

HOW TO REGISTER FOR  
WORKFORCE AND COMMUNITY  
EDUCATION TRAINING

**Register Online**

Visit:  
[www.UpSkill.org](http://www.UpSkill.org)



Major credit cards accepted.

**Walk In Registration**

Buffalo Public Schools Adult Education Division  
Adult Learning Center  
389 Virginia Street at Elmwood  
Buffalo, New York 14201



Monday - Friday  
8:30 am - 3:30 pm

**For information call 716.888.7088 ext. 111  
or email [info@UpSkill.org](mailto:info@UpSkill.org)**

**REFUND POLICY**

Tuition refunds will be made only under the following circumstances:

- Cancellation of the course
- Under-enrollment
- Withdrawal from the course prior to the second week of classes

Prices subject to change.

BUFFALO BOARD OF EDUCATION  
**BPS ADULT EDUCATION DIVISION**  
389 Virginia Street  
Buffalo, New York 14201

**2023-2024 COURSES**  
• Workforce & Community Education Training  
• High School Equivalency & Learn English for Adults  
• Corporate Training  
**Day and Evening Classes**  
**Open to All Western New Yorkers**

For program updates and current schedules,  
visit [www.UpSkill.org](http://www.UpSkill.org)

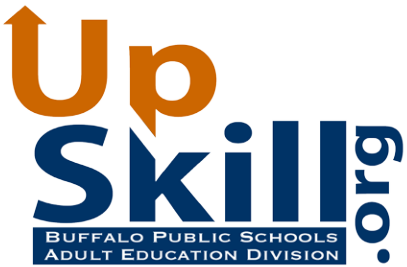


BUFFALO PUBLIC SCHOOLS **ADULT EDUCATION DIVISION**

- High School Equivalency Diploma (HSE) Classes
- Official NYS GED® Testing and Instructional Center
- English for Speakers of Other Languages (ESL)
- Distance Education
- Workforce and Community Education Training
- Customized Corporate Training

**2023-2024 COURSES**  
Visit [www.UpSkill.org](http://www.UpSkill.org) for  
start dates, schedules, registration, and updates.

**All Western New Yorkers Welcome**



716.888.7088 ext. 100  
Register online at [www.UpSkill.org](http://www.UpSkill.org)  
[info@UpSkill.org](mailto:info@UpSkill.org)

**We can help you get  
to where you need to be.**

**Buffalo Public Schools Adult Education Division**  
serves thousands of Western New York residents  
each year who are looking to take their next  
step.

**High School Equivalency Diploma (HSE)  
Preparation Classes**

The Division provides free HSE classes to adults, 21 and older, at convenient sites across Buffalo. In addition to in-person instruction, the Division offers a Distance Education Program that accommodates adults who are working and/or raising young children and need to study at home. A comprehensive HSE academic program for youth ages 17 to 21 is available at the Career Collegiate Institute. The Division is also a testing site for the GED®, which is now the NYS Education Department's official exam for earning a HSE diploma.

**Learn English Classes – English for Speakers of Other Languages**

Free English classes are available in academic skill levels from beginner to advanced instruction. Job readiness and citizenship classes are also available. A Distance Education Program (study-at-home) is offered to those who qualify.

**New Job Skills and Credential Programs**

The Adult Education Division offers workforce training in a wide array of disciplines including construction, home repair, facilities management, and computer skills. In 2023-2024, the Division features high-demand training programs including barbering, cosmetology, automation/PLC, health information technology, and culinary arts. Students will gain valuable skills in industry sectors with immediate employment opportunities.

**Visit [UpSkill.org](http://UpSkill.org) or call  
716.888.7088 ext. 100  
for more information.**

## WORKFORCE AND COMMUNITY EDUCATION TRAINING

### COURSES AND PROGRAMS

- Advanced Manufacturing - Automation / Industrial Electrical / PLC, National Certification
- Auto Lab
- Auto - Basic Mechanics
- Auto - British Car Repair
- Automotive Repair Employment Training
- Barbering
- Carpentry
- Cleaning Industry
- Computer Technology Basic / Intermediate
- Cosmetology (1,000 hour program)
- Cosmetology - completion hours available
- Culinary Arts Employment Training Program
- Exploratory Construction Trades
- Facilities Maintenance Chief Engineer
- Hands-on Home Improvement / Renovations
- Health Information Technology (Medical Office)
- Heating, Ventilation, Air Conditioning (HVAC) Basics
- Horticulture
- Keyboarding (Civil Service Test Prep)
- Plumbing Basics
- Residential Electric - Basic
- Steam Engineering Technology 1-4 (Preparation for municipal licensing)
- Welding Employment / Recreational

Visit [www.UpSkill.org](http://www.UpSkill.org) for a complete listing of **Workforce and Community Education Training, Registration Information, and Locations.**  
Call **716.888.7088 ext. 111** for more information.

