squeglia

## Overview

This module equips you with the skills to manage, monitor, and assess client needs throughout their recovery journey. You'll learn how to coordinate services across the continuum of care, apply criteria for placement and discharge, and assess when clients require referrals to outside resources.

## Module Schedule:

**Course offered during Summer 2025 semester**

## Enrollment Requirements:

- Applicants must be 18 years of age or older possess a high school diploma or equivalent, be employed or actively seeking employment.
- Prospective students must participate in an intake interview with the CASAC coordinator to understand the scope of work in the classes, OASAS's credentialing process, and other essential information.

**Tuition: \$500**

*which includes:*

- Tuition inclusions detailed on Page 15

# NYS CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (SECTION 4 - MODULE 1)



3 Months



45 Course Hours



Virtual Course



**Instructor:**  
Michael Squeglia

## Overview

This module focuses on developing critical thinking and ethical decision-making skills for addiction counselors. You'll learn about virtue ethics, formal ethical codes, and the professional responsibilities of addiction counselors. Explore key ethical principles from organizations like CASAC, APA, ACA, NASW, AAMFT, and NOHSE, and understand the importance of clinical supervision throughout your career.

## Module Schedule:

**Cohort 1 | Apr 24 - Aug 07**

Thursdays | 6:30pm - 9:30pm

## Enrollment Requirements:

- Applicants must be 18 years of age or older possess a high school diploma or equivalent, be employed or actively seeking employment.
- Prospective students must participate in an intake interview with the CASAC coordinator to understand the scope of work in the classes, OASAS's credentialing process, and other essential information.

**Tuition: \$500**

*which includes:*

- Tuition inclusions detailed on Page 15



# SOCIAL SERVICE



# COMMUNITY HEALTH WORKER (CHW)



14 Weeks



54 Course Hours



Virtual Course



**Instructor:**  
Maribel Espinosa-  
Hernandez

## Overview

A Community Health Worker (CHW) is a frontline public health worker who is a trusted member or has a particularly good understanding of the community served. CHWs serve as a liaison between health and social services and the community to facilitate access to services and to improve the quality and cultural competence of service delivery. Upon successful completion of the course, a Certificate of Completion will be issued by CSI.

## In this course, you will learn:

- Linking individuals to healthcare and social services
- Providing counseling, support, and follow-up
- Advocating for local health needs
- Offering basic health services and first aid
- Conducting home visits for high-risk individuals
- Translating and interpreting for clients
- Assisting with access to health insurance and care
- Facilitating client empowerment in healthcare
- Educating on health conditions and improvement strategies
- Promoting healthier behaviors and lifestyle choices
- Delivering culturally appropriate health information

*\* subject to change based on partnership needs*

## Tuition: See below

*which includes:*

- The Community Health Worker class is completely free for pre-screened, eligible applicants through partnership with Staten Island Performing Provider System (SIPPS). Please be aware that enrollment screenings are conducted solely by our community partners, and we may not have access to the screening details or be involved in the decision-making process.

## Enrollment Requirements:

- High school diploma or equivalent is required.
- Work experience within healthcare is preferred.
- Ability to complete physical tasks.
- Ability to work in the United States required.
- Access to internet and a computer/laptop with camera.
- Photo ID and social security card.
- Medical clearance.
- Willing and able to work Monday-Friday, with some weekends, after training ends.

## Certification Requirements:

- Must attend all sessions of program, complete all required coursework and in-person, on-the-job learning and apprenticeship.

## Course Schedule:

**Class dates are determined by the community partner. Please use the link on our website to join the waitlist.**

*We reserve the right to cancel or reschedule program start date for any reason.*



# SOCIAL SERVICE





# CERTIFIED RECOVERY PEER ADVOCATE (CRPA)



14 Weeks



54 Course Hours



Virtual Course



**Instructor:**  
Dr. Susan Hudec

## Overview

Certified Recovery Peer Advocates (CRPAs) are individuals who have lived experience with substance use disorder and who are certified to provide non-clinical coaching, support, information, guidance, and motivation to those seeking or sustaining recovery from a substance use disorder. Upon successful completion of the course, a Certificate of Completion will be issued by CSI.

## Enrollment Requirements:

- High school diploma or equivalent is required.
- Must identify as being actively in recovery from a mental health condition or major life disruption.

## In this course, you will learn:

- The effects of addiction on the brain's right hemispheric control center
- To identify cravings, BEEPS and the process by which the brain is hijacked in addiction
- To define what Recovery Coaching is
- To Identify ways to build trust in the client/coach relationship
- To apply Cognitive Behavior Theory and Cognitive Restructuring
- To recognize relapse triggers and co-create relapse prevention plan
- Ethical standards of conduct and review legally required documentation

*\* subject to change based on partnership needs*

## Tuition: See below

*which includes:*

- The Community Health Worker class is completely free for pre-screened, eligible applicants through partnership with Office of Mental Health - NY. Please be aware that enrollment screenings are conducted solely by our community partners, and we may not have access to the screening details or be involved in the decision-making process.

