



Family Residences and
Essential Enterprises, Inc.
Reach High | Achieve More

Training in Basic Office Skills



About the Program

Become a trained clerical employee. Our 10-week training program prepares people for a career in an office setting through a combination of classroom training, including a combination of classroom training and hands on experience in a professional environment.

- Available at FREE's Bethpage location 9AM-12PM
- Available at FREE's Brentwood location 2PM-5PM
- Classes are available Monday, Wednesday & Friday

Program Eligibility

- Must be OPWDD Eligible
- Must be enrolled in either SEMP, Pathways to Employment, ETP, or Prevocational Services
- Must have access to transportation to and from program

Exceptions may be made for those who don't qualify. Contact us for more information.

For More Information

Contact John Gallagher, Senior Director of Community Services

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