

BERGEN COUNTY TECHNICAL SCHOOLS



Advanced Manufacturing
Business Administration &
Management (BAM), Hybrid
Cosmetology, Hybrid
Electrician
Heating, Air Conditioning,
Ventilation and
Refrigeration Maintenance
Technology/Technician
Plumbing Technology/
Plumber

ADULT & CONTINUING EDUCATION FULL-TIME PROGRAMS

2025-26

201.343.6000
ext. 2288 or 5503

[www.bergen.org/
AdultEd](http://www.bergen.org/AdultEd)

FULL-TIME PROGRAMS

SHORT TERM TRAINING-HIGH WAGE CAREERS

The Full-Time Programs offer the latest specialized, professional training for high-wage, high-demand occupations. Whether you are looking to upgrade your present skills, change your career, or are just starting out, our highly qualified, industry-certified instructors provide a practical, hands-on approach to training in fields where skilled employees are needed. For a fraction of the cost of a private training institution, all our Full-Time Programs include career counseling, job placement assistance, and access to state-of-the-art equipment to help you master marketable job skills. Financial aid is available for those who qualify (subject to federal regulations). The Bergen County Technical School District's reputation and strong connections with local industry enhance our students' opportunities for excellent job placement opportunities. Work-based learning programs are available in HVACR, Plumbing Technology/Plumber, Cosmetology (hybrid) and Advanced Manufacturing programs. Students may seek assistance from the Job Placement Specialist to secure appropriate work-based learning opportunities or find their own employers.

FULL-TIME PROGRAMS

Advanced Manufacturing

The Advanced Manufacturing program is designed to provide adult learners with foundational and practical skills in modern manufacturing technologies and processes. Participants will gain hands-on experience, technical knowledge, and industry-relevant competencies, preparing them for careers in high-demand manufacturing roles or helping them enhance their current skills for career advancement. This program explores the techniques and technologies used to design, produce, and optimize industrial products. It focuses on cutting-edge tools and methods that enhance production efficiency, product quality, and sustainability. Courses such as Milling 1 and Lathe 1 will require prior completion of the Fundamentals course, while the CNC CAD/CAM Introduction will require all three foundational courses. Students will have the opportunity to participate in the WBA/internship program during the final 192 hours (final eight weeks) of the program. Those who choose to participate and secure employment in a related field will attend the WBA four days a week and will attend school one day a week. Students who opt not to participate in the WBA will complete a capstone project instead.

1,200 hours (approximately 12 months)

Tuition: \$18,500.00*

*Cost of Industry Exams, Certifications, books, appropriate clothing, and personal tools are an additional expense to the student.

Business Administration and Management (BAM) (Hybrid)

The objective of the Business Administration and Management (BAM) hybrid program is to prepare students for a career in administrative management. In a mix of both in-person and remote participation, students will learn the skills necessary to thrive in today's business environment. From acing the interview process and developing office skills to successfully engaging with the public. This program will expand the existing knowledge students have of Microsoft, Google, and QuickBooks.

Our exciting and interactive Introduction to Cybersecurity allows students to obtain the knowledge and skills necessary to identify and prevent security risks.

The modular curriculum design provides consistency, interactive activity, critical thinking skills and practical application of the material covered. The three modules consist of:

- 1) Career Development, Introduction to Business, Business Ethics, Marketing and Management.
- 2) Computer Applications: Google and Microsoft, CompTIA Computer Fundamentals.
- 3) QuickBooks/Payroll Accounting.

Upon course completion, students can take a test for certifications in Microsoft, QuickBooks, and IT Fundamentals. These three certifications are foundations for success needed in today's global business environment.

Length: 700 hours (approximately 7 months)

Tuition: \$6,300.00*

*Cost of Certifications and Textbooks are not included.

**Articulation Agreement with Felician University:
Transfer up to 12 credits plus a tuition discount.

Students in each of the full-time programs will receive their theory and hands-on training in separate learning environments specific to their individual program. Classroom spaces contain technology such as SMART or Mimio Boards with sound systems, personal computers, whiteboards, teacher and student stations. Lab/Shop spaces contain instructional equipment such as Lab Volt and Hampden trainers, hand and power tools, as well as all necessary consumable supplies for each trade. In addition, students and faculty have access to our computer lab with printers located in our main building. Fax and phone service is also provided to students for the use of school business such as preparing resumes, scheduling interviews, etc.

www.bergen.org or call 201.343.6000 ext. 2288 or 2047

Cosmetology (Hybrid)

