

SKILLS FOR SUCCESS

Courses for CSEA-represented Employees

CSEA Central Region 5 - Fall 2015

Masonry Basics (SLMS Class Code: P_OE_R5_3495)

October 1, 2015 • 9:00 am - 4:30 pm • SUNY Oswego • Oswego

Masonry Advanced (SLMS Class Code: P_OE_R5_3493)

October 8 & 9, 2015 • 9:00 am - 4:30 pm • SUNY Binghamton • Binghamton

Customer Service (SLMS Class Code: P_OE_R5_3511)

October 9, 2015 • 9:00 am - 4:30 pm • Dulles State Office Building • Watertown

The Organized Office Worker (SLMS Class Code: P_OE_R5_3519)

October 15, 2015 • 9:00 am - 4:30 pm • SUNY Canton • Canton

Workplace Social Skills (SLMS Class Code: P_OE_R5_3527)

October 19, 2015 • 9:00 am - 4:30 pm • SUNY Oneonta • Oneonta

Dealing with Difficult Behaviors (SLMS Class Code: P_OE_R5_3498)

October 20, 2015 • 9:00 am - 4:30 pm • Elmira Psychiatric Center • Elmira

Conversational Spanish (SLMS Class Code: P_OE_R5_3532)

Oct. 20, 27; Nov. 10, 17, 24 & Dec. 1, 2015 • 9:00 am - 4:30 pm • State Office Building • Utica

Blueprint Reading Fundamentals (SLMS Class Code: P_OE_R5_3523)

October 26 & 27, 2015 • 9:00 am - 4:30 pm • CSEA Central Region Office • East Syracuse

Electricity Advanced (SLMS Class Code: P_OE_R5_3533)

October 29 & 30, 2015 • 9:00 am - 4:30 pm • Utica State Office Building • Utica

Electricity Basics (SLMS Class Code: P_OE_R5_3517)

November 2, 2015 • 9:00 am - 4:30 pm • SUNY Binghamton • Binghamton

Basic Writing - A Creative Approach: Level 1 (SLMS Class Code: P_OE_R5_3494)

Nov. 2, 9, 16 & 23, 2015 • 9:00 am - 4:30 pm • Greater Binghamton Health Center • Binghamton

- See reverse side for additional courses -

SKILLS FOR SUCCESS

Courses for CSEA-represented Employees

CSEA Central Region 5 - Fall 2015

The Organized Office Worker (SLMS Class Code: P_OE_R5_3534)

November 3, 2015 • 9:00 am - 4:30 pm • Utica State Office Building • Utica

Computer Basics (SLMS Class Code: P_OE_R5_3516)

November 12, 2015 • 9:00 am - 4:30 pm • SUNY Binghamton • Binghamton

Small Engine Basics (SLMS Class Code: P_OE_R5_3518)

November 19 & 20, 2015 • 9:00 am - 4:30 pm • SUNY Binghamton • Binghamton

NOTE: Course registration deadlines are three weeks before the first day of the course. If you register for a course and do not receive a notification 10 days before the course is scheduled, please call the Partnership at (518) 486-7814 or (800) 253-4332.



SKILLS FOR SUCCESS APPLICATION FORM

APPLICANT INFORMATION

Directions for completing this form are on the next page. Please type or print.

Name

Identification Number:

New York State Government Employees, please provide your employee identification number (NYS EMPLID is 9 characters long, begins with "N," and can be found on your paystub, located to the left of "Pay Rate").

NYS EMPLID: N _____

Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees, please provide your CSEA ID (The CSEA ID is 10 characters long and can be found on your CSEA membership ID card).

CSEA ID: _____

Negotiating Unit

New York State Government Employees (circle one):

- 02** = Administrative Services Unit (ASU)
- 03** = Operational Services Unit (OSU)
- 04** = Institutional Services Unit (ISU)
- 05** = Professional, Scientific & Technical (PS&T)*
- 06** = Management/Confidential (M/C)*
- 47** = Division of Military & Naval Affairs (DMNA)
- Other** _____

* Select PS&T and M/C employees are eligible to attend *Skills for Success* classes in limited course categories. See #4 on reverse side of this application form for more details.

– **OR** –

Local Government, School Districts, State Authorities, or Private Sector CSEA-represented Employees (circle NS):

NS = Non-state CSEA-represented

Current Job Title

Grade

Name of Agency or Organization

Facility

Daytime Phone ()

Email Address

Reasonable Accommodation: Please check if you have a disability that requires a reasonable accommodation to participate in *Skills for Success* courses. A Partnership staff member will contact you for further information.

COURSE INFORMATION

Course Title	Course Date	SLMS Class Code
1.		
2.		
3.		
4.		

IMPORTANT NOTICE

If you enroll for a course and do not receive a notification 10 days before the course is scheduled, please call the Partnership at (518) 486-7814 or, for areas outside the Capital Region, call (800) 253-4332.

SUPERVISOR'S APPROVAL

By signing this application I agree to grant this employee release time, without charge to leave credits, to attend the entire course(s).

Supervisor's Name and Job Title (Print or Type)	Supervisor's Signature	
Supervisor's Email	Supervisor's Phone Number	Date

Please fax application to (518) 486-1989 or (518) 473-0056 or mail to:
 NYS & CSEA Partnership • Corporate Plaza East – Suite 502 • 240 Washington Ave. Ext. • Albany, NY 12203

NOTE: Course registration deadlines are three weeks before the first day of the course.

DIRECTIONS FOR COMPLETING APPLICATION FORM

1. Please type or print legibly.
2. Complete each line of the form. Incomplete or incorrectly completed forms may require us to return your application to you for completion or correction.
3. Enter your Employee Identification Number.
4. Negotiating Unit – Employees are eligible to attend *Skills for Success* if they are:
A CSEA-represented New York State (NYS) employees in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units.

- OR -

A NYS employee (previously in the ASU/02) serving a probationary period in a transition title or traineeship (MC/06 or PS&T/05) supported by the Partnership may attend courses in the interpersonal communication, math skills, work management, and writing skills categories.

- OR -

A NYS employee in a Management/Confidential (MC/06) clerical or secretarial title may attend courses, as space permits, in the interpersonal communication, math skills, work management, and writing skills categories.

- OR -

CSEA-represented employees working in local government, school districts, state authorities, or the private sector, as space permits.

Please circle the correct bargaining unit if you are a NYS government employee.

Please circle "NS" if you are working in local government, school districts, state authorities, or the private sector.

5. Specify the name of your agency or local government or private sector organization (for example, Office of Mental Health or City of Syracuse) and your facility name (for example, Rockland Psychiatric Center or Town of Colonie Parks Department), if applicable.
6. Please include your email address.
7. If you are a person with a disability and require a reasonable accommodation to participate in a class, check the box provided and a Partnership staff member will contact you.
8. **Applications must be signed and dated by your supervisor** if the class occurs during your regular work hours. If you are accepted into a class, please notify your supervisor. Do not attend the class unless you receive notification.

NOTE: If you do not receive a notification 10 days before the class is scheduled, please call the Partnership at (518) 486-7814 or, for areas outside the Capital Region, call (800) 253-4332.

9. Mail or fax your application to:

NYS & CSEA Partnership for Education and Training

Corporate Plaza East - Suite 502
240 Washington Avenue Extension
Albany, New York 12203

Fax Numbers: (518) 486-1989 or (518) 473-0056