









CAREER & TECHNICAL EDUCATION TRAINING PROGRAMS



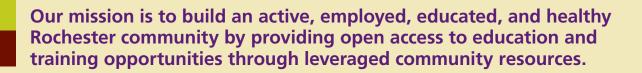


OACES

Office of Adult & Career Education Services

Office of Adult & Career Education Services Rochester City School District

oaces.net



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CAREER & TECHNICAL EDUCATION?







Career & Technical Education (CTE) prepares students of all ages for the workforce by offering classes where they can learn skills they need to enter in-demand career fields. Unlike traditional education settings, CTE classes take place in environments that reflect actual working situations.

CTE has a long and rich history in the United States. Today's CTE programs are found throughout the country and encompass a variety of challenging fields. CTE programs are constantly evolving due to the changing global economy, and they strive to bridge the skills gap that exists between workers and employers in today's challenging economic times.

OACES CTE students can expect to be taught employable skills from job related skills to workplace ethics. Upon class completion, students have opportunities for post-secondary education and to earn industry recognized and stackable credentials that can result in employment and career advancement.

CTE programs currently include in-demand careers such as:

- Automotive Technologies
- Culinary
- Electrical
- Nurse Aide/Nursing Assistant

All CTE programs have an industry specific advisory boards consisting of local employers that assist in providing up-to-date industry information and developing CTE training curriculums. Advisory boards serve as a direct link for students to the workforce and ensure that CTE training is aligned with current industry workforce demands. If this sounds like the educational opportunity you have been looking for, we invite you to learn more about our programs.

troubleshoot

Technicians and Mechanics inspect, service and repair engines and sub-systems.

REFUND POLICY

If OACES cancels a class for any reason that a student has paid tuition, 100% of the tuition will be refunded If a student chooses to Counselor to complete the Withdrawal Form. Withdrawal before the start of class: 100% of tuition. Withdrawal the end of the first week of classes: 75% of tuition. Withdrawal before of classes: 50% of tuition. Withdrawal before the end of the third week of classes: after the end of the third week of classes: no refund.

OACES

AUTOMOTIVE TECHNOLOGIES PROGRAM

The Automotive Technologies Program is designed to prepare students with the knowledge and skills needed to service, troubleshoot and repair basic automotive systems. Hands-on shop time allows students to disassemble, repair, reassemble, rebuild and test auto engines, brakes and suspension systems.

Course work includes the fuel systems, electrical, transmission, transaxel and belt/pulley/chain drive systems. Instruction also covers safety practices, wiring diagrams, mechanical schematics and the use of technical manuals.

Training Duration: 624 hours (3-6 months)

Schedule: 9:00 a.m. - 3:30 p.m., 5 days a week schedule, Monday–Friday

Admission/Academic Requirements: Class open to all students. No technology experience required.

Performance Expectations: Exemplary attendance, ability to work well with others in a group setting, ability to follow directions and conform to safety rules.

Costs: 2019 – 2020 Tuition for Automotive Technologies Program is \$6,000. Financial Assistance for Career Training classes will be assessed on an individual basis at Intake. To schedule an Intake date go to oaces.net and click on "Enroll Now."

- According to the Bureau of Labor Statistics, the average annual salary for Automotive Service Technicians and Mechanics is \$39,550.
- Jobs for Automotive Service Technicians and Mechanics are expected to increase 6% annually from 2016-2026.
- Employment opportunities are available in the following areas: automotive service, oil changes, tire service, small engine service and repair, equipment service and repair and motorcycle/recreational vehicle service and repair.

LEVEL 1

Orientation & Foundational Skills

- Demonstrate the knowledge of the role that safety plays in equipment and auto engine repair
- Demonstrate the use and care of appropriate personal protective equipment
- Add, subtract, multiply and divide numbers with and without a calculator
- Demonstrate workplace ethics
- Identify various careers related to equipment and auto engine repair and the expectations for each
- Know and interpret MSDS sheets
- Understand fires and extinguishing methods
- Maintain OACES minimum attendance standards
- Shop safety

Basic Work Skills

- Understand and use terms connected with automotive technologies
- Identify and use measuring and calibrating tools
- Identify the basic hand tools used in automotive technologies
- Demonstrate the safe use of industry related hand tools
- Identify and use industry related power tools
- Identify and use common fasteners

Technical Skills

- Understand and use parts management, inventory control and service orders
- Recognize and understand various engine designs
- Recognize and analyze components and operation of 4-stroke engines
- Recognize and use various parts of cooling systems
- Identify and use various parts of the fuel and lubrication system
- Identify and use basic parts of the governor system
- Identify, test and replace various parts of the electrical system
- Identify, test and replace various parts of the ignition system
- Complete oil and tire changes.