Location: B.C.T.S- Paramus (Affiliate Campus)
275 Pascack Rd., Paramus , NJ 07652
Room 104

The Cosmetology (Hybrid) program is a comprehensive 1,077-hour training course that combines online theoretical instruction with in-person hands-on practice. Students meet in-person Monday through Thursday, and remotely on Saturdays in a program that is designed to prepare them for licensure as professional cosmetologists. The hybrid format allows students to gain essential theoretical knowledge online while applying that knowledge through practical training in person. At the B.C.T.S-Paramus (Affiliate Campus), specialized classroom training incorporates the use of manikins, demonstrations, and live models during clinical services. The curriculum covers important topics, including professional ethics in cosmetology, chemistry related to cosmetology, anatomy, physiology, sanitation, sterilization, manicuring, pedicuring, and barbering, as well as state rules and regulations. Students enrolled in the cosmetology program have the opportunity to participate in the Work-Based Activity (WBA) internship program, which requires the completion of 500 hours of field experience over eight weeks. Students may see assistance from the Job Placement Specialist or can find their own employers. Participants will work four days a week and attend classes one day a week. For those who opt not to participate in the WBA, there is an alternative option to complete an in-class cumulative project, which will provide a similar experience to the fieldwork.

Length: 1077 Hours (approximately 15 months)

Tuition: \$18,000.00*

*Includes the Cosmetology Student Kit

*Cost of Industry Exams, Certifications, books, and appropriate clothing are an additional expense to the student.

Electrician

Take this first step towards a career in the electrical trades and get a head start in preparing for an Electrical Contracting License. Subjects covered include AC/DC theory, motors and motor controls, metering and test equipment, telecommunications, fire alarms and security systems, wiring materials and techniques, and conduit bending. Students also learn about hand and power tools, safety, blueprint reading and estimating, and construction math. All topics and proficiencies are covered in accordance with the National Electrical Code, and students will learn about new "green" technologies including both solar and wind power systems.

Length: 1200 Hours (approximately 12 months)

Tuition: \$18,500.00*

*Cost of Industry Exams, Certifications, books, appropriate clothing, personal tools and supplies are an additional expense to the student.

Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/ Technician (HVAC/R)

HVAC/R prepares students to install, maintain and repair equipment ranging from room air conditioners through central split systems to large complex food or drug storage refrigeration systems. Topics include: residential, commercial, institutional and industrial HVAC/R systems. Special skills will include soldering, brazing and piping, use of test equipment, hand and power tools; installation and servicing of electrical, refrigeration, comfort cooling, solar thermal and photovoltaic (PV) equipment. Fundamentals include layout and functional design of components including motors, controls, switches, gauges, wiring, harnesses, valves, pumps, coils, piping, condensers, compressors, and defrosting. Student projects will consist of hands-on installation of heating and cooling systems (including central and solar energy systems) before graduation. Students will have opportunities to sit for industrybased competency (HVAC Excellence/Employment Ready) and EPA-approved universal certification exams. Students are able to participate in the Work-Based Activity (WBA) internship program for 192 hours of fieldwork over a eight (8) week period. Students attend the WBA four (4) days a week and attend school one (1) day a week. Students who do not wish to participate in the WBA complete an in-class cumulative culminating project similar to the field experience.

Length: 1053 Hours (approximately 10 months)

Tuition: \$16,650.00*

*Cost of Industry Exams, Certifications, books, appropriate clothing, personal tools and supplies are an additional expense to the student.

Plumbing Technology/Plumber

This course is designed to prepare graduates for placement into the plumbing and heating industry, rapidly advancing to highly rewarding careers. Subjects include piping techniques, plumbing code, kitchen and bathroom rough-in, fixture installation, hot water and steam heating systems and various other residential and commercial plumbing applications. Repairs, drain cleaning and trouble-shooting are essential course components.

Students can participate in the Work-Based Activity (WBA) internship program for 192 hours of field over a eight (8) week period. Students attend the WBA four (4) days a week and attend school one (1) day a week. Students who do not wish to participate in the WBA complete an in-class cumulative culminating project similar to the field experience.

Length: 819 Hours (approximately 8 months)

Tuition: \$12,950.00*

*Cost of Industry Exams, Certifications, books, appropriate clothing, personal tools and supplies are an additional expense to the student.

FULL-TIME ADMISSIONS PROCESS CHECKLIST*

Bergen County Technical Schools Adult Education & Continuing Education Full-Time Program accepts applications on an open- enrollment basis. However, all programs have fixed start dates and will be closed once enrollment has reached its maximum capacity. It is critical that students receive advisement prior to registering for a course.