### HIGH-DEMAND EMPLOYMENT TRAINING PROGRAMS

**Short-term training leads to long-term careers!**

- **COSMETOLOGY**
- **BARBERING**

For registration information, call 716.871.1029

- **ADVANCED MANUFACTURING**
- **CULINARY ARTS**
- **HEALTH INFORMATION TECHNOLOGY (Medical Office)**
- **KEYBOARDING (Civil Service Test Prep)**
- **STEAM ENGINEERING TECHNOLOGY**

For registration information, call 716.888.7088 ext. 111

#### APPRENTICESHIP REQUIREMENT CLASSES

Our programs meet NYS apprenticeship requirements. For more information, call 716.888.7088 ext. 111

**TUITION ASSISTANCE AVAILABLE TO THOSE WHO QUALIFY**

### HIGH SCHOOL EQUIVALENCY CLASSES & GED® TESTING

The Buffalo Public Schools Adult Education Division offers free classes to WNY adults and out-of-school youth that prepare students to pass the GED®. The Division is an approved testing site for the GED Test.

The Adult Education Division program also offers:

- Weekly enrollment
- NYS Certified Instructors
- Convenient class locations across the city of Buffalo
- Morning, Afternoon, and Evening classes
- Career Collegiate Institute, a unique program that serves youth ages 17 to 21
- Distance Education options for those who qualify
- HSE Diploma Graduation Ceremony

To register online, visit [www.UpSkill.org](http://www.UpSkill.org)  
For more information, call **716.888.7088 ext. 100** or email [info@upskill.org](mailto:info@upskill.org)

### LEARN ENGLISH

#### English for Speakers of Other Languages (ESL)

- Free classes
- Weekly enrollment
- Focus on speaking, listening, writing and reading
- Students at all skill levels welcome
- Morning, Afternoon, and Evening classes

#### Other Classes for English Language Learners

- English for Academic Purposes
- College and Career Readiness
- Citizenship Preparation
- Distance Education (study-at-home)

For more information regarding ESL classes, call **716.887.3912 ext. 200**



All registered Adult Education Division HSE & ESL students are dually enrolled in SUNY Erie's Pathways to Success program.

### COMPUTER TECHNOLOGY

#### Computer Skills Training

- Introductory overview of Microsoft Windows operating system
- Microsoft Office programs including Word, Excel, Access, & Powerpoint
- Typing Skills practice
- Training modules and project assignments

#### Computer Core Curriculum\*

- A stackable credential program that leads to Specialist and Expert Level Microsoft Office Certification

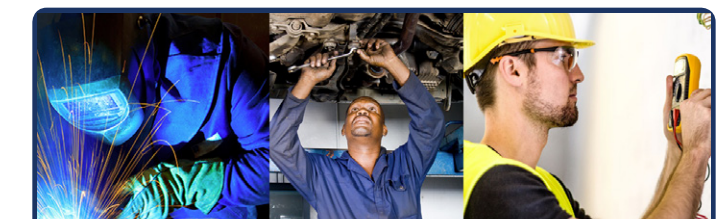
\*Prerequisite: Participants must have completed the Computer Skills Training prior to registering for this course

To register, visit [www.UpSkill.org](http://www.UpSkill.org)  
For more information, call **716.888.7088 ext. 218**

### CORPORATE TRAINING

- Customized to company requirements
- Onsite or Offsite
- Specialist and Expert Level Microsoft Office Certification
- Social Media for Business to Business
- Literacy Skills - Math and English

Call **716.888-7088 ext. 111** for more information.



#### TRADE TEACHER EMPLOYMENT OPPORTUNITIES

The Adult Education Division is always looking for people in skilled trades interested in teaching.

No teaching experience required  
No residency requirement  
716.888.7088 ext. 111