LEVEL 2

4-Stroke Engines

- Define 4-stroke engine terminologies
- Know and use basic engine principals of operations of a 4-stroke engine
- Identify 4-stroke engine parts
- Diagnose 4-stroke engine problems

- Disassemble a 4-stroke engine
- Inspect components to verify that the correct problem has been identified
- Repair/service failed components identified during the inspection
- Reassemble a 4-stroke engine
- Test a 4-stroke engine

Basic Welding Competencies

- Identify and use basic welding tools and safety equipment
- Identify and use various types of welding simulators
- Identify and use MIG, TIG and Stick welders

Disc and Drum Braking System

The training includes the following components:

- Handbrake assembly
- Diagonally split hydraulic circuit
- Master cylinder
- Brake fluid reservoir
- Brake pedal and light
- Front hubs, discs and calipers
- Rear hubs and drums

4, 6 and 8 Cylinder Gasoline Engine Training

The training includes the following:

- The position and mounting of all engine components
- The operation of crankshaft and pistons
- The operation of inlet and exhaust valves
- The timing relationships between engine components

Steering and Suspension System Training

The training offers the following:

- Inspect steering shaft universal joint, flexible coupling, collapsible column, lock cylinder mechanism, and steering wheel.
- Disassemble, inspect, and reassemble rack and pinion steering gear.
- Inspect power steering fluid levels and condition.
- Diagnose power steering fluid leakage.
- Remove, inspect, and replace power steering pump, mounts, seals, pump belt, pump pulley, and pump belt.
- Remove, inspect, and install coil springs and spring insulators.

Certifications/Instructional Outcomes

- Lincoln Welding Safety
- Basic Welding Competencies
- Automotive Technologies Level I
- Automotive Technologies Level II

mastery

Training will prepare students for any food service training job. Jobs include: baker assistant, chef assistant, pastry chef and restaurant manager.

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OACESCULINARY PROGRAM

The OACES Culinary Program provides students with an introductory experience to the food service industry in addition to daily operation of the OACES cafe.

The Culinary Program focuses on quality of preparation and presentation in both small and large quantity cooking. Both theory and hands-on experience are included in areas such as: menu planning, methods of cookery, food control, sanitation and food costing. Advanced instruction includes basic managerial and supervisory techniques.

Training Duration: 624 hours (3-6 months)

Schedule: 9:00 a.m. - 3:30 p.m., 5 days a week schedule, Monday–Friday

Admission/Academic Requirements: Class open to all students. No technology experience required.

Performance Expectations: Exemplary attendance, be able to lift 50 lbs. No food allergies that can result in immediate hospitalization.

Costs: 2019 – 2020 Tuition for Culinary Program is \$6,000. Financial Assistance for Career Training classes will be assessed on an individual basis at Intake. To schedule an Intake date go to oaces.net and click on "Enroll Now."

- According to the Bureau of Labor Statistics, the average annual salary of cooks was \$23,970 in 2017. The average annual salary of chefs and head cooks was \$49,950 in 2017.
- The restaurant industry is the country's largest employer after government with over 12.5 million jobs. According to the Bureau of Labor Statistics, employment of cooks is projected to grow 6% from 2016 to 2026.
- Post-secondary education includes clinical dietetics, culinary arts, food service administration, hospitality services, hotel management and pastry arts.





