



**Employment agencies
& online resources**



**1 to 12 month
training programs
for careers**



**Career & College
Readiness
GED/ESOL**

The Adult Learning Center's

GUIDE TO JOB & TRAINING

programs in the Berkshires



GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

HOW TO USE THIS GUIDE

GET READY

The more you learn, the more you can earn. Have your GED or High School diploma on hand.
Know where you want to go. Talk to your counselor about realistic career paths for you.

GET SET

Be job smart. Take advantage of the free services in this guide to help you develop an eye catching resume, prepare for a job interview, dress for success, and more.

GO

Apply for a temporary or full time job in a career path that has options for higher pay down the road.
If you can't get a job right now, get the training you need to qualify for a job in a career pathway.

GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

CAREER & JOB SUPPORT FOR INDIVIDUALS AGE 18 & OLDER

AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<p>Getting Started: Get your GED Learn English Prepare for a Job, College or Training</p>	<p>FREE classes or one-on-one tutoring at the Adult Literacy Providers listed on page 20</p>	<ul style="list-style-type: none"> ▪ Brush up on the skills you need to get a good job including basic math, English and writing skills ▪ Learn how to search for a job that leads to a living wage ▪ Find out what employers look for when hiring ▪ Gain confidence on your job readiness skills
<p>Berkshire Vocational Services</p>	<p>141 North Street, Pittsfield, MA 448-5356</p>	<ul style="list-style-type: none"> ▪ Must be referred by a qualifying agency to receive employment counseling, training and placement service for people with disabilities ▪ Will meet at various locations in Berkshire County
<p>BerkshireWorks Career Center</p>	<p>160 North Street Pittsfield, MA 01201 499-2220 berkshireworks.org</p>	<ul style="list-style-type: none"> ▪ Employment, education and training counseling and services ▪ On-line job postings on their website at JobCentral (http://us.jobs/) ▪ Job Bank and Resource Room (computers, phones, fax) ▪ One of 30 One-Stop Career Centers in the state sponsored by the Massachusetts Division of Career Services under the Mass. Dept. of Workforce Development
<p>Business Attire</p>	<p>“Suit YourSelf” Boutique Goodwill Training Center 158 Tyler Street, Pittsfield 442-0661, x17 goodwill-berkshires.org</p>	<ul style="list-style-type: none"> ▪ Provides workplace attire at no charge to men and women who are preparing for a job interview, entering or reentering the workforce ▪ You must be referred for this service by a participating non-profit or government agency such as BerkshireWorks or your adult literacy provider

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AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
<p>College & Career Navigator</p>	<p>Berkshire Community College 236-1639 Shelly Armstrong sarmstro@berkshirecc.edu</p>	<ul style="list-style-type: none"> ▪ Free assistance to help low skilled, unemployed and under employed individuals get started in a career pathway at BCC ▪ Helps current or prospective BCC students overcome barriers so that they can attain industry recognized certificates and degrees leading to jobs that pay a living wage
<p>Educational Opportunity Center</p>	<p>141 North Street, Pittsfield 499-9531 or 281-9334</p>	<ul style="list-style-type: none"> ▪ Free help with career interest assessment and career planning ▪ Free help applying for admissions and financial aid for college or vocational training ▪ Serves all of Berkshire County ▪ Low income, first generation, potential college/vocational students age 19 or older are given priority but others may qualify
<p>Goodwill Industries of the Berkshires</p>	<p>158 Tyler Street, Pittsfield 442-0061, ext. 15 Eric Wilder</p>	<ul style="list-style-type: none"> ▪ Vocational Evaluations – 5 day program provides written assessment of vocational abilities and potential. Must be referred by a counselor. ▪ Work Adjustment/Skills Training – time limited program to help participants gain work experience and learn soft skills necessary to find and maintain employment. Volunteer and pay positions in various Berkshire locations. ▪ Job Placement & Career Development helps individuals find employment
<p>Massachusetts Rehabilitation Commission</p>	<p>6 Clinton Avenue, Pittsfield, 499-2720 85 Main Street, North Adams, 663-5391</p>	<ul style="list-style-type: none"> ▪ Provides support and referrals to appropriate agencies for people with <i>physical or mental disabilities</i>

