

State University of New York



Where your success is our success

JUMP-START YOUR FUTURE WITH TUITION-FREE TRAINING

Academic Programs:

- College Preparation
- English as a Second Language (ESL)
- High School Equivalency Preparation (HSE)



Career Programs:

- Direct Support Professional
 - Medical Assisting
 - Medical E-Records
 - Medical Billing & Coding
 - Tourism & Hospitality Operations
- *High School Diploma or GED required for Career and College Prep programs.**

Short Term Training:

- OSHA Certification
- Security Guard Training (8 hour & 16 hour w/FDNY fireguard certification preparation)

BEOC Eligibility Requirements:

- Be 17 years of age or older
- Be a US citizen, permanent resident or refugee
- Be a resident of New York State for at least a year
- High School or GED/TASC diploma required for college prep and career programs
- Have less than **33** college credits (except ESL)
- Have low to moderate income

Why choose BEOC?

- Tuition-Free training
- Day and Evening classes
- Industry certifications
- Official HSE/TASC test site
- Instructor led, computer based courses, tutoring and academic student support



UPCOMING ENROLLMENT SESSIONS

| HSE PREP & ESOL | CAREER & COLLEGE PREP | OSHA ONLY! |
|---|---|---------------------------------------|
| Wednesday, January 23, 2019 @ 12:00noon | Wednesday, January 23, 2019 @ 12:00noon | Thursday, February 7, 2019 @ 10:00am |
| | | OSHA & SECURITY GUARD! |
| | | Thursday, February 28, 2019 @ 10:00am |

Arrive 20 minutes early for your enrollment session. A placement test will also be given, so please allow 4.5 hours for the session.

111 Livingston Street (enter on Boerum Place), Brooklyn, NY 11201
Contact us at: 718-802-3330 or admissions@beoc.cuny.edu or www.sunybeoc.org

ACCEPTABLE DOCUMENTATION

State University of New York

Please review checklist of acceptable documentation that should be brought to the enrollment session. All applicants must submit **copies** of requested documentation to receive full consideration. Please provide **1** document from each section.

| | |
|---|---|
| <p style="text-align: center;"><u>INCOME:</u></p> <ul style="list-style-type: none"> • Federal 1040/1040A/1040EZ Tax Return (2017) • Documentation from county department of social services (e.g. <i>HRA Budget letter</i>, Children Services) • Unemployment or worker's compensation • Supplemental Security Income (SSI) or Social Security Benefits print out • IRS Form 4506-NON-FILERS <p style="color: red; text-align: center;"><u>W-2 Forms or paystubs are NOT ACCEPTABLE.</u></p> | <p style="text-align: center;"><u>IDENTIFICATION:</u></p> <ul style="list-style-type: none"> • New York State Driver's License or Non-Driver's ID¹ • New York State Benefit Card with Photo • New York City ID Card (<i>plus copy of Birth Certificate</i>) • Permanent Resident Card² • US Passport <p style="text-align: center;"><u>IMPORTANT:</u></p> <p>¹A New York State Driver's License or Non-Driver's ID serves as Identification and New York State Residency</p> <p>²All permanent residents must submit a copy of Permanent Resident Card</p> |
| <p style="text-align: center;"><u>EDUCATION:</u></p> <ul style="list-style-type: none"> • High School Diploma (HSD) or Official HS Transcript • GED Diploma or HSE Diploma or GED/TASC Transcript • Letter from high school verifying graduation date. Must be in sealed envelope on school letterhead. <p style="text-align: center;">COLLEGE PREP APPLICANTS ONLY!</p> <ul style="list-style-type: none"> • HSD or GED and CUNY Placement Test Scores or • Academic dismissal letter from a College or University & CUNY Placement Test Scores | <p style="text-align: center;"><u>NEW YORK STATE RESIDENCY:</u></p> <ul style="list-style-type: none"> • New York State Motor Vehicle registration card • Proof of ownership of New York State real property • Lease for property in New York State • New York State Tax Return (2017) |

*****IMPORTANT NOTES*****

- *Married applicants must provide income information for them self and spouse.*
- *Applicants under 22 years of age must show proof of support from parents, if they cannot demonstrate self-sufficiency.*
- *Proof of education is recommended but not required for ESL, HSE, Security Guard or OSHA programs*
- *Current resume is strongly recommended for all career, OSHA and Security Guard applicants.*
- *Security Guard applicants must have ability to pass **background check***

ALL DOCUMENTS BECOME PROPERTY OF SUNY-BEOC

BEOC is unable to make photocopies! Incomplete files will not be processed

DIRECTIONS

All trains/buses to downtown Brooklyn will place you within walking distance of BEOC.
Take trains 2, 3, 4 & 5 to Borough Hall or A, C and F to Jay Street/Metrotech.