Foundational Skills

- Identify safety hazards in the kitchen
- Complete ServSafe Food Handler's Certification
- Understand/demonstrate various methods and units of measure for measuring ingredients
- Identify common kitchen tools used to measure
- Maintain OACES minimum attendance standards
- Participate in operation of the Hart Street Café
- Food hander's cart

Nutrition & Menu Basics

- Identify the sources of major nutrients, i.e. carbohydrates, fats, proteins and vitamins
- Identify common food allergies and appropriate substitutions
- Describe the function and importance of the menu
- Identify various types of menus

Tools & Equipment

- Identify the basic tools and equipment used in the kitchen
- Demonstrate the proper use, cleaning, sanitizing and storage of common kitchen tools and equipment
- Identify common knives used in the kitchen and their parts
- Demonstrate safe use of knives

Recipe Basics & Cooking Principles

- Identify the major parts of a recipe
- Demonstrate the ability to read and interpret a recipe before preparation begins
- Describe moist heat and dry heat cooking methods and other applications that use these methods, i.e. blanching, deglazing, reducing, etc.

 Describe how to create different flavors in foods through cooking techniques and combination of ingredients

Food Preparation & Production

- Identify techniques and demonstrate ability to prepare breakfast foods
- Identify techniques and demonstrate ability to prepare salads, dressings and sandwiches
- Identify techniques and demonstrate ability to prepare stocks, soups and sauces
- Identify techniques and demonstrate ability to prepare various starches
- Identify techniques and demonstrate ability to prepare beef, pork, poultry and seafood
- Identify methods and demonstrate ability to prepare various pastry items

Food Handler Skills

- Complete ServSafe chapter reviews, study questions and quizzes for the following modules:
 - Food Safety is Important
 - Good Personal Hygiene
 - Controlling Time and Temperature
 - Preventing Cross-Contamination
 - Cleaning and Sanitizing
 - Job Specific Guidelines

Certifications/Instructional Outcomes

- ServSafe Food Handler
- ROUXBE Online cooking school
- American Red Cross Adult & Infant CPR/First Aid, AED Machine
- Culinary Level I
- Culinary Level II

choice

The electrical profession is one of the most widely recognized of all the construction trades. Whether wiring a home or office, repairing transmission lines or installing the latest telecommunications equipment, electricians work everywhere.

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OACESELECTRICAL PROGRAM

The OACES Electrical Program will provide students the skills necessary to enter the electrical industry. Topics covered include residential and commercial wiring, related math, blueprint reading, wiring schematic's, raceway installation, trouble-shooting, fire alarm, security systems, low voltage systems, 10 and 30 systems, and construction safety. Curriculum consists of 20% lecture and 80% is hands-on performance based. Students will learn electrical theory through hands-on practical performance projects and lectures/lessons. Upon completion, the student will be prepared for direct entry into the work place or post-secondary education.

Training Duration: 624 hours (3-6 months)

Schedule: 9:00 a.m. - 3:30 p.m., 5 days a week schedule, Monday–Friday **Admission/Academic Requirements:** Class open to all students. No technology experience required.

Performance Expectations: Must maintain OACES minimum attendance requirements, motivation to learn, ability to work with others and conform to rules, directions, and safety procedures.

Costs: 2019 – 2020 Tuition for Electrical Program is \$6,000. Financial Assistance for Career Training classes will be assessed on an individual basis at Intake. To schedule an Intake date go to oaces.net and click on "Enroll Now."

- According to the Bureau of Labor Statistics, the average annual salary of electricians was \$54,110 in 2017.
- Employment of electricians is projected to grow 9% from 2016 to 2026, faster than the average for all occupations, according to the Bureau of Labor Statistics.
- Some career opportunities include: residential electrician, commercial electrician, power-line installer, voice and data installer, building/electrical inspector, maintenance worker, security and fire alarm installer, renewable energy installer and electrical product inventory control manager.





Electrical Orientation & Safety

- Demonstrate proficiency in electrical and construction safety
- Identify various career paths in the electrical industry and the expectations for each
- Explain the purpose of a lock-out/tag-out/block-out program
- Be familiar with electrical industry vocabulary
- Maintain OACES minimum attendance standards
- Complete 10-hour safety course

Hand & Power Tools

- Identify various hand and power tools used in the electrical industry
- Demonstrate the safe use of various hand and power tools
- Recognize worn or damaged tools for replacement or repair
- Demonstrate mastery reading rulers and tape measures

Electrical Theory

- Recognize the difference between AC and DC circuits
- Use basic math as it pertains to the electrical industry
- Recognize the difference between series and parallel circuits
- Apply Ohm's Law to resistance, voltage and current
- Recognize where to find code articles using the National Electrical Code (NEC)
- Explain the operation of transformers and power transmission
- Recognize and use various electrical meters and test equipment
- Identify how to troubleshoot basic electrical circuits