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AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
Reconnect Center	150 North Street, Suite 24 Pittsfield, 997-4556 Bryan House bhouse@bcacinc.org	<ul style="list-style-type: none"> ▪ Free and confidential services to help young adults age 16-24 reconnect with jobs, training, and education. ▪ Personalized career coaching, mentoring and other support services
Transportation	Berkshire Rides 664-0300 Mass Rides 1-800-426-6688	<ul style="list-style-type: none"> ▪ Berkshire Rides provides free rides to work, job interviews or employment-related training services for residents in the north Berkshire towns of Adams, Cheshire, Clarksburg, Florida, North Adams, Savoy, and Williamstown ▪ MassRIDES is a comprehensive transportation resource for people traveling in and around the Commonwealth, including access to carpools

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EMPLOYMENT AGENCIES & RESOURCES

AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
Adecco Staffing	137 North Street, Pittsfield 499-9830 adeccousa.com	<ul style="list-style-type: none"> ▪ Temporary and permanent jobs ▪ Apply online first, then call to make an appointment
Brien Center	343 Fenn Street, Pittsfield, MA 770-6409	<ul style="list-style-type: none"> ▪ Supported Employment Services program for individuals with mental health needs ▪ Includes youth 18-25 (in areas funded by Berkshire United Way) and adults (who use DMA services and Brien Center's Community Based Flexible Supports program) ▪ Provides assistance to obtain employment leading to economic stability.
Elder Services of Berkshire County	66 Wendell Avenue, Pittsfield 499-0524, x109 Bonny DiTomasso bditomasso@esbci.org	<ul style="list-style-type: none"> ▪ Senior Community Service Employment Program provides on-the-job training and paid employment 20 hours per week in a local, nonprofit organization or government agency at minimum wage for <i>income eligible, unemployed Massachusetts residents age 55 & older</i>
Johnson & Hill Staffing Services	442-5200	<ul style="list-style-type: none"> ▪ Temporary and permanent clerical, administrative, professional accounting jobs; this agency does not hire for light industrial work ▪ Call to schedule an appointment at BerkshireWorks
Kelly Services	75 South Church Street, Pittsfield, 445-4528 kellyservices.com	<ul style="list-style-type: none"> ▪ Temporary and permanent jobs in office, customer service, marketing, and light industrial ▪ Free computer software training for qualified applicants ▪ Call to schedule an appointment

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AGENCY or RESOURCE	LOCATION, TELEPHONE, HOURS, WEBSITE, E-MAIL	OVERVIEW & REQUIREMENTS
Manpower, Inc.	66 West Street, Suite 204, Pittsfield, 445-4068 manpower.com	<ul style="list-style-type: none"> ▪ Temporary, permanent and temp to hire jobs in office/administrative, technical and light industrial ▪ Free training available on various computer software and business skills IF applicant has e-mail and access to the Internet
Molari Employment and Healthcare Services	80 Center Street, Pittsfield 499-4546 or 1-800-649-4562 molariinc.com	<ul style="list-style-type: none"> ▪ Temporary and permanent jobs in office, legal or technical support; accounting; data entry; light industrial; and health care ▪ Appointment recommended but not necessary
Online Job Searches	<p>Berkshireworks.org Berkshirecareers.com Berkshirejobs.com Indeed.com Job Quest</p>	<ul style="list-style-type: none"> ▪ Berkshireworks.org – Job Seekers – Job Central (hosted by National Labor Exchange that allows searches within 25 miles of Berkshire County) ▪ Berkshirecareers.com is a job database maintained by the Berkshire Eagle/North Adams Transcript in association with MONSTER ▪ Berkshirejobs.com allows searches by job category & employer ▪ Indeed.com allows searches to be done by job status & salary level ▪ Job Quest is the MA Dept. of Employment & Training job bank at https://web.detma.org/JobQuest
United Personnel	76 North Street, Pittsfield, MA 449-5050 unitedpersonnel.com	<ul style="list-style-type: none"> ▪ Temporary, temp to perm, direct hire in office/administrative, technical and light industrial ▪ Apply online for an appointment in sites throughout Berkshire County

GUIDE TO JOB & TRAINING PROGRAMS IN THE BERKSHIRES

6 - 12 MONTH TRAINING PROGRAMS

WHAT YOU NEED TO KNOW

Classroom-based programs for students age 18 & older (age 17+ at Mildred Elley)

Most programs require a high school diploma, GED, Adult Diploma or CPAT Exam

*Tuition rates are subject to change and do not include books or supplies

Be sure to ask about financial aid when you apply for any of the training programs in this Guide