## Certification Requirements:

- Must attend all sessions of program, complete all required coursework and in-person, on-the-job learning and apprenticeship.
- Students may apply for CRPA-P (provisional) certification. Upon receiving CRPA-P certification, student become eligible to take the Peer Recovery Exam within 24 months of earning their credential.
- Official certification will be granted by InUnity Alliance NY Certification Board.

## Course Schedule:

**Class dates are determined by the community partner. Please use the link on our website to join the waitlist.**

*We reserve the right to cancel or reschedule program start date for any reason.*

# TECHNOLOGY



# AWS CLOUD PRACTITIONER



3 Months



108 Course Hours



Virtual Course



**Instructor:**  
Kayla Meijia

## Overview

This foundational certification serves as the first step for those entering AWS cloud computing careers. AWS (Amazon Web Services) is a platform that provides a variety of cloud services to help businesses store, manage, and process data. It offers tools for creating and managing apps, websites, and databases without needing to own physical servers. Upon successful completion of the course, a Certificate of Completion will be issued by CSI.

## In this course, you will learn:

- To manage costs with AWS's pay-as-you-go pricing model
- To navigate AWS's global infrastructure for fast, reliable service
- To secure data using IAM and ensure compliance
- To use AWS services like Amazon VPC (Virtual Private Cloud) for private networks, and databases like Amazon RDS, DynamoDB, Redshift, and Aurora for storing data
- How AWS is built to scale and how it can handle massive amounts of data while staying secure and efficient
- To apply tools like Elastic Load Balancing (distributes traffic), CloudWatch (monitors performance), and EC2 Auto Scaling (automatically adjusts resources based on demand)

**Tuition: \$1,530**

*which includes:*

- Virtual Learning Experience
- One (1) AWS Certification Examination Voucher
- \$30 Registration Fee

## Enrollment Requirements:

- High school diploma or equivalent is required. For information on GED testing or ESL classes, please refer to page 60.

## Certification Requirements:

- Must attend all 36 sessions (108 hours) of program, complete all required coursework and receive passing grade to receive one (1) voucher to schedule your certification exam.
- Official certification will be granted by Amazon Web Services (AWS).



## Course Schedule:

**Cohort 1 | Jan 27 - May 19**

Monday, Tuesday, Wednesday | 6:30pm - 9:30pm

*We reserve the right to cancel or reschedule program start date for any reason.*



# TECHNOLOGY





# AWS SOLUTIONS ARCHITECT



3 Months



108 Course Hours



Virtual Course



**Instructor:**  
Kayla Meijia

## Overview

AWS Solutions Architect covers the fundamentals of building IT infrastructure on AWS. The course teaches students how to optimize use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Upon successful completion of the course, a Certificate of Completion will be issued by CSI.

## Enrollment Requirements:

- AWS Practitioner Certification is required to advance to AWS Solutions Architect.
- High school diploma or equivalent is required. For information on GED testing or ESL classes, please refer to page 60.

## In this course, you will learn:

- To work with networking, storage, databases, and AWS deployment and management services
- To implement security controls and meet compliance requirements
- To use the AWS Management Console and Command Line Interface (CLI)
- To apply the AWS Well-Architected Framework for networking and security
- To identify the right AWS services to meet technical requirements and define application needs

## Certification Requirements:

- Must attend all 36 sessions (108 hours) of program, complete all required coursework and receive passing grade to receive one (1) voucher to schedule your certification exam.
- Official certification will be granted by Amazon Web Services (AWS).



**Tuition: \$1,530**

*which includes:*

- Virtual Learning Experience
- One (1) AWS Certification Examination Voucher
- \$30 Registration Fee

## Course Schedule:

**Cohort 1 | Jun 02 - Aug 20**

Monday, Tuesday, Wednesday | 6:30pm - 9:30pm

*We reserve the right to cancel or reschedule program start date for any reason.*

# TECHNOLOGY



# ONLINE TECHNOLOGY BOOTCAMPS



4-6 Months



Course Hours Varies



Virtual Course



Instructor:  
TBD

## Overview

Get the skills you need to enter a new career in tech powered by Upright Education. Our career bootcamps are 16-24 weeks and delivered remotely. Every program comes with dedicated Career Services, and Career Transition Support. Our industry-recognized certificate teaches adults in-demand coding languages, frameworks, and technologies from the beginning, helping them secure their first job in the tech industry. Upon successful completion of the course, a Certificate of Completion will be issued by CSI.

## Enrollment Requirements:

- No experience necessary.
- Must complete admission questionnaire.
- Screening Interview.
- Access to a modern laptop.

Please go to <https://bootcamp.csi.cuny.edu/programs> to learn more and to enroll in any of these programs.