Wiring Systems

- Understand various conductors and cables
- Make safe conductor splices and connections
- Determine the correct conductor size based on circuit load
- Recognize and explain the basics of conduit bending
- Recognize and install various raceway systems
- Identify and install various fittings, fasteners and

other materials

- Recognize and install receptacles and switches
- Understand cable TV, phone and computer network wiring

Overcurrent Protection & Grounding

- Explain the causes of overcurrent
- Identify and explain electrical overcurrent protective devices (OCPDs)
- Explain the operation of a ground-fault circuit interrupter (GFCI) and arc-fault circuit interrupter (AFCI) and how they are used

Electrical Prints & Specifications

- Identify the types of prints that an electrician may read
- Recognize and use standard parts of a drawing
- Recognize and use standard electrical symbols
- Develop one-line and wiring diagram drawings

The Service Entrance

- Calculate the number of branch circuits for a residential dwelling
- Identify proper conductors and components of the service entrance
- Identify different circuit breakers and their application
- Install an electrical service per NEC
- Understand power distribution from utility to a residential dwelling
- Be familiar with grounding and bonding requirements

Green Technology

Identify and use various alternative energy systems

Certifications/Instructional Outcomes

- Basic Electrical Soldering
- Electrical Level I (Residential Wiring)
- Electrical Level II (Commercial Wiring)
- Electrical Service Installation
- 10-hour Occupational Safety & Health Administration (OSHA) "Construction Industry" Completion Card
- Amatrol Green Energy

advancement

After you become a CNA, you can then work toward becoming a Licensed Practical Nurse (LPN) or Registered Nurse (RN).

REFUND POLICY

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OACES NURSE AIDE/NURSE ASSISTANT PROGRAM

If you are interested in finding a job or starting a new career in the healthcare profession, this New York State Department of Education approved course will prepare you for the Nurse Assistant Certification Examination. Training includes 30+ hours of actual long-term care experience, in addition to classroom and lab instruction.

Training Duration: Approximately 160 hours.

Schedule: 9:00 a.m. - 3:30 p.m., 5 days a week schedule, Monday–Friday.

Admission/Academic Requirements: Class open to all students 18 years of age and older. Must hold a high school diploma, high school equivalency certificate or willing to work towards a high school equivalency certificate while enrolled. No technology experience required.

Performance Expectations: Exemplary attendance, ability to work well with others in a group setting and a current physical examination with immunizations. Must be able to stand and/or walk for 6+ hours, as well as lift, push and/or carry 40 pounds. Must also assist clients with personal hygiene and other care-related duties as directed by a nurse.

Costs: 2019 – 2020 Tuition for Nurse Aide/Nurse Assistant Program is \$3,000.00. Additional fees include: \$150 uniform, \$115 NYS exam, \$25 NYS police background check with raised seal. Full program payment is required upon acceptance. Tuition assistance may be available. Applications are available online at oaces.net.

Financial Assistance for Career Training classes will be assessed on an individual basis at Intake. To schedule an Intake date go to oaces.net and click on "Enroll Now."

- According to the Bureau of Labor Statistics, the average annual salary for nurse assistants who worked in nursing homes was \$27,520 in 2017.
- Jobs for nurse assistants will increase by 11%, faster than average, from 2016 to 2026 according to the Bureau of Labor Statistics.
- Employment opportunities are available at long-term care facilities, hospitals, rehabilitation centers and medical practice offices.





Health Occupations Education Core/ Overview of Human Body

- Read non-digital thermometer in Fahrenheit /Centigrade degrees
- Measure blood pressure within 6mm/Hg
- Write 3 sets of vital signs

Health Occupations Education Core/ Emergency Care

- Provide first-aid for shock
- Apply roller bandage using figure 8, closed spiral and a recurrent fingertip
- Use splinting technique for immobilization
- Apply arm sling
- Demonstrate ways to clear obstructed airway for adults, children and infant/Heimlich maneuver

Infection Control

- Understand hand-washing
- Understand isolation Strict Technique
- Use concurrent and terminal disinfection
- Use personal protective equipment
- Follow isolation procedures in the disposal of soiled linen
- Demonstrate principles of infection control consistently

