

Office of Adult and Continuing Education

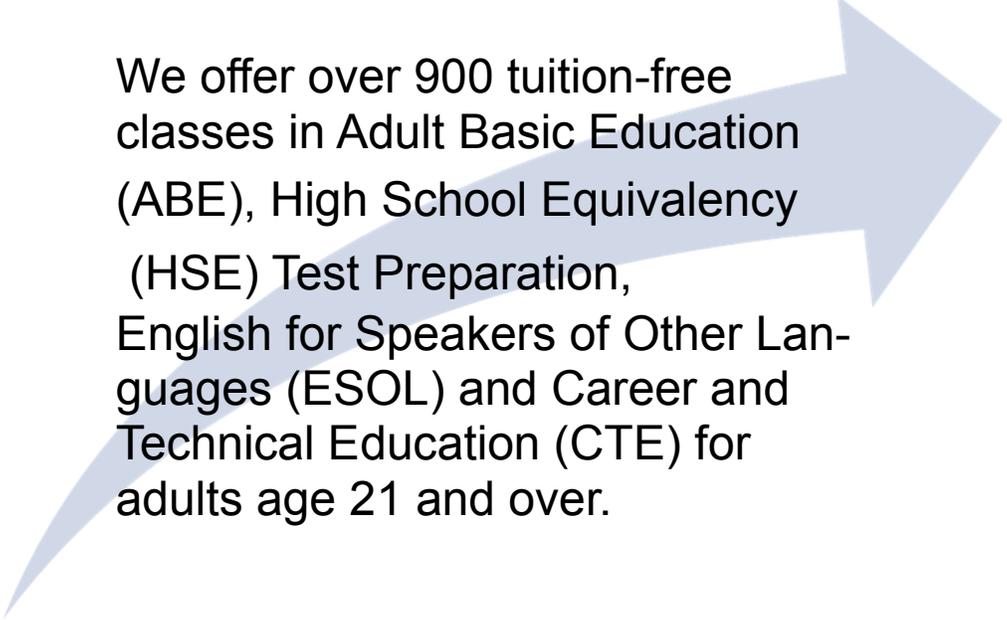


About OACE

The Office of Adult and Continuing Education's mission is to empower adults in their roles as parents, family members, workers and community members. We promote lifelong learning and the development of problem solving skills through a continuum of services, including Adult Basic Education, English for Speakers of Other Languages, HSE Preparation, and Career and Technical Education.

- The New York City Department of Education's Office of Adult and Continuing Education (OACE) is the largest provider of adult literacy education services in New York State and the largest adult education program in the country.
- We serve more than 41,000 students throughout the five boroughs of New York City.
- We are an integral part of the New York City Department of Education's District 79: Alternative Schools and Programs.

Our classes

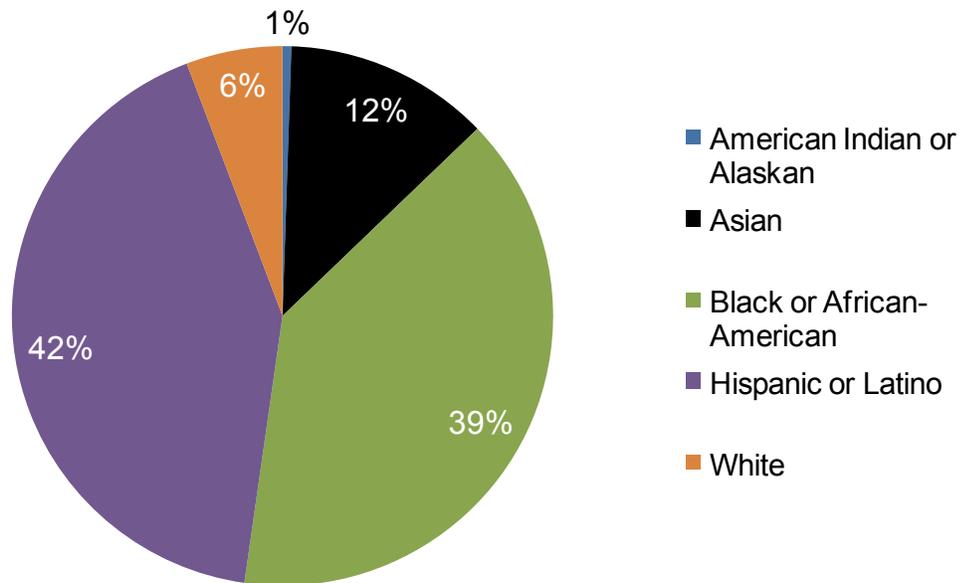


We offer over 900 tuition-free classes in Adult Basic Education (ABE), High School Equivalency (HSE) Test Preparation, English for Speakers of Other Languages (ESOL) and Career and Technical Education (CTE) for adults age 21 and over.

