Policies and Procedures
The Adult and Continuing Education (ACE) Department at Medgar Evers College (MEC) adheres to all MEC and CUNY public safety protocols, academic rules and regulations. Please see below for policies specific to ACE.

General Information
Tuition fees listed are subject to change. Course schedules subject to change. Unless otherwise listed; textbooks, special fees, exam fees, travel expenses, etc., are not included in tuition fee. All classes will run dependent on meeting enrollment minimums. All student records are confidential and are not shared with third parties. Total tuition fees must be paid at time of registration and/or within (3) three weeks of completing a course or program. ACE reserves the right to withhold student records if program requirements are not successfully satisfied and/or tuition balances are not paid in full upon completion of the course or program.

Registration Options
- Online Registration: Register online with a debit/credit card by visiting: www.mec.cuny.edu/ace.aspx
- Call us at 718-804-8850. Register by phone.
- Visit in person between the hours of 10:00am - 4:00pm, Mondays through Thursdays; Fridays 10:00am – 5:00pm. Appointments are most appreciated.
- Mail: Return your completed registration form with money order or credit/debit information to: Attn: Adult and Continuing Education/Medgar Evers College/1534 Bedford Avenue/Brooklyn, NY 11216.

Office Location
1534 Bedford Avenue, 2nd Floor, Brooklyn, NY 11216.
(Off Eastern Parkway and Bedford Ave.) Also convenient from Franklin Ave. subway stop (2, 3, 4, 5, S train lines) and at the B49 bus.

Methods of Payment and Fees
Acceptable forms of payment include select tuition vouchers, bank checks, money orders or credit cards. We accept, Visa, MasterCard, Discover. No cash or personal checks are not accepted. Please make all checks payable to MEC ACE.

Flexible Tuition Payment Plans available, for select courses and programs. For more information, please call, (718) 804-8850 or email, ace.info@mec.cuny.edu.
Sallie Mae Loan option available. This is a third party transaction between the applicant and Sallie Mae. For more information, please visit: https://www.salliemae.com/

A non-refundable, one time per semester, $25 registration fee is required, regardless of the number of courses taken, per semester. Full refunds, minus the $25 registration fee will be processed, as detailed in the Refund Policy below.

A $10 fee will be charged to reissue certificates, completion letters, and transcripts.

Refund Policy
A 100% refund will be given if ACE cancels a class. Refund less a $35.00 bank fee will be given to a registered student only if a written request is received 5 business days before the 1st class meeting. A 50% refund less bank fee will be given if a written request is received at least 3 business days before the 2nd class meeting.

No refunds will be issued after the 2nd class meeting.

Credit/debit card refunds will be processed in approx. 7-14 business days. Money order refunds will be processed within 4-6 weeks via check (no cash refunds). No refunds will be granted for courses that meet for 1 or 2 sessions unless a written request is received 3 days before the 1st class.

Tuition Discounts
General Public: A 5% discount is available toward select courses of $200 and more, during the period of January 7, 2019 through February 1, 2019.

MEC and CUNY Students, Faculty and Staff: A 10% discount is available toward select courses of more than $200. Registrant must provide a current CUNY ID, at time of registration.

Seniors Citizens aged 62 or older: A 10% discount is available toward select courses of more than $200, with the exception of online and third-party courses. A current state-issued ID must present at time of registration.

Discounts cannot be combined.

Course Cancellations
All Adult and Continuing Education (ACE) courses, workshops, seminars etc., are subject to a minimum enrollment to run. ACE reserves the right to cancel any class that does not meet its established minimum enrollment. If ACE cancels a course, students may transfer to another class or receive a full refund (100%).

Transcripts and Letters of Attendance
To obtain a transcript or letter confirming attendance, you may call us at (718) 804-8850, visit or mail a written request to our offices at 1534 Bedford Ave., 2nd Floor or submit a written request via email to ace.info@mec.cuny.edu.

Sallie Mae Loan option available. This is a third party transaction between the applicant and Sallie Mae. For more information, please visit: https://www.salliemae.com/

Affirmative Action Policy
Medgar Evers College, CUNY is an equal employment, equal opportunity and affirmative action institution. The college does not discriminate on the basis of age, sex, sexual orientation, alienate or citizenship, religion, race, color, national or ethnic origin, disability, or veteran or marital status in its admission of students, employment, access to programs, administration or education policies. Adult & Continuing Education adheres to the Security Policies of Medgar Evers College.

SUMMER ‘19 WFD-ACE OPEN HOUSE
May 23, 2019 | 6:00PM – 8:00PM
FALL ‘19 WFD-ACE OPEN HOUSE
September 19, 2019 | 6:00PM – 8:00PM

ADVANCE YOUR CAREER WITH OUR INDUSTRY ACCREDITED CERTIFICATES TODAY!
Patient Care Technician

Our certificate bearing program will prepare you to work as an entry-level Patient Care Technician in a clinic, hospital, wound care center or long-term care facility. This training prepares you to work alongside other medical professionals, performing duties such as: basic patient care, patient room safety checks, obtain EKG readings and much more. The full program consists of the following sections: Certified Nursing Assistant, Phlebotomy, EKG, CPR for Allied Healthcare is designed to prepare you to earn your NHA credential. (188hrs)

Pre-Req: HS Diploma or HSE. Textbook, uniform, exam fee, etc., not included in tuition.