## In these modules, you will learn:

- **Cybersecurity Bootcamp**
  - Unit 1: CyberSecurity Fundamentals
  - Unit 2: Advanced Networking & Cryptography
  - Unit 3: Security Ops & Incident Response
  - Unit 4: Certification Prep
- **Software Development Bootcamp**
  - Unit 1: Programming Fundamentals
  - Unit 2: Front-End Software Development
  - Unit 3: Back-End Software Development
  - Unit 4: Full-Stack Software Development
- **UX/UI Design Bootcamp**
  - Unit 1: Design Process Part 1: Design Iterations
  - Unit 2: UX Foundations
  - Unit 3: Design Process Part II: Context
  - Unit 4: Design Process Part III: Research
  - Unit 5: Design Process Part IV: Evaluation
  - Unit 6: Design Process Part V: Testing
  - Unit 7: Succeeding as a Designer
- **Data Analytics Bootcamp**
  - Unit 1: Introduction Data Analytics
  - Unit 2: Tools for Business Analytics
  - Unit 3: Data Visualization
  - Unit 4: Predictive Analytics and ML

## Tuition: Varies

*which includes:*

- Virtual Learning Experience
- Unlimited Career Services through Upright Education
  - 1-on-1 career coaching
  - Live workshops
  - Detailed online resources

## Module Schedule:

**Please see bootcamp breakdown for individual schedules.**

*We reserve the right to cancel or reschedule program start date for any reason.*

# ONLINE TECHNOLOGY BOOTCAMPS

## CYBERSECURITY



24 Weeks



600 Course Hours



Virtual Course



Instructor:  
TBD

### Overview

The Cybersecurity bootcamp lets you explore key security principles, threats, and defensive strategies while mastering secure networking practices, cryptography, and incident response. Through hands-on labs and real-world exercises, you'll gain expertise in vulnerability management, forensic analysis, and cybersecurity tools. Designed to prepare you for the CompTIA Security+ certification exam, this course equips you for success in the cybersecurity field.

### Module Schedule:

**Cohort 1 | Apr 21 - Oct 9**

Monday, Wednesday, Thursday | 6pm - 9pm

### Enrollment Requirements:

- No experience necessary
- Must complete admission questionnaire
- Screening Interview
- Access to a modern laptop

Please go to <https://bootcamp.csi.cuny.edu/programs> to learn more and to enroll.

**Tuition: \$9,600**

*which includes:*

- Tuition inclusions detailed on Page 29

# ONLINE TECHNOLOGY BOOTCAMPS

## UX/UI DESIGN



24 Weeks



216 Course Hours



Virtual Course



Instructor:  
TBD

### Overview

The process of creating the outward-facing appearance of a website or application is referred to as user interface (UI) design, while the process of gathering research and using data to inform design decisions is referred to as user experience (UX) design. In this program, you will learn both.

### Module Schedule:

**Cohort 1 | Mar 17 - Aug 28**

**Cohort 2 | May 12 - Oct 23**

Monday, Wednesday, Thursday | 6pm - 9pm

### Enrollment Requirements:

- No experience necessary
- Must complete admission questionnaire
- Screening Interview
- Access to a modern laptop

Please go to <https://bootcamp.csi.cuny.edu/programs> to learn more and to enroll.

**Tuition: \$8,400**

*which includes:*

- Tuition inclusions detailed on Page 29



# ONLINE TECHNOLOGY BOOTCAMPS SOFTWARE DEVELOPMENT



24 Weeks



216 Course Hours



Virtual Course



Instructor:  
TBD

## Overview

The 24-week part-time full-stack software development bootcamp can give you the hands-on training you need to change careers in weeks, ending with a portfolio-building capstone project. The 24-week part-time full-stack software development bootcamp can give you the hands-on training you need to change careers in weeks, ending with a portfolio-building capstone project.

## Module Schedule:

**Cohort 1 | Mar 10 - Aug 21**

**Cohort 2 | Apr 14 - Sep 25**

**Cohort 3 | May 05 - Oct 16**

Monday, Wednesday, Thursday | 6pm - 9pm

## Enrollment Requirements:

- No experience necessary
- Must complete admission questionnaire
- Screening Interview
- Access to a modern laptop

Please go to <https://bootcamp.csi.cuny.edu/programs> to learn more and to enroll.

**Tuition: \$9,600**

*which includes:*

- Tuition inclusions detailed on Page 29

# ONLINE TECHNOLOGY BOOTCAMPS DATA ANALYTICS



16 Weeks



144 Course Hours



Virtual Course



Instructor:  
TBD

## Overview

This 16-week Data Analytics Bootcamp prepares learners for a fast-growing field that provides diverse job options, such as business intelligence, data engineering, and machine learning. Additionally, data analytics offers high-paying salaries with performance-based bonuses and incentives.