EDUCATION/TRAINING LOCATIONS (see also individual locations listed in chart)

***Berkshire Community College Certificate Programs**

1350 West Street in Pittsfield and 343 Main Street in Great Barrington

*\$192/credit rate applies to Massachusetts residents for *day* courses and to *all students*, regardless of residency, for *evening* and *online* courses, and includes college service & technology fees

C. H. McCann Technical School Post Secondary Program, 70 Hodges Crossroad, North Adams

**In-District annual tuition for residents of Adams, Cheshire, Clarksburg, Florida, Lanesboro, Monroe, North Adams, Savoy, Williamstown

Mildred Elley, 505 East Street, Suite 107, Pittsfield

Pittsfield Public Schools: Pittsfield High School, 300 East Street, Pittsfield (Cosmetology);
Taconic High School, 96 Valentine Road, Pittsfield (Adult evening Program for Welding *when offered*)

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
Accounting Systems Specialist	Mildred Elley	442-0333 mildred-elley.edu	12-month Certificate program provides skills in basic accounting, computerized accounting, and related software applications for accounting and bookkeeping positions in payroll, accounts payable, and accounts receivable. Tuition \$12,644 (39 credits at \$309/credit + fees)
Administrative Assistant	Mildred Elley	442-0333 mildred-elley.edu	12 month Certificate program that provides hands-on training in basic office skills, a working knowledge of basic office computer software programs, including word processing, spreadsheet and database applications, desktop publishing for work in a law office, medical office, insurance company, school, accounting firm or government agency. Tuition \$12,644 (39 credits at \$309/credit + fees)
Applied Manufacturing	Berkshire Community College	236-1630 Admissions 236-4630 Advisor John Tatro berkshirecc.edu	Two semester Certificate program that provides the quantitative and technical skills required for entry level positions in manufacturing. Tuition \$5,376 (28 credits at \$192/credit*)
Bookkeeper QuickBooks Specialist	Quest Connect 160 North Street, Pittsfield	442-9500 questconnect.net	16-hour two level program to become QuickBooks certified. Tuition \$575 includes materials and exam.
Business Software Applications Specialist	Berkshire Community College	Admissions 236-1630 Advisor 236-4640 Kathleen Gowdey berkshirecc.edu	Two semester certificate program provides mastery of Microsoft Office Suite, emphasizes basic business communications, and prepares for Microsoft Certified Application Specialist exams. Tuition \$5,184 (27 credits at \$192/credit*)

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
Carpenter Timber Framer Woodworking	Heartwood School Johnson Hill Road Washington, MA	623-6677 heartwoodschoo.l.c om	Owner-builder school that provides individuals 18 or older with entry level house building skills in 2 day to 2 week courses from April to October for the construction or timber framing field. Can lead to an apprenticeship with the Timber Framers Guild. A separate wood working program prepares students for work in a furniture building shop or for millwork. No HS diploma required for basic level courses. Tuition averages \$175/day or \$700 for a 5-day course. Summer-long internships also available.

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<p>Certified Nursing Assistant (CNA)</p> <p>and/or</p> <p>Home Health Aide (HA)</p>	<p>American Red Cross 480 West Street Pittsfield, MA</p>	<p>442-1506 x5 Connie Brown connie.brown@redcross.org</p>	<p>Four week, 126 hour day program in Pittsfield. Includes certificates for HHA and CPR for the Professional Rescuer, and prepares you for the state CNA exam given on site. Must be age 16 or older. No HS diploma needed but reading comprehension test (Grade 10 level) required for admission. Tuition \$1,250 includes books. Classes held monthly.</p>
	<p>Berkshire County Regional Employment Board</p>	<p>442-7177, x153 Colleen Rossi Apply at berkshirereb.org</p>	<p>Free five month enhanced CNA course provides work readiness, medical encounter, life skills, essential math, CNA certification, and enhanced training in restorative and acute care. Job placement support included.</p>
	<p>Berkshire Health Systems In partnership with Berkshire Community College</p>	<p>Register at 395-7545 or call 447-2165 Elizabeth Kirby (Education Dept.)</p>	<p>Four week, 90 hour program in Pittsfield M-F from 4 to 9 PM. Provides HHA certificate and prepares you for the state CNA exam. No HS diploma required but applicants should have basic reading/writing skills and graduates are encouraged to work at a BHS facility (employment not guaranteed). Tuition \$500, refundable book fee \$75, state exam \$93.</p>
	<p>Berkshire Home Care DBA Porchlight Home Care</p>	<p>243-1122 Ask for Mary Catherine or CNA program</p>	<p>Three-week, 90 hour program held twice a year to work in a hospital, nursing home or home care setting. Classes and clinical held at Kindred Nursing & Rehabilitation Center, 148 Maple Avenue in Great Barrington. Tuition \$570 includes book with \$50 refund if book returned.</p>
<p>Mount Carmel Lenox 320 Pittsfield Road, Lenox</p>	<p>637-2660 Ask for Eileen Clark (Director of Nursing) or Ann Stevens</p>	<p>Free 2½ week, 96 hour program offered quarterly to prepare for state CNA exam and employment at Mount Carmel. Does not include HHA certificate. GED or HS equivalency and age 18+ preferred. Reading comprehension test required for admission.</p>	