- We offer morning, afternoon and evening classes Monday through Saturday at 175 sites in all five boroughs, including four comprehensive Adult Learning Centers, over 100 public schools, and many community-based organizations and faith-based organizations.
- We also operate eight regional offices located in Brooklyn, Manhattan, Queens and the Bronx.
- Students can take classes at any of our sites, regardless of which borough they live in.

Who are OACE's students?

Race/Ethnic Identity of OACE Students



The average age of an OACE student is 39

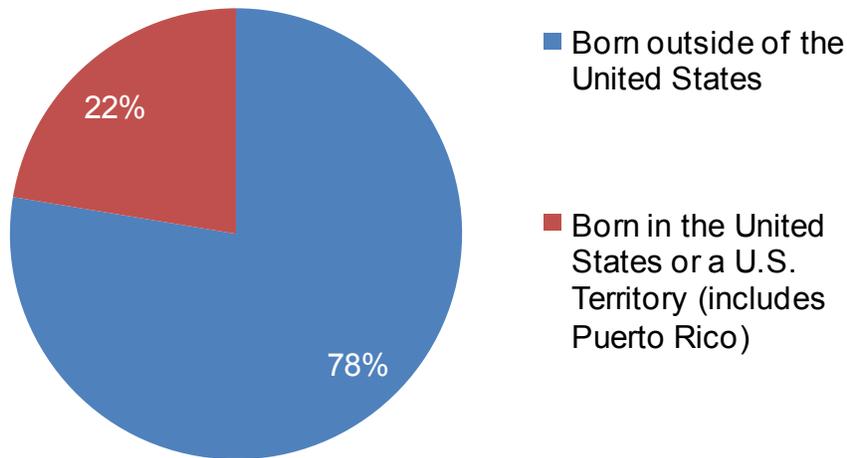
Over 80% of OACE students are low-income

