



Where your success is our success

JUMP-START YOUR FUTURE WITH TUITION-FREE TRAINING

Academic Programs:

- College Preparation
• English Speakers of Other Languages (ESOL)
• High School Equivalency Preparation (HSE)

Career Programs:

- Direct Support Professional
• Medical Assisting
• Medical E-Records and Office Administration
• Medical Billing & E-Records
• Tourism & Hospitality Operations
• Office Administrative Professional (NEW!)

*High School Diploma or HSE Diploma required for Career and College Prep programs.



Short Term Training:

- OSHA Certification
• Security Guard Training (8 hour & 16 hour w/FDNY fireguard certification preparation)
*High School Diploma or HSE Diploma holders receive priority consideration.

BEOC Eligibility Requirements:

- Be 18 years of age and older or 17 with a high school diploma
• Be a US citizen, permanent resident or refugee
• Be a resident of New York State for at least a year
• High School or GED/HSE diploma required for college prep, career programs & Short Term programs
• Have less than 33 college credits (except ESL)
• Have low to moderate income

UPCOMING 1-STOP ENROLLMENT SESSIONS

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

Career, ESOL & HSE (Fall 2019)

Monday, July 8, 2019 @ 10:00am

Wednesday, July 10, 2019 @ 4:30pm

Monday, July 22, 2019 @ 10:00am

Wednesday, July 24, 2019 @ 4:30pm

COLLEGE PREPARATION (Fall 2019)

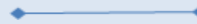
Tuesday, July 9, 2019 @ 10:00am

Tuesday, July 23, 2019 @ 10:00am

OSHA

Various Start Dates

Enrollment Session TBA



SECURITY GUARD

Various Start Dates

Enrollment Session TBA

111 Livingston Street (enter on Boerum Place), Brooklyn, NY 11201

Contact us: 718-802-3344 / admissions@beoc.cuny.edu / www.sunybeoc.org

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ACCEPTABLE DOCUMENTATION

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.

INCOME

- Federal 1040/1040A/1040EZ Tax Return (**2018**)
- Documentation from county department of social services (e.g. **HRA Budget letter**, Children Services)
- Unemployment or worker's compensation
- Supplemental Security Income (SSI) or Social Security Benefits print out
- IRS Form 4506-NON-FILERS

W-2 Forms or paystubs are NOT ACCEPTABLE.

IDENTIFICATION

- New York State Driver's License or Non-Driver's ID¹
- New York State Benefit Card with Photo
- New York City ID Card (*plus copy of Birth Certificate*)
- Permanent Resident Card²
- US Passport

IMPORTANT:

¹A **New York State Driver's License or Non-Driver's ID** serves as Identification and New York State Residency

²All **permanent residents** must submit a copy of Permanent Resident Card

EDUCATION

- 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.

COLLEGE PREP APPLICANTS ONLY!

- HSD or GED and CUNY Placement Test Scores or
- Academic dismissal letter from a College or University & CUNY Placement Test Scores

NEW YORK STATE RESIDENCY

- 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 (**2018**)

*****IMPORTANT*****

- *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 or HSE*
- *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

Take trains 2, 3, 4 & 5 to Borough Hall or A, C and F to Jay Street/Metrotech.