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<p>Computer Information Technology</p> <p>CompTIA A+</p> <p>Network+</p>	<p>Quest Connect 160 North Street, Pittsfield</p> <p><i>A Certiport and Pearson VUE Certified Testing Center</i></p>	<p>442-9500 questconnect.net</p>	<p>CompTIA A+: 40 hour certificate program is starting point for a career in Information Technology. Course covers maintenance of PCs, mobile devices, laptops, operating systems and printers. Tuition \$2,495 includes materials and two exams.</p> <p>Network+: 40-hour certificate program covers network technologies, installation and configuration, media and topologies, management and security. Requires CompTIA A+ certificate and nine months networking experience.</p>
<p>Computer Programmer</p> <p>Business or Technical focus</p>	<p>Berkshire Community College</p>	<p>Admissions 236-1630 Advisor 236-4574 Gregory Panczner berkshirecc.edu</p>	<p>Choose either the two semester business or two semester technical path. The business option emphasizes Java and C++ programming languages as well as some basic business, math and science courses. The technical option emphasize C++ and WEB programming languages as well as some general education courses. Graduates of either option may be employed as programmers using Java, C++, or HTML/XHTML. Tuition \$5,568 (29 credits at \$192/credit*)</p>
<p>Computer Software</p> <p>Microsoft Office:</p> <p>Specialist</p> <p>Expert</p> <p>Master</p>	<p>Quest Connect 160 North Street, Pittsfield</p> <p><i>A Certiport and Pearson VUE Certified Testing Center</i></p>	<p>442-9500 questconnect.net</p>	<p>Specialist: Two level 18-hour basic certificate program for Microsoft Word, Excel, PowerPoint, Access or One-Note. Tuition \$450 per software.</p> <p>Expert: Higher level, 24-hour certificate program in either Microsoft Word or Excel provides competitive advantage for many office positions. Prerequisite is Specialist certificate. Tuition \$800 includes classes, materials and certificate exam.</p> <p>Master: Highest level, 48-hour certificate program includes Word, Excel and PowerPoint plus an elective in Outlook, Access or SharePoint. Tuition varies depending on specific courses chosen.</p>

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
Cosmetology	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	9-month Certificate program from 8 - 2:45 starting in September. Introduces students to art, science and business aspects of this profession. Provides instruction in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling with hand-on experience in the McCann salon. Prepares students for the Massachusetts Licensure Examination. 26 credits Tuition \$500 in-district**/\$2500 out-of-district, \$16,798 out-of-state
	Pittsfield Public Schools <i>Career Vocational Technical Education Program</i>	448-9601	9-month post-secondary day program starts from 7:20 to 2:20 starting in September. Prepares students to take the state board exam for licensure as a professional cosmetologist. Tuition \$4,000
	Mildred Elley	442-0333 mildred-elley.edu	12 month Certificate day program (18 month evening program) to prepare for Massachusetts Cosmetology licensing exam with training in all areas of cosmetology required by the Board and hands on experience in the Mirror Images Clinic. Rolling admission. Tuition \$10,824 (33.33 credits/1000 clock hours at \$10.29/hour + fees).
Culinary Arts	Berkshire Community College	Admissions 236-1630 Advisor 236-4606 Carl Maaia berkshirecc.edu	Two semester Certificate program prepares you for responsible positions in food production to work in a restaurant or other food preparation facility; includes a supervised work experience, usually during the summer. Tuition \$5,376 (28 credits at \$192/credit*)