25% of OACE students are unemployed

Two-thirds of OACE students are women

OACE Students Hail From More Than 170 Countries

Countries of birth for OACE students

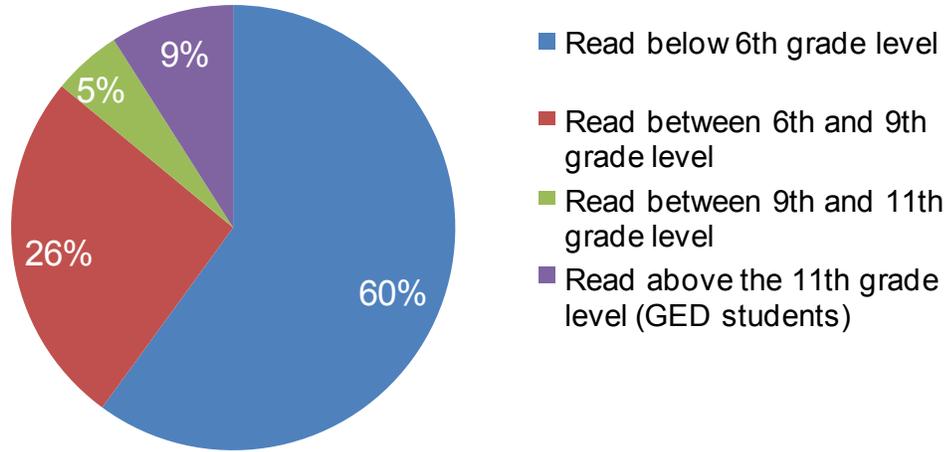


Largest countries of birth for OACE immigrant students

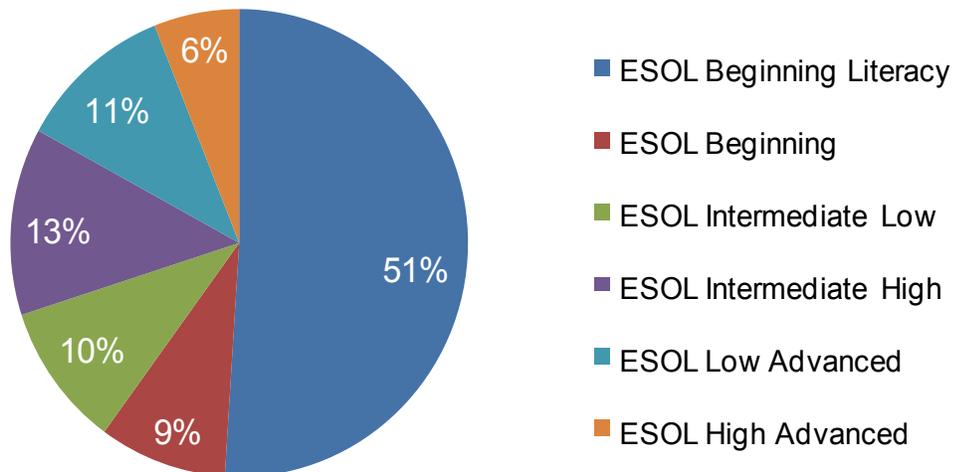
Dominican Republic	El Salvador
Ecuador	Guatemala
Mexico	Guinea
Haiti	St. Lucia
Jamaica	Grenada
China	St. Vincent & the Grenadines
Trinidad and Tobago	Senegal
Guyana	Ivory Coast
Colombia	Mali
Bangladesh	Barbados
Honduras	Pakistan
Poland	Ghana
Peru	Nigeria

Most OACE students are at the lowest educational levels

OACE Adult Basic Education Students



OACE English for Speakers of Other Languages (ESOL) Students



Parent and family engagement is a priority for OACE

44% of OACE students are parents, to a total of 15,000 children in the NYC Department of Education's K-12 system.

- 3,400 preschoolers
- 5,800 elementary school students
- 2,500 junior high school students
- 3,300 high school students

have parents in OACE adult education programs!



OACE's four (4) Literacy Zones, are located in Manhattan, the Bronx, Queens and Brooklyn. We are committed to addressing the social and economic needs of adult students and their families, by providing them with referrals for health, financial and family literacy. Recent workshop topics:

- How busy parents and grandparents can help children succeed in school
- Navigating the health care system
- Job and career readiness
- Financial planning, budgeting and banking
- Immigration, citizenship and naturalization
- How to access and apply for government benefits
- Basic nutrition and menu planning

Career and Technical Education

We run the largest adult Career and Technical Education (CTE) program in New York State, with 5,700 students served at 20 sites. Our CTE program has a workforce development focus, as many students complete our classes and gain industry and state certifications.

We offer 140 classes in the following program areas:

Computers/Technology

- A+ Computer Repair
- Business Solutions
- Computer Literacy
- Computer Repair
- ESOL Computer Literacy
- IC3 Certification
- Microsoft Office
- Network+
- Web Page Design

Health Careers

- Certified Nursing Assistant
- Emergency Medical Technician
- Licensed Practical Nursing

