

Before You Start Class

New Yorkers have many training options. You can go to classes at the Department of Education, City University of New York (CUNY), public libraries, community organizations, Workforce1 Career Centers, and more. Visit www.nyc.gov/trainingguide or call 311 and ask about free and low-cost training.

You can save money and pick the best school by:

- ✓ **Comparing schools.** Consider different schools before deciding which one is right for you. Find out:
 - ✓ If the school is licensed by calling the Department of Education 212-643-4760
 - ✓ How long it takes for students to graduate, on average
 - ✓ What the graduation rate is
 - ✓ If the credits you get will transfer to other schools
- ✓ **Getting the class details.** Ask schools:
 - ✓ Do I have to take a placement test?
 - ✓ Are there any pre-requisites (other classes) I need to take before starting this class?
- ✓ **Considering the full costs.** Ask schools:
 - ✓ How much the class costs, including tuition, registration, books, supplies, and fees
 - ✓ Are there expenses not included in the class, that are necessary to get a job - for example: exams you must take and pass
 - ✓ What are the refund policies?
- ✓ **Finding out if training will get you get a job.**
 - ✓ Ask if the school has a work-study program where you can work part-time and gain experience
 - ✓ What percent of graduates found a job related to their training?
 - ✓ Ask to see a list of employers that hire graduates, call the graduates or businesses to confirm
 - ✓ Call businesses to ask their opinion of the school