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
Dental Assistant	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	9-month intensive Certificate program from 8-2:45 starting in September with clinical rotations beginning in March. Provides necessary skills to work in private general dental practices, dental specialty offices, the armed services, and public health or hospital based clinics. Prepares students for the Certified Dental Assistant (CDA) exam. 43 credits Tuition \$500 in-district**/\$2500 out-of-district, \$16,798 out-of-state
Early Childhood Education	Berkshire Community College Mildred Elley	236-1630 Admissions 236-4626 Advisor Flavia Mastellone berkshirecc.edu 442-0333 mildred-elley.edu	The first step in a career ladder leading to greater qualification for work with young children. Graduates can become day care assistant or teacher (depending on the setting). Tuition \$3,072 (16 credits at \$192/credit*) 12-month certificate program prepares you to work with young children in schools or childcare agencies. Day program only. Rolling Admission. Tuition \$12,644 (39 credits at \$309/credit + fees)
Entrepreneur	Berkshire Enterprises <i>A program of the Office for Workforce Development at Berkshire Community College</i>	441-3688	Entrepreneurial Studies program offered as funding becomes available. Provides the skills needed to start and successfully operate a small business. <i>Free program may be offered in the Spring of 2014. Call for more information</i>
Fiber Optics Technician	Berkshire Community College <i>Office of Community Education & Workforce Development</i>	Registration 236-2127 or 236-5201	3-day Certificate course prepares you to take the written and hands on Certified Fiber Optic Technical exam given on the last day. Participants will learn fiber optic basics, components, installation, testing and standards to work for cable and internet companies or IT installation. Working knowledge of computers required. Tuition \$695 NEXT PROGRAM BEGINS MARCH 11, 2014

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
Forklift Operator	Goodwill Industries of the Berkshires 158 Tyler Street, Pittsfield	442-0061, ext. 15 Eric Wilder	Certificate program with basic classroom instruction based on OSHA code, field training and 10 hours supervised operation that prepares you for warehouse and other industrial jobs. Offered seasonally and as needed. Participants are individuals referred by agencies, paid-work employees or volunteers. FREE to qualifying individuals
Green Business Careers	Berkshire Community College	236-5252 Audrey Clairmont Pathways Out of Poverty Program	Free comprehensive certificate program prepares you to work in the clean energy sector --solar, wind, biodiesel, reconstruction and energy management. Basic math and communication, college life skills, job search and placement support included. Offered January – June 2014 to qualifying individuals**. Visit berkshirecc.edu/greenbiz for more details. **Call Shelly Armstrong at 236-1639 to see if you qualify.
Hoisting License	Berkshire Community College <i>Office of Community Education & Workforce Development</i>	236-2126	Certificate program from Crane’s Safety Institute prepares you to take the Massachusetts 2A Hydraulics Engineers’ license exam. Tuition \$375 for 4 hour classroom (and state application fee) and \$85 for one day hands on class on loader and backhoe operation. NEXT CLASS IS MARCH 16 & 23.
Horticulture	Berkshire Botanical Garden <i>in affiliation with Berkshire Community College</i>	236-2127 Registration 298-3926 Advisor Elisabeth Cary	One year non-credit Level I Certificate program September through April includes seven core courses and garden practicum to reinforce classroom work with hands-on experience in the garden. Tuition \$1,106.
Human Services	Berkshire Community College	236-1630 Admissions 236-4571 Advisor Audrey Ringer berkshirecc.edu	One-year Certificate program teaches basic generalist human services skills and ethics, provides a foundation in social services, and increases a student’s opportunities for employment and advancement in human services work. Tuition \$5,568 (29 credits at \$192/credit*)

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
<p>Massage Therapist</p>	<p>Berkshire Community College</p>	<p>236-1630 Admissions 236-4504 Advisor Judith Gawron berkshirecc.edu</p>	<p>The Massage Therapy & Bodywork (MBW) is a two semester certificate program prepares that prepares you to become a Massachusetts State Licensed Massage Therapist with the skills and knowledge to provide effective relaxation and wellness massage. Graduates are prepared to enter the healthcare field in various settings, including private practice; Tuition \$5,568 (29 credits at \$192/credit*)</p>
	<p>Mildred Elley</p>	<p>442-0333 mildred-elley.edu</p>	<p>12-month certificate program provides the education, practice and skills necessary to satisfy the academic requirements to qualify for licensure in Massachusetts. Offered as day or night program. Rolling admission. Tuition \$14,730.50 (45.5 credits at \$309/credit + fees).</p>