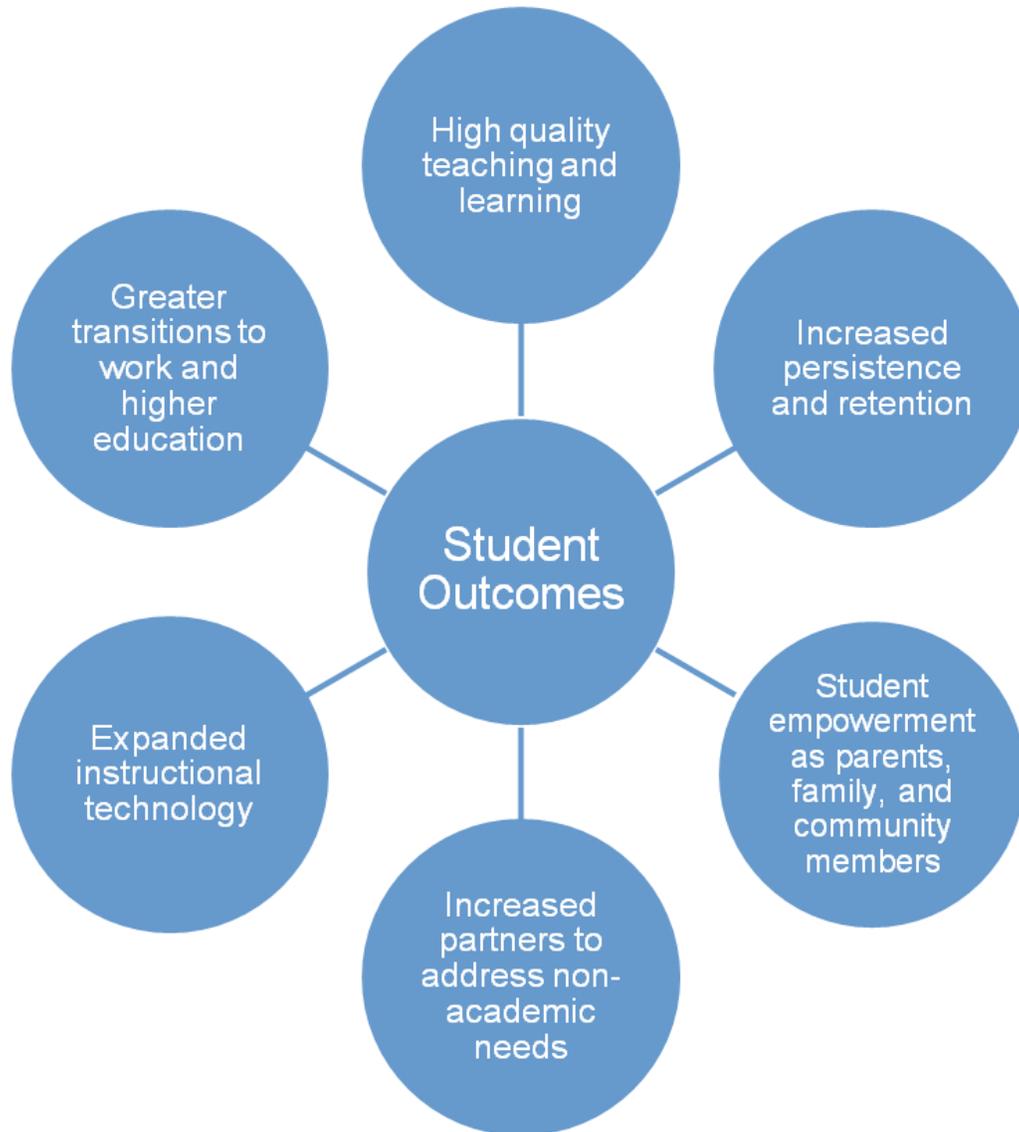
General Trades

- Air Conditioning and Refrigeration
- Automotive Mechanics
- Automotive Engine
- Building Maintenance
- Food Preparation/Catering
- Plumbing (water and waste line)

Construction Trades

- Carpentry (interior and exterior)
- Electrical Installation

Our Theory of Change



In their own words: OACE students describe *“Why my education is important to me”*

“I was embarrassed at first to go back to school. I was embarrassed what people would say and the way they would look at me. One day, I got up and I said, ‘I want to be somebody. Nobody can do that for me!’ That’s when I decided to take the time off in my busy schedule and go back to school. I am so glad I did that because my reading and math have improved so much. I can speak better because my vocabulary has improved.”

“In the United States, you have a chance to attend school as an adult. This is a precious gift.”

“I cannot find a good job, because everywhere I go to apply for a job, they need a GED. Getting a GED is like the first key to opening a door.”

“There was a time when I could hardly read or write, and that was not too long ago. I have gratitude that I have the opportunity to go to school even though I am in my 40s.”

“Education is the only treasure that no one can take away from me. I want to get back to work as soon as I receive my GED diploma, to help my family to earn money so they don’t have to work overtime everyday, and to help pay our bills.”

“This program has given me a new life. Now I can dream about my future.”

“Getting my GED will be the proudest moment of my life, and will give me a sense of pride and accomplishment.”

Frequently Asked Questions About OACE

Who is eligible to access the Office of Adult and Continuing Education's (OACE) classes and services?

Anyone over the age of 21 who lives in New York City may register for classes. There are no other requirements.

Is there a fee for OACE classes?

There are no fees for ESOL, HSE and ABE classes. However, some of the Career and Technical Education classes require students to purchase textbooks and supplies.

If a student works, receive financial assistance and/or does not have documentation of their immigration status, will this prevent them from accessing OACE's free services?

No.

Is there a minimum level of education a student must have completed in order to take OACE classes?

No.

