

CERTIFICATIONS

NOTARY PUBLIC TRAINING COURSE

Dina Elardo

Stand out among the competition! Add to your resume and be an asset to your company by enhancing your credentials! The objective of the Notary Public training course is to educate individuals with the legal terminology, concepts and clauses contained in the framework of the NYS Notary booklet. A materials fee of \$48.00 is **payable to the instructor** the first night of class. Price includes study guide, practice exam, Notary Public Application and NYS exam schedule. Students are required to bring notebook and pen.

OFFERED:	Fall-1 Session	Monday, October 3, 2011	6:30-9:30 PM
	Spring-1 Session	Tuesday, March 27, 2012	6:30-9:30 PM
	Room 115	Resident Fee: \$20	Non-Resident Fee: \$25

NOTARY SIGNING AGENT COURSE

Dina Elardo

PRE-REQUISITE: You must be a NYS Notary or at least have attended and completed a Notary Public Training Course prior to taking this course. Discover a rewarding career as a Notary Signing Agent in the Lending Industry! Be your own boss either Part-Time or Full-Time! This course is designed to equip you with the essential skills you will need to properly perform Loan Document Signings. Topics covered include: document preparation; identifying documents in a loan packet and the various loan types; proper execution of documents; what is expected of the Signing Agent (your responsibilities and limitation thereof); lender lingo, identifying individuals; current industry trends; where and how to find work (Signing Companies will be provided as possible leads). *Tuition includes a full year placement on our website and full take home packet.*

A material fee of \$50.00 is payable to the instructor the first night of class.

OFFERED:	Fall-1 Session	Wednesday, October 5, 2011	6:30-9:30 PM
	Spring-1 Session	Wednesday, March 28, 2012	6:30-9:30 PM
	Room 115	Resident Fee: \$20	Non-Resident Fee: \$25



NYS COACHING

LEAF EDUCATIONAL SERVICES

Leaf Educational Services affords teachers and coaches a chance to further their educational experiences, as well as anyone who wishes to be able to attain the mandatory NYS Education Department's Coaching Certificate. *Packages available for early registration of three classes. **CPR/First Aid/AED Training available upon request for groups and private organizations. **Brochures available at the BHS Athletic Department Office and Continuing Education Office. Room assignment to be announced upon registration.**

OFFERED FALL 2011 SPRING 2012
DATES TO BE ANNOUNCED

TECHNIQUES OF COACHING (Sports Specific) (30 Course Hours—Coaching Internship Included)

Hours: 6:00-9:00 PM @ BHS

Cost: \$250.00 check made payable to Leaf Educational Services; Registration fee payable to Bethpage School District. Resident Fee: \$15.00 Non-Resident Fee: \$20.00

PHILOSOPHY AND PRINCIPLES OF COACHING (45 Course Hours)

John Franchi

Hours: 6:00-10:00 PM @ BHS

Cost: \$300.00 check made payable to Leaf Educational Services; Registration fee payable to Bethpage School District. Resident Fee: \$15.00 Non-Resident Fee: \$20.00

HEALTH SCIENCES APPLIED TO COACHING (45 Course Hours / CPR / AED / First Aid Included)

Hours: 6:00-9:00 PM @ BHS

Joe Killeen

Cost: \$325.00 check made payable to Leaf Educational Services; Registration fee payable to Bethpage School District. Resident Fee: \$15.00 Non-Resident Fee: \$20.00