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
Medical Assistant (Office & Clinical)	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	9-month intensive certificate program from 8-2:45 starting in September with clinical rotations beginning in April. Prepares individuals to work in a physician's office or health care facility performing both business administration and clinical medical office skills. 39 credits Tuition \$500 in-district**/\$2500 out-of-district, \$16,798 out-of-state
Medical Assistant (Office)	Mildred Elley	442-0333 mildred-elley.edu	12 month Office Certificate program includes medical office management and procedures, insurance processing, and transcription of medical reports for entry level positions as medical secretaries, receptionists, billing specialists, record clerks and transcriptionists; admitting clerks, and administrative medical assistants. Rolling admission. Tuition \$12,644
Medical Assistant (Clinical)	Mildred Elley	442-0333 mildred-elley.edu	12 month Clinical Certificate program that provides in-depth analysis of human anatomy and physiology, clinical and laboratory procedures, and patient contact skills in a clinical environment for an entry level position in medical clinics, laboratories, private physician's offices, pharmacies and hospitals. Rolling admission. Tuition \$12,644 (39 credits at \$309/credit + fees)
Medical Coding	Berkshire Community College	236-1639 Shelly Armstrong	Technical certificate program for work in the billing office of medical practices or hospitals. Tuition \$3,264 (17 credits at \$192/credit*) Health Information Management Certificate is a step up from the Medical Coding Technical certificate and includes advanced Medical Coding and other classes. Tuition \$4,416 (23 credits at \$192/credit*)

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
Medical Interpreter	Berkshire Community College <i>Office of Community Education & Workforce Development</i> in partnership with Berkshire Area Health Education Center	447-2417, x1104 Silvana Kirby berkshireahec.org	60-hour Certificate recognized nationwide to become medical interpreter coordinator or for per diem work with wages ranging from \$20 to \$80/hour. College credits and professional contact hours in nursing and social work may also be available. Proficiency in English and another language required. Offered in the Spring and Fall annually at Berkshire Area Health Education Center in Pittsfield. Language assessment required prior to enrollment. No GED required. Tuition \$850 (<i>\$600 waived if present proof of employment in a healthcare institution</i>). NEXT COURSE BEGINS FEBRUARY 6, 2014
Medical Transcription Editor	Berkshire Community College <i>Office of Community Education & Workforce Development</i>	Registration 236-2127 or 236-5201	Online non-credit training helps you learn the keyboarding, medical terminology language, grammar and editing skills required to work with speech recognition technology for possible work from home or in a medical office. Includes laptop of iPad with electronic text. Tuition \$2,795
Music Production	Berkshire Community College	Admissions 236-1630 Advisor 236-4703 Ellen Shanahan berkshirecc.edu	Two semester Certificate program prepares you for employment in recording studios and other areas related to the music production industry. Tuition \$5,376 (28 credits at \$192/credit*)

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
Paralegal	Berkshire Community College <i>Office of Community Education & Workforce Development</i> Mildred Elley	Registration 236-2127 or 236-5201 442-0333 mildred-elley.edu	Intensive, practice-oriented 12 session non-credit course offered online six times a year (distance learning) or over six weekends (online at BCC). Provides training to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. Tuition \$1,189 12 month Certificate program provides the skills for an entry level position in law offices, title/abstract companies, insurance companies, legal divisions of corporations, banks and legal services companies. Paralegals are responsible for conducting legal research, drafting legal documents, maintaining legal files, interacting with clients and providing administrative support in the office. Tuition \$12,644 (39 credits at \$309/credit + fees)
Pharmacy Technician	Berkshire Community College <i>Office of Community Education & Workforce Development</i>	Registration 236-2127 or 236-5201	50-hour program offered in 15 evening sessions. Prepares students to take the Pharmacy Technician Certification Board's PTCB exam and participate in a clinical externship through a local pharmacy. Tuition \$999 NEXT PROGRAM BEGINS MARCH 11, 2014
Phlebotomy Technician	Berkshire Community College <i>Office of Community Education & Workforce Development</i>	Registration 236-2127 or 236-5201	90 hour non-credit training program students with all aspects of blood collection and develops comprehensive skills to perform venipunctures. 27 sessions. Tuition \$1,599 NEXT PROGRAM BEGINS MARCH 3, 2014

