Highly Effective Office Assistant Certificate Program

An online learning program for CSEA-represented NYS employees

Application period:
July 26, 2019 – January 30, 2020

Courses available:
July 26, 2019 – January 31, 2020

Begin the Journey

The Partnership invites you to take advantage of this exciting career development opportunity.

The Highly Effective Office Assistant Program will help you identify strategies to take control of your daily work schedule and projects.

Register today and begin taking courses anytime you wish during this six-month program.

About the Highly Effective Office Assistant Certificate Program

- An online learning program to help employees enhance their administrative and clerical office skills.
- Employees must complete 18 required courses while achieving a passing grade of 70% or higher for each course in order to earn a certificate.
- Supervisory approval is not required for courses taken at home.

For technical support and questions, contact the Partnership at:
(518) 486-7814 or (800) 253-4332
or email: OnlineLearningHelp@nyascseapartnership.org

For additional information and to learn how to register online, visit:
www.nyascseapartnership.org