

# WHITE PLAINS Education Training CENTER



## THE KEY TO UNLOCKING YOUR FUTURE

Our goal at the White Plains Education and Training Center is to support your career success. Whether you are seeking a new job, a better job, or an entirely new career, come in and see what opportunities are here for you.

### Training and Skills Enrichment



**CULINARY TECH CENTER**  
**Commercial Cooking plus Externship**  
 Commercial Cooking plus Externship emphasizes "learning by doing" with special attention given to the practical side of commercial food preparation. Graduates prepare for careers in restaurants, corporate and other food service departments. Positions include sous chef, garde manger, pantry person, line cook, among others.

#### Hotel Operations

Hotel Operations emphasizes a hands-on approach to learning by doing with special attention to the practical side of hotel operations. Students are prepared for employment in the hospitality industry.  
*Tuition based, limited scholarships available for White Plains residents only.*



**LIFTING UP WESTCHESTER, INC.**  
**Home Health Aide certification**  
 Training includes classroom, laboratory and clinical training. Students are prepared for NYS certification as Home Health Aides and will be qualified to perform health related tasks such as monitoring temperature, pulse, respiration and blood pressure as well as personal care services including assistance with dressing, feeding, walking, meal preparation, light house-keeping, laundry and personal hygiene.

Free



**WESTCHESTER COMMUNITY COLLEGE**  
**Health and medical certificate programs such as:**

- Certified Nurse's Assistant - Patient Care Tech - Phlebotomy
- EKG Tech - Medical Administrative Assistant

Westchester Community College is currently offering Medical Administration Assistant Training which is a 100-hour workforce program that can help you prepare for the nationally-recognized Medical Administrative Assistant Certification Exam (CMAA) offered through the National Healthcareer Association. This program teaches the administrative procedures and knowledge needed to work in a variety of healthcare settings. The program includes training to work with patients, medical records, finances and medical ethics and terminology.  
*Tuition based*



**E-LEARNING LIBRARY**  
 State-of-the-art computer training center features an E-Learning Library offering computer skills enrichment in five major areas: The Basics, Productivity/Career Enhancement, Programing, Web Development, and Graphic Design. Learn at your pace and on your time!

Free but you must bring your own headphones!



The Women's Enterprise Development Center (WEDC) provides programs for aspiring and existing entrepreneurs to start and expand their businesses. Program offerings include: business skills training, one-on-one counseling, personal finance counseling, networking events and business workshops.

Nominal fee



### Additional Features

**Café** open for continental breakfast: 8:00 - 10:30 AM, Monday - Friday

**Admissions Coach and Career Navigator:** Come in and meet with staff to find out more about opportunities for you!



**Career Closet** featuring free new or gently used business clothing

**Executive Conference Room**, available to priority growth industry businesses and professional organizations to host trainings, meetings and events

### Professional and Personal Development Opportunities



**Free Financial Literacy Workshops**  
 My Money Workshop teaches everyday basic money management skills that are essential to managing money well, making smarter financial decisions and avoiding costly, long lasting financial mistakes.

Free



**SOUTHERN WESTCHESTER BOCES**  
 BOARD OF COOPERATIVE EDUCATIONAL SERVICES



**EL CENTRO HISPANO, INC.**  
**English as a Second Language (ESL) for the Workplace**

Southern Westchester BOCES in partnership with El Centro provides English instruction specifically to develop a better understanding of the workplace. This course builds vocabulary and communication skills necessary for success in the workplace such as understanding your supervisor, workplace culture, employment benefits, and more.

*Nominal registration fee required.*



#### JOB SEARCH DIRECTIONS

**Workforce preparation: Training and Coaching**

Job Search Directions prepares you for your successful job search by building confidence and skills for interviewing, resume preparation,

professional social skills, and more!

Free



**RDC CENTER FOR COUNSELING AND HUMAN DEVELOPMENT**  
**Employment Networking Support Group**

This six week group offers job seekers employment networking, support, stress management techniques, interviewing skills, resume writing, and more!

Free



**Westchester Residential Opportunities, Inc.**

**Fair Housing Workshops and First Time Homebuyers Club**

Fair Housing Workshops raise awareness and provide information regarding Fair Housing laws to help prevent individuals from becoming targets of illegal discrimination. The First Time Homebuyers Club offers workshops to prepare you for successful home ownership as well as access to down-payment assistance for qualified buyers.

Free



**AARP FOUNDATION - TAX AIDE**  
**Free Tax preparation**

Through a cadre of trained and IRS-certified volunteers, the AARP Foundation Tax-Aide helps low-to moderate-income taxpayers have more discretionary income for everyday essentials, such as food and housing, by assisting with tax services and ensuring they receive applicable tax credits and deductions. This program is available free to these taxpayers, with special attention to those 60 and older. Tax preparation is only available during the tax season.

Free

Partners:



Generous Support Provided By:

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