Procedures for Admissions

- 1. Attend an Information Session:** Information sessions are scheduled in-person at 190 Hackensack Ave. Hackensack, NJ 07601 on Wednesdays at 1:00 pm, and include program/school overview, tour of shops/classrooms and an opportunity to meet instructors. Walk-ins are welcome. Contact the Admissions Office (adultedadmissions@bergen.org or 201-343-6000 X 5503) if you have any questions or concerns regarding the information session.
 - 2. Submit a Completed Application Form:** Complete the school's application form (can be found at <https://www.bergen.org/Page/4914>) and return it to the admissions office. *Applications can be completed by being mailed to the institution, handed in-person, or e-mailed to the Admissions Counselor*
 - 3. Schedule a meeting with the Admissions Counselor:** Upon completion of the application, the admissions counselor will contact you to set up a meeting to complete your application, go over other necessary documentation required and next steps.
The following will be required to enroll:
 - a. High School Diploma or GED/HSE equivalency (*A college diploma, or 30 credits, from an institution in the U.S can be used in lieu of a high school diploma*)
 - b. Mantoux (TB) results from a doctor or local health department
 - c. Test of Adult Basic Education (TABE) test results if applicable (*Please note that a high school or HSE diploma outside of New Jersey, or a diploma issued in New Jersey prior to 2004, will require the prospective student to sit for a TABE exam)
 - d. \$100 non-refundable tuition deposit (cash, check, money order and Visa or Mastercard is accepted)
 - 4. Schedule an appointment with the Financial Aid Office:** A meeting with the Financial Aid Officer is necessary for all students enrolling in a program more than 600 hours. The Financial Aid Officer will reach out to you once your application is fully completed to schedule the appointment.
Prior to meeting with the Financial Aid Officer:
 - a) **Prepare Documentation:** To complete the FAFSA form, obtain the form labeled "Before Beginning a FAFSA- Documents Needed" from the admissions office
 - b) **Complete FAFSA Worksheet:** FAFSA worksheet can be obtained online at studentaid.gov or upon enrolling at BCTS
 - 5. Attend your scheduled orientation:** An orientation will be scheduled prior to the start of class at the Adult Education building. Students will be able to purchase books, complete necessary documentation and learn about rules and expectations.
- * If you are enrolling in school through a Government Agency, approval for school funding is required from the Agency's Counselor.



FULL-TIME PROGRAM INSTRUCTOR CREDENTIALS

We are very proud to say our instructors have years of practical experience as well as professional training and certifications in a wide range of fields. These experiences and trainings are brought to life each day and shared with our students through both academic and hands-on learning activities. Listed below are a some of the credentials our faculty hold.

Joseph Cuomo (Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician)

- NJ Master HVAC/R licensed
- Low pressure Black seal NJ licensed
- EPA Refrigerant handling licensed since 2000
- Certified Refrigerant handler and recovery of R-410a
- Automated Logic/ BMS HVAC System monitoring Training

Daniel DeSena (Electrician)

- New Jersey Teacher Certification, Teacher of Technical Occupations: Electrical Technology, 2004
- Licensed Electrical Contractor, New Jersey State Board of Electrical Contractors, 1996
- Credits earned in Business Management/Aviation, Private Pilot's License 1983, Daniel Webster College, Nashua, NH
- Credits earned in Aviation/General Studies, 1980, Florida Institute of Technology, Melbourne FL

Gretchen Foote (Business Administration and Management)

- BA, Bachelor of Arts, Major in School of Education, Saint Peter's University
- BA, Bachelor of Arts, Major in School of Business Administration with concentration in Criminal Justice, Saint Peter's University
- NJ Certified Teacher -Elementary Education
- Certified Long Distance Educator
- MOS Office Specialist Certified
- Quick Books Online Certified

John F. Gagliano (Advanced Manufacturing)

- BFA - Product/Industrial Design, Parsons School of Design, New York, 1994
- Bergen County Vocational Technical H.S. - Commercial Art/Photography, Hackensack, New Jersey
- Design Point Solutions | Solidworks Training, Clark, New Jersey

Raymond Krenc (Plumbing Technology/Plumber)

- OSHA 30 Construction, 2024
- Licensed Black Seal, 2024
- Licensed HVACR, 2015
- Licensed Master Plumber, 2014
- Passaic County and Vocational High School Plumbing program, 1992

Stephanie Leon (Cosmetology [Hybrid])

- Cosmetology and Licensed Cosmetologist/Teacher Training Program/ Barber/Shaving Training Program, Capri Institute, 1989
- Methods of Teaching, Creative Teaching and Curriculum Strategies, Montclair State University, 2004
- OSHA 10 Certified
- NJ State Board of Cosmetology Examiner
- Clairol Professional Hair Coloring & Logics Hair Color Certified
- Barber/Shaving Course Trainer

FULL-TIME PROGRAM GENERAL INFORMATION

Tuition:

We offer a monthly payment plan for our Full-time Adult program. Textbooks and costs associated with certification test-ing, state licensing, personal tools and appropriate clothing are not included in most courses. Self- paying, non-agency sponsored students may qualify for a 10% tuition reduction when paid in full by first week of class.

