

# Administrative Skills Certificate Program

An online learning program for  
CSEA-represented NYS employees



Application period: December 1, 2015 - January 4, 2016

Courses available: December 1, 2015 - June 30, 2016

## Begin the Journey

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

The Administrative Skills Certificate Program is a self-directed way to learn new administrative or clerical job-related skills or refresh those you may have previously learned.

**NYS  
& CSEA  
Partnership**  
*for Education and Training*

## About the Administrative Skills Certificate Program

- An online learning program to help employees develop the critical job-related skills necessary for clerical, secretarial, and administrative employees to succeed in their careers
- Employees must complete 20 required courses and five elective 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@nyscseapartnership.org](mailto:OnlineLearningHelp@nyscseapartnership.org)

For additional information or to learn how to  
register online, visit: [www.nyscseapartnership.org](http://www.nyscseapartnership.org)