Personal Care

- Assist the resident to sit up in bed
- Make an unoccupied and occupied bed
- Provide mouth care (natural and no teeth)
- Provide denture care
- Provide oral care for the unconscious resident
- Give a complete bed-bath
- Give a back rub

- Provide perineal care (male and female)
- Assist with a tub bath/whirlpool and emollient bath, Stitz bath
- Assist with a shower
- Provide hair care, dressing, shaving, nail care (hand and foot), skin care, artificial eye care
- Provide AM and PM care

Nutrition and Diet Therapy

- Serve tray/water/between meal nourishments
- Measure/record food and fluid intake

Elimination Procedures

- Provide ostomy care
- Provide urinary catheter care
- Provide care of and emptying of urinary drainage bag
- Assist the resident with the bedpan, urinal, commode (offer/ remove/clean)
- Administer enemas
- Collect urine specimens
- Collect stool specimens
- Measure/record urinary output

Lifting, Moving, Transporting

- Transfer patient from bed to wheelchair to bed
- Transfer patient from bed to stretcher to bed
- Assist with the use of crutches, walkers and canes
- Ambulate a resident
- Apply restraint
- Demonstrate proper body techniques consistently
- Demonstrate proper cast and traction care
- Use ambulation adaptive equipment
- Use positioning devices in bed and chair

- Use prosthetic/orthotic devices
- Apply hand splint
- Position resident in bed and chair

Admissions, Transfers, Discharges and Physical Exams

- Assist with admitting the patient
- Measure/record height and weight
- Position and drape the resident for physical examination
- Clean/collect specimens following physical exam
- Understand discharge and transfer procedures

Pre- and Post-operative Care

- Shave a resident in preparation for surgery
- Apply elastic stockings
- Apply binders
- Assist resident to turn and deep breathe

Circulatory and Respiratory Care

- Apply warm and cold applications
- Take and record vital signs

Life Changes and Adaptations

• Provide postmortem care

Communication and the Client

- Demonstrate use of signal or call light, intercom and telephone
- Report objective and subjective observation
- Communicate effectively with residents having sensory loss

Certification/Instructional Outcomes

- Nurse Aide/Nursing Assistant Certificate of Completion
- American Heart Association CPR Certification
- ServSafe Food Handler

Upon course completion students can take the NYS Nurse Assistant Exam for CNA Licensure

guidance

OACES provides all of our students resources to help them make the most of their achievements. Whether you need help identifying employers, preparing for an interview or support during the first days of employment, OACES staff are available to meet with you. Just call and make an appointment or stop by the Employment Services Group office.

OACES EMPLOYMENT SERVICES GROUP

Guiding You Through the Work Search Process

The Employment Services Group (ESG) at OACES guides students through the job search process. This office provides not only career direction for students, but offers support services for employers in identifying and placing qualified candidates. ESG works closely with OACES programs such as Community & Adults in Rochester Employment and Education Resource System (C.A.R.E.E.R.S.), Career & Technical Education (CTE) and the Apprenticeship program to supply the Rochester community with educated and qualified employees.

Transitional and Case Management Services

OACES provides transitional and case management services for students at all stages to make their evolution from student to employee a success. Activities focus primarily on one-on-one services to assist in removing common barriers experienced when looking for employment.

Providing Resources for Students

ESG provides training and assistance in resume writing, preparing job applications, interviewing techniques, dressing for success and navigating on-line job searches among other valuable services. ESG services do not end when a participant finds employment. OACES continues to assist students through Facebook and monthly email newsletters that provide information about jobs, daily living, personal finance, healthy habits and much more.

Providing Resources for Employers

ESG offers multiple services for employers from extensive resume banks to workplace trainings. ESG can prescreen applicants and arrange on-site timely and productive interviews to find just the right candidate. In addition, ESG is knowledgeable about employer tax incentives and grant opportunities.

How do I apply?

To schedule an Intake date, go to oaces.net and click on "Enroll Now."

Financial aid will be determined at your intake date.

OACES follows the Rochester City School District calendar.

OACES students come from all kinds of backgrounds and life experiences. Some enroll to fulfill personal goals, some want to improve their math and literacy skills, some are here to transition to a better life, some want to become a better family provider.