## Module Schedule:

**Cohort 1 | Mar 24 - Jul 10**

**Cohort 2 | Apr 28 - Aug 14**

Monday, Wednesday, Thursday | 6pm - 9pm

## Enrollment Requirements:

- No experience necessary
- Must complete admission questionnaire
- Screening Interview
- Access to a modern laptop

Please go to <https://bootcamp.csi.cuny.edu/programs> to learn more and to enroll.

**Tuition: \$8,400**

*which includes:*

- Tuition inclusions detailed on Page 29

# RENEWABLE ENERGY



# HEATING, VENTILATION AND AIR-CONDITIONING TECHNICIAN (HVAC)



7 Months



312 Course Hours  
222 Internship Hours



Hybrid Course  
Part-Time  
Evening Hours



Instructor:  
Thomas Carlton

## Overview

Heating, ventilation and air conditioning technicians are skilled multitaskers who work on systems that control the temperature, humidity, and quality of the air in our homes, workplaces, and other types of buildings to ensure these systems function properly and efficiently. This is a 7-month part-time hybrid course reinforced through 200+ hours of hands-on technical internships after 12 weeks.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.
- Potential students must submit to an eligibility screening to enroll in this program.
- Willingness to intern anywhere in the five (5) boroughs.

## In this course, you will learn:

- Knowledge of HVAC systems, parts and components
- Understanding of electricity and Ohm's law
- Ability to perform refrigerant recovery and charging operations and install central heating, cooling and hydronic systems
- Ability to perform standard maintenance and diagnostic repair of furnaces, low pressure boilers, central air units and heat-pumps
- Ability to calculate actual building loads using heat loss/gain to select equipment size
- Safe handling of refrigerants according to EPA Section 608
- Knowledgeable application of green technology in HVAC repair

## Certification Requirements:

- Must attend all sessions of program, complete all required coursework and 222 hours of in-person, on-the-job technical internship.

**Tuition: \$2,780**

*which includes:*

- Hybrid Learning Experience (virtual coursework, in-person and VR training)
- \$30 Registration Fee
- EPA-608 Certification Examination Fee
- OSHA-30 Certification Examination Fee
- NATE Ready to Work Certification Examination Fee
- Instructional Textbook
- Klein Digital Clamp Multimeter
- Rental of Meta Quest 3 VR Headset

## Course Schedule:

**Please contact an Enrollment Specialist at 718-982-2182 to join the waitlist.**

*We reserve the right to cancel or reschedule program start date for any reason.*

# FOOD PROTECTION





# FOOD PROTECTION



2 Days



14 Course Hours



In-Person Course  
Weekend Hours



Instructor:  
Meena Rivera

## Overview

The Food Protection Certification Course is a 2-day weekend intensive designed to equip participants with essential food protection practices, ensuring the safety of food served in New York City's food establishments. This course meets the NYC Health Code requirement for supervisors and staff in food service businesses to obtain food protection certification. The certification exam is conducted on the final day of training, and study manuals are available in over 50 languages.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.
- Applicants must be employed or actively seeking employment.

## In this course, you will learn:

- Local laws
- How to properly receive and store food items
- Physical hazards and how to avoid them
- How to deal with food allergies
- Microbiology of foods
- Foodborne illnesses
- Proper food preparation
- Cleaning and sanitizing for health and pest control

## Certification Requirements:

- Must complete all course modules and pass certification exam.
- Upon successful passing of exam, you will receive a Food Handler's card issued by The NYC Department of Health (NYC DOH).

**Tuition: \$210**

*which includes:*

- In-Person Learning Experience
- Study Manual
- NYC Department of Health (NYC DOH) Exam Registration Fee

## Course Schedule:

**Two-Day Class | Mar 08 - 09**

Saturday, Sunday | 9am - 5pm

*We reserve the right to cancel or reschedule program start date for any reason.*

# PROFESSIONAL WORKSHOPS

FOR SCHOOL AND CHILD CARE WORKERS



# THE DIGNITY FOR ALL STUDENTS ACT (DASA)



1 Day



6 Course Hours



Virtual Course  
Weekend Hours



Instructor:  
Jennifer Asprocolas

## Overview

The Dignity for All Students Act (The Dignity Act) requires, among other things, school districts to create policies and guidelines to be used in school training programs to discourage the development of discrimination or harassment and to enable employees to prevent and respond to discrimination or harassment. The course is created to satisfy the state requirement of DASA Training, including the mandate of face to face instruction.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.
- Applicants must be employed or actively seeking employment.

## In this course, you will learn:

- Understand the intent components, and operational definitions present in the Dignity Act
- Develop and enhance awareness and sensitivity to the range of experiences of the specific student populations as named in the Dignity Act
- Understand bullying, harassment and discrimination, including indicators, early warning signs, prevention and intervention and how to interact with families of victims and aggressors
- Enhance the understanding of diversity and multi-cultural environments and examine personal biases
- Articulate the Reporting Requirements for Educators as specified in the Dignity Act

## Certification Requirements:

- Must complete all coursework.
- Certification electronically submitted to the TEACH system upon successful completion of workshop.