If I have a high school diploma or college degree from another country, can I take OACE classes?

Yes.

Do students need Social Security numbers or documents to verify their identity?

Students registering in ESOL, ABE and HSE classes do not need to provide a social security number. Students who register in CTE classes that lead to certification may be asked to provide a Social Security number or other documents to verify their identity for job placement.

Where are the classes held and when are the classes offered?

Classes are offered at 175 sites throughout the five boroughs. There are morning, afternoon, evening and Saturday classes to meet the scheduling needs of all students.

If a student works in Manhattan and lives in the Bronx, can they be referred to a site in either borough?

Yes. Students can be referred to and attend any class within the five boroughs.

Frequently Asked Questions About OACE

What classes are offered through the Office of Adult and Continuing Education?

- English for Speakers of Other Languages (ESOL): Beginning to Advanced Levels
- Adult Basic Education (ABE): Basic Literacy through preparation for the High School Equivalency (HSE) assessment.
- Career and Technical Education (CTE): We offer classes in air conditioning/refrigeration, automotive mechanics, building maintenance, cable installation, carpentry, computer literacy, computer repair, electrical installation, food preparation/catering, health careers, electrical, medical billing, Microsoft Office, plumbing and web page design.

What is the process for students to enroll in OACE classes?

Students can register at the learning centers in Brooklyn, the Bronx, Manhattan or Queens, or at additional locations throughout the five boroughs. Every student must go through an intake interview and assessment session with a case manager, where they will be given a description of the program offerings available. Upon completion of the assessment, the student is placed in a class.

Are intake interviews done on particular dates and times?

Yes. This information is available at the location the student chooses to attend for the intake process. Students should call in advance for the intake schedule information, as schedules are subject to change.

What is a Literacy Zone?

A Literacy Zone is a drop-in center designed to meet the needs of newly arrived families, adult students and community members. The center connects students to OACE's classes and resources to assist them with housing, legal, medical employment and other needs. OACE has four Welcome Centers, one based one in each of the four large boroughs.

I'm interested in offering an OACE class at my school, community-based organization, faith-based organization or another site. Who do I contact?

Please refer to the following pages for contact information. For general information about partnerships with OACE, contact Linda Avbitabile at 718-638-2635 ext. 1059 or lavitabile2@schools.nyc.gov.

We have classes in your community! OACE offers classes in these neighborhoods:

Bronx

Fordham
Hunts Point
Morrisania
Mott Haven
Norwood
Parkchester
Wakefield
West Bronx
West Farms

Manhattan

Chelsea
Chinatown
East Harlem
East Village
Harlem
Hell's Kitchen
Kips Bay
Lower East Side
Midtown West
Morningside Heights
Murray Hill
Upper West Side

Staten Island

St. George

Brooklyn

Bay Ridge
Bedford-Stuyvesant
Bensonhurst
Borough Park
Brownsville
Bushwick
Canarsie
Clinton Hill
Coney Island
Crown Heights
East Flatbush
East New York
Flatbush
Fort Greene
Greenpoint
Midwood
Ocean Hill
Prospect Heights
Ridgewood
Sheepshead Bay
Sunset Park
Williamsburg

Queens

Astoria	Long Island City
Bellerose	Ozone Park
Briarwood	Queens Village
Elmhurst	Richmond Hill
Far Rockaway	Ridgewood
Flushing	Rochdale Village
Glendale	Rockaway
Hollis	Rosedale
Jackson Heights	South Jamaica
Jamaica	South Ozone
Kew Gardens	Park
Laurelton	St. Albans
	Sunnyside

Contact OACE

Visit our website at
[http://schools.nyc.gov/ChoicesEnrollment/
SpecialPrograms/AdultEd/default.htm](http://schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AdultEd/default.htm)

For general inquiries, questions and comments:

Call the OACE Central Office at (718) 638-2635 or email
OACE@schools.nyc.gov

*For class availability, registration information and travel directions,
contact the OACE office nearest you:*

The Bronx • (718) 863-4057

Manhattan Below 119th Street • (212) 868-1650

Manhattan Above 119th Street • (212) 666-1919 or (212) 666-1920

Staten Island • (212) 868-1650

Northern Brooklyn • (718) 635-2635

Central Brooklyn • (718) 789-2223

Southern Brooklyn • (718) 240-2770

Western Queens • (718) 361-9480

Eastern Queens • (718) 557-2567