Financial Aid:

Grants may be available from the Department of Education and the Department of Labor, with some covering most, if not all, of the tuition for qualified students. In addition, the IRS offers the Hope Scholarship tax credit. If a balance remains, then students may apply for loans and/or payment plans.

Student Services:

All full-time students benefit from personalized support throughout their program. Our student counselor monitors academic progress and attendance, providing guidance to help students stay on track. Job placement assistance (placement not guaranteed), résumé writing, and interview preparation workshops are also available, along with access to support staff for any questions or concerns during your training. All students will also attend an orientation welcoming them to their program.

PROGRAM CAMPUSES

B.C.T.S Adult Education (Main Campus):

Location: 190 Hackensack Avenue in Hackensack

Programs:

- Advanced Manufacturing
- Business Administration and Management (BAM) Hybrid
- Electrician
- Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician
- Plumbing Technology/Plumber

Schedule:

Fall/Winter/Spring - Monday through Friday from 8:00 AM to 3:00 PM

Summer - Monday through Thursday from 8:00 AM to 3:00 PM

Business Administration and Management (BAM) Hybrid:

mix of in-person and remote participation

B.C.T.S- Paramus (Affiliate Campus):

Location: 275 Pascack Rd., Paramus - Room 104

Program:

- Cosmetology (Hybrid)

Schedule:

In-person Monday-Thursday from 5:00 PM to 9:00 PM;

Remote Saturday 8:00 AM- 12:00 PM

INFORMATION SESSIONS

Join us every Wednesday at 1pm at our main campus for an information session and tour of facilities.

Main Campus Location:

190 Hackensack Ave

Hackensack, NJ 07601

www.bergen.org or call 201.343.6000 ext. 2288 or 5503

MISSION STATEMENT

The Mission of the Bergen County Technical Schools Adult & Continuing Education Program is to provide county-based cost-efficient vocational and technical programs and services for post-secondary students. The actualization of this mission includes the following key components:

- Students will experience applied learning and teaching strategies utilizing appropriate and up-to-date specialized equipment and facilities.
- Programs will respond to regional economic needs and at minimum, permits graduates to pass national competency and licensure examinations.
- Students will be exposed to New Jersey Department of Education approved career-based educational programs and related work experiences and projects.
- Program goals are to provide for employment and/or continuing education after program completion.

Programs address the needs of general and special populations including disabled, gifted/talented, and at-risk post-secondary students through specific occupational programs.

VISION STATEMENT

Bergen County Technical Schools Adult & Continuing Education Program provides our students with the skills, training and work habits needed to succeed in technical fields of employment, taking into account each student's unique skills, abilities and interests. We accomplish this through the implementation of currently accepted industry practices, while also keeping an open mind to new technologies, instructional methodologies and community needs.



Howard Lerner, Ed.D.
Superintendent



Victor Lynch
Principal

HOW TO REQUEST A TRANSCRIPT*

Graduate /Current Student Bergen County Technical Schools Adult & Continuing Education Full-Time Program

To request and official or unofficial transcript please follow the instructions listed below:

A request may be made for two types of transcripts:

- 1) Unofficial Transcripts (copy that a student may request for his/her personal records)
- 2) Official Transcript (copy sent directly from the Bursar Office to employers/schools)

There are two options for requesting a transcript*:

Option 1: Complete Online Request Form -

<https://forms.gle/CY6kBMxDxmZ7abz59>

Option 2: In person, complete a Transcript Request Form.

Any questions contact the Bursar Office:

Telephone: 201-343 6000 Ext. 2408

Email Address: trakir@bergen.org

Office Hours:

Monday through Friday 8:00 am to 4:00 pm

*Transcripts are not issued for any student who has financial obligations to BCTS-Adult & Continuing Education.



190 HACKENSACK AVE.
ADULT EDUCATION BUILDING,
HACKENSACK, NJ 07601-6637

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