**Tuition: \$120**

*which includes:*

- Virtual Learning Experience
- \$10 Registration Fee

## Course Schedule:

**One-Day Workshop | Apr 05**

Sunday | 9am - 3pm

*We reserve the right to cancel or reschedule program start date for any reason.*



# PROFESSIONAL WORKSHOPS

FOR SCHOOL AND CHILD CARE WORKERS



# SCHOOL VIOLENCE PREVENTION & INTERVENTION



1 Day



2 Course Hours



Virtual Course  
Weekend Hours



Instructor:  
Laurie Ann Nuzzi-Long

## Overview

Learn the dynamics of aggressive behavior in children, and discover the tools used to prevent them from becoming victims of such behavior.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.
- Applicants must be employed or actively seeking employment.

## In this course, you will learn:

- Understanding Aggression
- Types of Aggressive Behavior in Children
- The Impact of Aggression on Child Development and Mental Health
- Identifying the Warning Signs
- Tools and Strategies for Stopping Aggression in its Tracks
- Nurturing Positive Behavior in Children
- Collaborating to Address Aggressive Behavior
- Resources for Addressing Severe Aggressive Behavior

## Certification Requirements:

- Must complete all coursework.
- Certification electronically submitted to the TEACH system upon successful completion of workshop.

**Tuition: \$55**

*which includes:*

- Virtual Learning Experience
- \$5 Registration Fee

## Course Schedule:

**One-Day Workshop | Feb 08**

Saturday | 12:30pm - 2:30pm

*We reserve the right to cancel or reschedule program start date for any reason.*



# PROFESSIONAL WORKSHOPS

FOR SCHOOL AND CHILD CARE WORKERS





# RECOGNIZING AND REPORTING CHILD ABUSE



1 Day



2 Course Hours



Virtual Course  
Weekend Hours



Instructor:  
Laurie Ann Nuzzi-Long

## Overview

Learn the physical and behavioral signs of child abuse, maltreatment, adverse childhood experiences and trauma and implicit bias. This two-hour workshop will also thoroughly review mandated reporting and other professional responsibilities.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.
- Applicants must be employed or actively seeking employment.

## In this course, you will learn:

- Physical signs of child abuse
- Behavioral signs of child abuse
- Maltreatment and adverse childhood experiences
- Trauma and its impact
- Implicit bias
- Reporting and responding to abuse

## Certification Requirements:

- Must complete all coursework.
- Certification electronically submitted to the TEACH system upon successful completion of workshop.

**Tuition: \$55**

*which includes:*

- Virtual Learning Experience
- \$5 Registration Fee

## Course Schedule:

### One-Day Workshop | Feb 08

Saturday | 10am - 12pm

### One-Day Workshop | Mar 22

Saturday | 10am - 12pm

*We reserve the right to cancel or reschedule program start date for any reason.*



# PROFESSIONAL WORKSHOPS

FOR SCHOOL AND CHILD CARE WORKERS

# THE NEEDS OF CHILDREN WITH AUTISM



1 Day



3 Course Hours



Virtual Course  
Weekend Hours



Instructor:  
Laurie Ann Nuzzi-Long

## Overview

The New York State Education Department requires all teachers who are seeking initial or professional state certification in Special Education to take a three-hour workshop in The Needs of Children with Autism. This workshop covers definitions, etiology, prevalence, characteristics, evidence-based instructional methods/interventions, behavior management, and positive behavioral supports, effective collaboration, and resources and supports relating to autism.

## Enrollment Requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a high school diploma or equivalent. Unofficial transcripts may be accepted as proof. For information on GED testing or ESL classes, please refer to page 60.
- Applicants must be employed or actively seeking employment.

## In this course, you will learn:

- Definitions, etiology, prevalence, and characteristics
- Evidence-based instructional methods/interventions
- Behavior management, and positive behavioral supports
- Effective collaboration, and resources and supports relating to autism

## Certification Requirements:

- Must complete all coursework.
- Certification electronically submitted to the TEACH system upon successful completion of workshop.

**Tuition: \$55**

*which includes:*

- Virtual Learning Experience
- \$5 Registration Fee

## Course Schedule:

**One-Day Workshop | Mar 29**

Saturday | 10am - 1pm

*We reserve the right to cancel or reschedule program start date for any reason.*



# ENTREPRENEURSHIP



# Build, Grow & Succeed with Our Entrepreneur Training

There are approximately 594 million entrepreneurs in the world, which is around 7.4% of the total population. The growth in entrepreneurship positively impacts job creation, innovation, and economic development.

We support this growth of economic development by providing you the training and professional development that help you grow and flourish in the market. We recommend the following self-paced courses to assist you in your road to entrepreneurship.

We offer a diverse selection on online training courses that you can take at any time to move your business in the right direction.