Instructors: Dr. Abby Turnier (morning), Dr. Janelle Lowe (evening)

HC-PC200A | (Morning) Mon-Thu 9:00am-5:00pm | Jun 6-Jul 18

HC-PC200C | (Evening) Mon-Thu 6:00pm-9:15pm | Jun 6-Sept 5

Cost: $2,425

Certified Nursing Assistant (CNA) | A CNA works under the supervision of an MD, PA, RN or LPN, providing assistance to patients with daily tasks. Upon completion of our certificate bearing program, which is delivered via a combination of lecture, practical and job skills training, you will be able to perform skills such as: feeding, bathing, personal hygiene, exercise, movement and patient call signals. At the conclusion of this course, you will be prepared to successfully attain your NYS certification. (120hrs)

Pre-Req: HS Diploma or HSE. Textbook, uniform, exam fee not included in tuition.

Instructors: Dr. Abby Turnier (morning), Dr. Janelle Lowe (evening)

HC-CN101A | (Morning) Mon-Thu 9:00am-2:00pm | Jun 6-Jul 11

HC-CN101C | (Evening) Mon-Thu 6:00pm-9:15pm | Jun 6-Jul 30

Cost: $1,230

Professional Pharmacy Technician Certificate (CPHT) | As a skilled certified pharmacy technician (CPHT), you may perform some or all of the following tasks: receive written prescription requests from patients and receive prescriptions sent electronically from doctors' offices. In some cases, you may process physicians' orders by phone, read the prescription, retrieve, count, pour, weigh, measure, and mix or compound medications; establish and maintain patient profiles; and prepare insurance claim forms and manage inventory. Our program is designed to prepare you to earn your National Health Career Association credential. (25hrs)

Pre-Req: HS Diploma or HSE. Textbook not included in tuition.

Instructor: Fritz Joseph, MD.

HC-PD502 | Thursdays | 4pm-9pm | Jun 20-Aug 15

Cost: $910

Project Management (Newt) | This introductory study is geared towards helping students develop a fundamental understanding of the process of project management. The course begins with an examination of basic concepts and functions including: planning, organizing, strategies, project life-cycle and risk management. In addition, related topics of communication, decision making and motivation will be explored. Throughout the course special emphasis will be placed on ethical decisions and the social aspects of project management by both men and women in a global market. (45hrs)

Pre-Req: HS Diploma or HSE. Textbook not included in tuition.

Instructor: Ayana Kone, MBA, MS.

BI-PM101 | Tues & Thurs | 6:00pm-9:00pm | Jun 4-Jul 25

Cost: $525

New York State CNA & NHA Credential Exam Prep | This combined course is designed to prepare students for the CNA and PCT credentials. The course is broken down into 3 sections to cover CNA and the other components of PCT. In addition, students will receive a brief overview of effective test taking strategies including time management skills, calming techniques, positive self-talk, etc.

Pre-Req: Valid CNA Certificate of Completion, within last 6 months of application into this program. Textbook not required.

Instructor: Dr. Janelle Lowe.

HC-PC/CNEP3001A | Mon & Wed | 6:00pm-9:00pm | Jun 1-Jul 29

Cost: $299

Section I: The General Patient Care section will cover all Certified Nursing Assistant Material that students are expected to be proficient in to pass the NYS CNA examination. The study focus will on general patient care, safety, professional responsibility and infection control. (23hrs)

Instructor: Dr. Janelle Lowe.

HC-PC/PHM3001B | Mon & Wed | 6:00pm-9:00pm | Aug 5-Aug 12

Cost: $117

Section II: The Phlebotomy section will review all basic phlebotomy procedures including evaluating patients for ability to withstand venipuncture procedure, explaining the procedure, students ability to answer patient questions and perform basic point of care testing such as blood glucose levels on patients, prepare blood, urine, and other body fluid specimens for testing according to established safety standards. Section also includes infection control. (8hrs)

Instructor: Dr. Janelle Lowe.

HC-PC/EKG3001C | Mon & Wed | 6:00pm-9:00pm | Aug 21-Aug 28

Cost: $104

NYS OASAS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) | Our CASAC Certificate program meets New York State Office of Alcoholism and Substance Abuse Services (OASAS) regulatory requirements, are delivered by expert industry practitioners and are designed to position you to successfully attain your NYS credential. Our training provides you with all the knowledge, skills and professional techniques related to becoming an effective and compassionate chemical dependence counselor. The entire CASAC program comprises of 13 subject areas (350hrs). The introductory CORE courses are recommended for students to gain knowledge of alcoholism and substance abuse and professional and ethical responsibilities (4 subject areas) (15hrs). Students may be required to take all or a combination of the remaining 9 subject areas based on academic assessment of prior credentials. Applicants with advanced degrees may have sections of program waived, pending NYS OASAS approval.

SECTION

Individual Therapy in Addictions Counseling | This section of the CASAC training covers the introduction of the use of individual therapy in addiction counseling, the steps in the beginning, middle, and ending phases of individual therapy, the process of termination including the referral process to on-going treatment for continuous recovery. This section also includes an overview of counseling theory and techniques, and the aftercare referral process. (48hrs)

Pre-Req: Valid CASAC Certificate of Completion, within last 6 months of application into this program. Textbook not required.

Instructor(s): Carla Burton and Danielle Benoit-Coutard, MSW.

OASAS Sect 1; Tue & Thu; 6:00pm–9:00pm | May 28 - July 18

Cost: $450.00