No matter what your dreams might be, **OACES** is the first step in making them come true.

To enroll, just visit our information office Monday through Friday at our Welcome Center 9:00 a.m.-3:00 p.m., 30 Hart Street, Rochester, NY or call us at (585)IMPROVE (585-467-7683).

Imagine yourself in a better job, more self-sufficient and more successful in life.

Enroll in CTE Classes at OACES and let's get to work!

Careers at-a-glance

Automotive Technologies

Auto mechanics generally work in well-ventilated but noisy repair shops. They sometimes make on-site repair calls.
Although most work full time during regular business hours, workers are often busiest during the spring and summer.

Culinary

Culinary professionals are needed not just in hotel dining facilities and traditional restaurants but in a variety of settings - public and private, consumer-oriented and institutional. An increased emphasis on nutrition, sophistication and financial and quality control means that all settings, from the white-tablecloth restaurant to the fast-food outlet, offer interesting challenges.

Electrical

Electricians install and maintain electrical power, communications, lighting and control systems in homes, businesses and factories. Electricians work indoors and outdoors in nearly every type of facility.

Nurse Aide/Nursing Assistant

Provides a basic nursing service under the supervision of a Licensed Practical Nurse (LPN) or a Registered Nurse (RN). Work in any healthcare setting such as a hospital, nursing home, community center, hospice, school or outpatient facility.

COMMUNITY PARTNERS & EMPLOYERS

We work with community organizations and schools to help our students obtain resources for better living, access to healthcare, housing and additional education. We also help our students secure employment through partnerships with area businesses that employ our graduates or offer internships and apprentice training. Here is a **partial** list of our current partners:

Aaron Manor

ACCESS-VR

Action for a Better Community

Alternatives for Battered Woman

American Packaging Company

Association for the Blind and Visually Impaired (ABVI)

Boldo's Armory

Bryant & Stratton College

Career Start

Casco Security Systems, Inc.

Creating Assets, Savings and Hope (CASH)

Catholic Family Center

Charles Settlement House

Citizens Bank

City of Rochester

City of Rochester Police and Citizens (PAC)

C.M. Armitage Electrical Contracting

Community Place

Compass Group at SJFC

Consumer Credit Counseling Services of Rochester

Jei vices of Mochester

Country Inn & Suites

Days Inn

Dunn Tire

East Avenue Inn

Food Link

Fingerlakes Health Center

Greater Rochester Chamber of Commerce

H & H Realty

Head Start

Henderson Ford

Hickey Freeman

Holiday Inn

Ibero American Action League

Jewish Senior Life

Job Corps

Keidel's Janitorial Service, Inc.

Key Bank

Kovalsky Carr Electrical Supply Co., Inc.

Larry Masei Electric

Literacy Volunteers of

Rochester

Lodge at Woodcliff

M&T Bank

Mercy Outreach Center

Monroe Community College

Monroe County Health

Department

Monroe County Jail

National Center for Families

Learning (NCFL)

Nielsen House

New York Electrical Inspection Agency

NYS Office of Temporary and Disability Assistance (OTDA)

Palmer Food Services

RADEC Corporation

R-Community Bikes

Red Cross

Regional Adult Education

Network (RAEN)

Residence Inn

Rochester Automobile Dealers

Association

Rochester Business Alliance

Rochester City School District
Office of Parent Engagement

Rochester Convention Center

Rochester Educational Opportunity Center

Rochester Fire Department

Rochester Housing Council

Rochester Joint Apprenticeship and Training Committee

Rochester Police Department

Rochester Rehabilitation Center

Rochester Works!

Saints Place

Salvation Army

SEIU / Strong Hospital

South Plymouth Ave. Business

Association

St. Ann's Home

St. Joseph's Neighborhood

Program

Strathallen Hotel

Strong Memorial Hospital

UCLM - United Christian Leadership Ministry of

Western NY

Universal Pre-K

University of Rochester

Urban League

US Army

Veterans Outreach Center

Volunteers of America (VOA)

Walmart

Wegmans

Wesley on East

Work Now

Workforce Investment Board

Xerox

YWCA Housing Program

211/Lifeline

Together, we can create an employed, educated, active, and healthy Rochester community.