**The following courses, suites and series will provide fundamental training to make you more successful:**

- Entrepreneurship: Start-Up and Business Owner Management
- Employment Law Fundamentals
- Workers Compensation
- Corporate Document Drafting
- Contracts for Business Owners
- Business Budgeting
- Small Business Suite
- A to Z Grant writing Series
- Advanced Grant Proposal Writing
- Nonprofit Management and Grantwriting Suite

Search fundamental course offerings on [www.ed2go.com/csi](http://www.ed2go.com/csi)

## Additional Resources



[www.sisbdc.org](http://www.sisbdc.org)

The SBDC provides customized solutions through advisement, education, research, and advocacy for entrepreneurs, innovations, and the small & medium enterprise community.

The Small Business Development Center assists our clients with the following:

- Business Planning Writing Assistance
- Cost Analysis/Financial Management
- Procurement Assistance Services/BidMatch
- Minority Women Business Enterprise
- Disaster Recovery and Building
- EntreSkills
- Marketing and Social Media Plans
- High Tech Start-Up / CSI Incubator
- Veterans' Services and Assistance Programs
- Informative seminars
- And much more!



# ENTREPRENEURSHIP





# Introducing the CSI Innovation Hub

## Mission:

The Innovation Hub at the College of Staten Island is dedicated to fostering a thriving ecosystem of innovation and entrepreneurship. Through dynamic programming, strategic partnerships, and cutting-edge facilities, we empower students, entrepreneurs, and community members to develop transformative solutions, advance technology, and drive economic growth. We are committed to supporting equitable access to resources and opportunities, cultivating a diverse and inclusive environment that bridges education, entrepreneurship, workforce development, and business success.

## Vision:

The Innovation Hub envisions a future where Staten Island serves as a hub of innovation, leading advancements in technology and entrepreneurship. By integrating education, research, and community collaboration, the Hub will inspire and equip individuals to address global challenges, create sustainable solutions, and build a resilient economy that benefits all.

## Programs Include:



At the CSI Tech Incubator, we foster a community of tech innovators and entrepreneurs that are seeking to advance and grow their startups. We have a robust technological ecosystem with strategic mentors, industry professionals, faculty, sponsors, government leaders and a dedicated tactical team with the mutual goal of supporting and elevating our entrepreneurs. Members accepted into our program will benefit from a high touch business development program. Our program will set you apart from all the rest from concept to pitch. We pride ourselves on getting our members to where they need to be for ultimate success.

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**thrive  
program**

Thrive partners Staten Island entrepreneurs, start-ups and those looking to scale, with experienced industry experts, chosen specifically to assist with their current needs and individual goals, through weekly one-on-one mentorship sessions. Thrive delivers expert guidance and support in areas of branding, business strategy, legal considerations, marketing, and sales to help you develop the skills and strategies necessary to succeed in today's competitive marketplace.

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Girls Who Code Clubs are meant for high school girls to join our sisterhood of supportive peers and role models, and use Computer Science to change the world. Club members will be able to learn from fun and simple online coding tutorials, build community through interactive activities, and learn about inspiring role models. Members would then work in teams to design and build a Girls Who Code Project that solves real world problems they care about through code!

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For Hub membership, program information or to join the community, visit us at:  
**[www.csiinnovationhub.com](http://www.csiinnovationhub.com)**

# ONLINE TRAINING



# Get Certified, Get Hired: Flexible Online Training for In-Demand Careers!

**Today's employers are looking for specialized knowledge. Whether you're starting or advancing your career, you can gain the skills you need online.**

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at anytime and learn at your own pace. Upon successful completion of all required coursework, you will receive CUNY College of Staten Island certificate of completion. Most courses allow for national accreditation as well and have the option for self-guided or instructor-led classes.

## Popular Certifications Include:

- Certified Paralegal
- Digital Court Reporter with Legal Transcription
- Residential Electrician
- Entry Level Driving Training for Class A
- Entrepreneurship Start-Up Business Owner Management
- Freight Broker/Agent Training
- Sterile Processing Technician
- Residential Interior Designer
- Professional Bookkeeping with Quickbooks Online with Payroll and Practice Management
- Professional Grantwriting

Search certification courses on [careertraining.ed2go.com/csicuny](https://careertraining.ed2go.com/csicuny)

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We also offer fundamental courses that allow you to learn more about fields you are interested in without a huge upfront commitment or a huge price tag!

## Popular Industries to Explore Include:

- Art & Design
- Business
- Computer Applications
- Health & Fitness
- Language
- Test Prep
- Writing & Communication and much more!

Search fundamental course offerings on [www.ed2go.com/csi](https://www.ed2go.com/csi)



# 1199 HC4 PROGRAM



## Overview

The 1199 HC4 Program is designed to support adult learners who have little or no experience in higher education but wish to pursue undergraduate degrees in allied health fields.