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JOB	TRAINING PROVIDER	Phone/Website (413 ... & www.)	DESCRIPTION (Tuition rates are subject to change)
Physical Fitness	Berkshire Community College	236-1630 Admissions 236-4511 Advisor Sherry Scheer berkshirecc.edu	Two semester Certificate program offers instruction in nutrition, cardiovascular and strength training, personal training and instruction, and fitness facilities operations for work as a group exercise instructor, personal trainer or fitness instructor at health and fitness clubs, community organizations or other fitness facilities. Tuition \$5,568 (29 credits at \$192/credit*)
Practical Nurse (LPN)	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	10 month intensive certificate program held weekdays 4-10 PM starting in January. A limited number of clinical rotations may be planned for daytime hours. Completion of the program leads to a practical nurse certificate and entitles the graduate to sit for the National Counsel Licensing Examination for Practical Nurses (NCLEX-PN). 48 credits Tuition \$3000 In-District**, \$6500 Out-of-District, \$16,798 Out-of-State
Surgical Technologist	C. H. McCann Technical School <i>Post Secondary Program</i>	663-5383 ext. 181 Deborah Felix mccanntech.org	9-month certificate program held 8-2:45 starting September. Prepares students for the national board CST credential exam from the National Board of Surgical Technology and Surgical Assisting. Certification leads to employment in hospital-based operating room settings, outpatient surgical centers, maternity units, emergency rooms, central sterile reprocessing units, and in the medical sales field 40 credits Tuition \$500 in-district**/\$2500 out-of-district/\$16,798 out-of-state.

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ADDITIONAL RESOURCES

Need more information? -- Call the following or ask your social service, training or education provider:

TRAINING & SUPPORT	Key Agency to Call	Phone (413 ...)	OVERVIEW
Academic & Job Readiness Basic Skills	Adult Learning Center (Pittsfield)	499-9530	Free and confidential support for basic math, reading, communication, and job readiness skills Offered at Adult Literacy Providers throughout Berkshire County at no charge Small classrooms and/or one-on-one tutoring Strong partnerships and referrals to other free or low cost support agencies and services in the Berkshires
	Construct (Great Barrington)	528-1985	
	Literacy Network of South Berkshire (Lee)	243-0471	
	Literacy Volunteers of Berkshire County (Pittsfield)	499-9487	
	Northern Berkshire Adult Basic Education (Adams, North Adams, Williamstown)	662-5310	
	BCC's Adult Basic Education Program in South County	236-2174	
College Transition	Project Link at Berkshire Community College	236-2175	Free program for qualifying students who need to bring their skills up to college level. Includes academic help in English and math and additional support for transition to college
Computer Classes	Berkshire Athenaeum 1 Wendell Avenue, Pittsfield	499-9480 x202 to register	Free one session classes on computer basics, Online Job Searching, Excel. See also pittsfieldlibrary.org/computer lab

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TRAINING & SUPPORT	Key Agency to Call	Phone (413 ...)	OVERVIEW
Child Care	Child Care of the Berkshires 152 North St., Pittsfield; 210 State St., North Adams	443-0676 664-3256	Information regarding independently licensed family child care providers as well as additional resources and support for parents.
	New England Farm Worker's Council 141 North St., Suite 106, Pittsfield	236-5890 preschoolenrichmentteam.org	Provides day care vouchers for low-income parents seeking child care in Berkshire County. Hours: M-F 8:30-4:30
	Resources for Child Care 152 North St., Suite 230 Pittsfield	443-7830 Resourcesforchildcare.net	Financial assistance, referrals to licensed child care programs, customized referrals for families with children who have a disability or special need
Economic Independence Calculator	Crittenton Women's Union website	liveworkthrive.org/research_and_tools/economic_independence_calculator	Interactive tool to easily determine how much it costs for a specific family-type to live in any community in Massachusetts. Learn the real costs for housing, child care, health care, food and transportation.
Immigrant Support	Berkshire Immigrant Center	445-4881 Berkshireic.com	Resource and advocacy center for immigrants

The programs and services outlined in this Guide are subject to change at any time. It is recommended that anyone using this Guide contact the provider to be certain all information is up-to-date and correct.

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