The 1199SEIU Training and Employment Fund's Health Careers College Core Curriculum is a credited college program offered through The City University of New York (CUNY). This program gives 1199SEIU members the opportunity to earn college credits in prerequisite classes designed specifically for working health professionals as a step towards matriculation into a degree program.

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### **Members enroll in specialized classes and receive support from skilled case managers and counselors who provide:**

- Counseling on campus and at 1199SEIU Training and Education Fund sites
- Assistance with course selection, matriculation into appropriate majors and referral to support services
- Support services including tutoring and workshops to assist with college-level work
- Members pay no out-of-pocket expenses for tuition

**The HC4 program continues to be a wonderful resource for working adults in CUNY. We are all mature adults with families and jobs that are trying to advance our careers. In this program, we are all able to understand and support each other along the way, I am very grateful to be able to attend CSI through the HC4 program.**

**- Hannah Palmer**

# FINANCIAL ASSISTANCE





## Scholarships

A scholarship is financial aid awarded to students based on criteria reflecting the donor's values and purpose. It does not require repayment.

**Helena Rubenstein Career Success Scholarship** - Limited scholarships are available to cover up to 90% of tuition for individuals who seek to advance their careers through education and training, and who do not have access to other sources of funding that can pay for tuition and fees. Scholarship applicants may also be disadvantaged individuals who are unemployed or seeking a career change. For more information, visit [www.cuny.edu/academics/conted/rubinsteinscholarship.html](http://www.cuny.edu/academics/conted/rubinsteinscholarship.html).

**The My Career Advancement Account (MyCAA) Scholarship** - A workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or Associate's degree in a portable career field and occupation.

**New York Accelerated Workforce Recovery HUB Scholarship** - NY Community Trust, as part of a new Workforce Recovery Hub program provides scholarships for up to 200 students enrolled in CUNY College of Staten Island's Workforce Development and Innovation's Healthcare, Technology, Social Services and Renewable Energy programs.

## Loans

A loan is borrowed money repaid over time with added interest. Students can secure private loans to help cover certificate program expenses.

**Student Loans** - Students may arrange a private loan to help cover educational expenses for certificate programs. The College does not recommend any specific lender or preferred lender arrangement. We recommend thoroughly investigating your loan options before making educational financing decisions.

## Vouchers

Vouchers are awards for eligible students that can cover tuition, registration fees, testing fees, and books. They do not need to be repaid.

**Independent Training Accounts (HRA Vouchers)** - Independent Training Accounts (ITAs) provide funding for occupational skills trainings and are available only to job seekers receiving cash assistance from the Human Resources Administration (HRA). To find out more about training vouchers available, please speak to your program representative.

**ACCES-VR** - ACCES-VR assists individuals who have a physical or mental impairment that is a substantial impediment to employment. May fund the cost of tuition cost up to \$10,000 for certificate programs that run for 1 year or less.

## Grants

**Workforce1 Individual Training Grant** - Individual Training Grants (ITG) provide funding for occupational skills training that leads to employment in high demand industries in New York City. ITGs help qualified jobseekers who need occupational skills to find a job, advance in their career, or change to an occupation with higher wages and/or more opportunities for advancement.

ITG may fund course tuition, registration fees, testing fees, books, software, tools, and uniforms. ITG does not fund college tuition or any training that is not listed as eligible on the NYC Training Guide ([www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide)).

The Workforce1 Individual Training Program Grant is applicable for Certified Medical Assistant or Certified Nurse Assistant programs only and applicants must meet an extensive list of requirements to qualify. Please reach out to one of our enrollment specialists to find out more information.

# GENERAL INFORMATION



## Union/Employer Tuition Reimbursement

Tuition reimbursement is available to 1199SEIU or District Council 37 members for education expenses. Members pay out of pocket for courses but can receive partial or full reimbursement after course completion.

**1199SEIU Members** - If you are currently an 1199SEIU member, you may be eligible to receive tuition reimbursement. To obtain reimbursement for a continuing education course, you must submit a completed application with all supporting documents to the Training and Upgrading Fund within 90 days of completing the course. For questions or an application, call the Tuition Assistance Hotline at **646.473.9200**. You can also email [training@1199funds.org](mailto:training@1199funds.org).

**DC 37 Members** - Many courses are reimbursable for NYC employees who are members of District Council 37. For general information, to check eligibility, or to request a tuition reimbursement application, call **212.815.1663** or visit District Council 37, AFSCME, AFL-CIO.

**NYS and CSEA Members** - CSEA-represented employees may apply for vouchers for courses at approved providers. Eligible courses typically include credit and non-credit classes in college preparation, trades, business, and technical fields aligned with NYS workforce needs. Students must register or confirm pre-registration with a provider before applying for vouchers.

## Campus Services

**Class Cancellations** - The College reserves the right to cancel or withdraw courses from the catalog and to change the course at any time. The College reserves the right to cancel classes due to inclement weather or at the discretion of the Office of Workforce Development and Innovation. Call **718-982-2182** for class make-up information.

**Parking** - Workforce Development and Innovation classes held on the main campus that are more than 5 sessions in succession require a parking pass. These are available for a fee. To obtain your digital parking pass, please go to Parking Services, Building #3A, Room 106. Call **718-982-2182** for more information.

## Statement of Non-Discrimination

It is the policy of The City University of New York—applicable to all colleges and units—to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws. This policy is set forth in CUNY's Policy on Equal Opportunity and Non-Discrimination.



# REGISTRATION



## Registration & Payment Options

We offer 24/7 online registration so you can enroll in our programs whenever you'd like! With our online registration system, you can easily register from the comfort of your own home, at your convenience.

We offer several convenient payment options to help you achieve your educational goals.

Secure your spot by paying the full tuition upfront using our online payment system with a debit or credit card. We **cannot** accept cash, money orders or personal checks and do not offer payment plans.

## Registration Fees

One-day workshops/seminars:	\$5
Two-day workshops/seminars:	\$10
Course Programs:	\$30*

*\* included in some tuitions - please see your program of interest to see if fees are applicable*

### Reduced Fees

The following specialized groups receive a 10% discount:

- Seniors (65 and over)
- CSI alumni
- Full and part-time CSI employees and immediate family members\*
- Veterans and active military

*\*discount applies to spouse/partner and children residing in the same household*

No discounts apply to: online career training, DASA training, CPR, Food Protection, NY State-mandated workshops.

## Refund Policy

Withdrawal from a course with written notice five (5) business days prior to the beginning of classes allows a 100% refund.

Email your written notice and refund request to **Continuing.Education@csi.cuny.edu** Please allow four to six weeks for processing. Class non-attendance, or informing the instructor of withdrawal does not constitute an official notice of withdrawal.

- Registration fees and late fees are nonrefundable.
- No refunds will be given after the course has begun.

*We reserve the right to cancel or reschedule program start date for any reason.*

# Adult Literacy: GED & ESL Program

**The Adult Literacy and Language Program (ALLP)** provides flexible scheduling to adults looking to develop their English language skills, prepare for the New York State High School Equivalency (GED) test, or take the GED and earn their High School Equivalency Diploma. The program offers a range of classes, including High School Equivalency (HSE) preparation in Math, English, Social Studies, and Science, as well as beginner and intermediate English as a Second Language (ESL) courses. Additionally, ALLP provides supportive advisement for college and career planning, ensuring students are equipped with the tools they need to succeed.

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## High School Equivalency (HSE) Test Center

The program manages the CSI High School Equivalency (HSE) Test Center, offering tests in English and Spanish, with both paper-based and computer-based options.

## Eligibility Requirements

- HSE Students: Must be 21 years or older
- ESL Students: Must be 18 years or older
- Attend program orientation
- Participate in weekly College and Career Readiness workshops
- Take placement tests: TABE Reading and Math (HSE) or BEST Plus (ESL)
- Commit to regular class attendance

## Schedule

- All classes meet three times (3) a week, three (3) hours each day
- Morning Classes: 9:00 am – 12:00 pm
- Evening Classes: 6:30 pm – 9:30 pm

## Tuition

- Free

**For more information, [www.csi.cuny.edu/adultlit](http://www.csi.cuny.edu/adultlit)**

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# Lifelong Learning Programs

## Options for Mature Learners

**Options** is a supportive community of lifelong learners over the age of 55. Exclusively available at the College of Staten Island, Options offers in-person and virtual classes designed to keep members active, connected, and thriving through a higher education experience!

### Key Features:

- Unlike traditional college courses, there are no exams, no grades, and no written take-home assignments.
- Our instructors are CSI professors, as well as retired, local professionals and enthusiasts who have passion for their craft. We honor the lived experience of all of our community members.

For more information, [www.csi.cuny.edu/options](http://www.csi.cuny.edu/options)

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## Creative Exchange and Life Skills

Established exclusively at CSI in the 1980's, **Creative Exchange** is a community for lifelong learning serving adults with intellectual and developmental disabilities (IDD). We offer our students learning experiences for personal growth that are unique to college, in and out of the classroom.

Established in 1998, the goal of **Life Skills** is to foster self-sufficiency. With support from the instructor and peers, Life Skills is focused on developing skills and habits for living more independently.

Our programs are responsive to our student community's self-identified needs, regardless of ability, and align with best practices in the field of inclusive post-secondary education.

For more information, [www.csi.cuny.edu/creative](http://www.csi.cuny.edu/creative)

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**Instagram:**  
**@csiworkforcetraining**

**Facebook:**  
**csicontinuingeducation**

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**Staten Island, NY 10314**

**Phone:**  
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**Website:**  
**[csi.cuny.edu/continue](http://csi.cuny.edu/continue)**

# CONNECT

