### Schedule of Classes by CSEA Region

#### Long Island - Region 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Title</th>
<th>Class Code</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February 12, 2020</strong></td>
<td>Microsoft Excel 2016 Basics</td>
<td>P.OE.R1.5013</td>
<td>Long Island DDSO</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hauppauge</td>
<td></td>
</tr>
<tr>
<td><strong>March 10 &amp; 11, 2020</strong></td>
<td>Electricity Advanced</td>
<td>P.OE.R1.5077</td>
<td>Connetquot River State Park</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Preserve</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Oakdale</td>
<td></td>
</tr>
<tr>
<td><strong>March 18, 2020</strong></td>
<td>Practical Skills for Resolving</td>
<td>P.OE.R1.5075</td>
<td>Perry B. Duryea Jr. State Office</td>
<td>9:00 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Conflict</td>
<td></td>
<td>Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hauppauge</td>
<td></td>
</tr>
<tr>
<td><strong>March 30 &amp; 31, 2020</strong></td>
<td>Blueprint Reading Fundamentals</td>
<td>P.OE.R1.5018</td>
<td>Pilgrim Psychiatric Center</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>West Brentwood</td>
<td></td>
</tr>
<tr>
<td><strong>April 8, 2020</strong></td>
<td>Air Conditioning and Refrigeration Basics</td>
<td>P.OE.R1.5042</td>
<td>Long Island State</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Veterans Home</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Stony Brook</td>
<td></td>
</tr>
<tr>
<td><strong>April 8 &amp; 9, 2020</strong></td>
<td>Small Engine Basics</td>
<td>P.OE.R1.5078</td>
<td>Planting Fields Arboretum</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Oyster Bay</td>
<td></td>
</tr>
<tr>
<td><strong>April 15, 2020</strong></td>
<td>The Organized Office Worker</td>
<td>P.OE.R1.5004</td>
<td>Perry B. Duryea Jr. State Office</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hauppauge</td>
<td></td>
</tr>
<tr>
<td><strong>April 29, 2020</strong></td>
<td>Customer Service</td>
<td>P.OE.R1.5076</td>
<td>Planting Fields Arboretum</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Oyster Bay</td>
<td></td>
</tr>
<tr>
<td><strong>May 7, 2020</strong></td>
<td>Plumbing Basics</td>
<td>P.OE.R1.5019</td>
<td>Pilgrim Psychiatric Center</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>West Brentwood</td>
<td></td>
</tr>
<tr>
<td><strong>May 7, 2020</strong></td>
<td>Microsoft Excel 2016 Intermediate</td>
<td>P.OE.R1.5011</td>
<td>Long Island DDSO</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hauppauge</td>
<td></td>
</tr>
<tr>
<td><strong>May 19, 20 &amp; 21, 2020</strong></td>
<td>Aspiring Leaders</td>
<td>P.OE.R1.5010</td>
<td>Long Island DDSO</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hauppauge</td>
<td></td>
</tr>
</tbody>
</table>
Schedule of Classes by CSEA Region

Metropolitan - Region 2

February 4, 11, 18, 25; March 3 & 10, 2020
*Focus on Pronunciation: Level 1*
Class Code: P_OE_R2_5003
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

February 12, 2020
*Microsoft Word 2016 Basics*
Class Code: P_OE_R2_5012
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

February 26, 2020
*Customer Service*
Class Code: P_OE_R2_5025
Department of Financial Services
New York
9:00 a.m. - 4:30 p.m.

March 4, 2020
*Successful Business Writing*
Class Code: P_OE_R2_5026
Department of Financial Services
Manhattan
9:00 a.m. - 4:30 p.m.

March 17, 2020
*The Organized Office Worker*
Class Code: P_OE_R2_5002
CSEA Metropolitan Region Office
Manhattan
9:00 a.m. - 4:30 p.m.

March 17, 24, 31; April 14, 21, 28; May 5, 12, 19, 26; June 2, 9, 16 & 23, 2020
*Reading Comprehension*
Class Code: P_OE_R2_5008
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

March 18 & 19, 2020
*Plumbing Advanced*
Class Code: P_OE_R2_5091
Riverbank State Park
Manhattan
Day 1 - 9:00 a.m. - 4:30 p.m.
Day 2 - 8:00 a.m. - 3:30 p.m.

March 18, 25; April 1, 15, 22 & 29, 2020
*Math Refresher*
Class Code: P_OE_R2_5009
Consortium for Worker Education
Manhattan
9:00 a.m. - 4:30 p.m.

March 31, 2020
*Feedback: Making it Effective*
Class Code: P_OE_R2_5048
Department of Taxation and Finance
Brooklyn
9:00 a.m. - 4:30 p.m.

April 1, 2020
*Customer Service*
Class Code: P_OE_R2_5089
Workers' Compensation Board
Queens
9:00 a.m. - 4:30 p.m.

April 9, 2020
*Writing Effective Reports and Evaluation*
Class Code: P_OE_R2_5027
Department of Financial Services
Manhattan
9:00 a.m. - 4:30 p.m.

April 9, 16, 23 & 30, 2020
*Basic Writing - A Creative Approach: Level 1*
Class Code: P_OE_R2_5105
Division of Human Rights
Bronx
9:00 a.m. - 4:30 p.m.

April 14, 2020
*Carpentry Basics*
Class Code: P_OE_R2_5090
Riverbank State Park
Manhattan
9:00 a.m. - 4:30 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Course Name</th>
<th>Class Code</th>
<th>Location</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 21, 2020</td>
<td>Microsoft PowerPoint 2013 Basics</td>
<td>P_OE_R2_5007</td>
<td>Manhattan</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>April 28, May 5, 12, 19; June 2 &amp; 9, 2020</td>
<td>Focus on Pronunciation: Level 2</td>
<td>P_OE_R2_5006</td>
<td>Manhattan</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>March 25, 2020</td>
<td>Influencing with Confidence</td>
<td>P_OE_R3_5058</td>
<td>Hudson Valley DDSO</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>March 25 &amp; 26, 2020</td>
<td>Electricity Advanced</td>
<td>P_OE_R3_5015</td>
<td>Sterling Forest State Park</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>April 3, 2020</td>
<td>Plumbing Basics</td>
<td>P_OE_R3_5037</td>
<td>Sullivan Correctional Facility</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>April 15, 2020</td>
<td>Customer Service</td>
<td>P_OE_R3_5057</td>
<td>Hudson Valley DDSO</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>April 28 &amp; 29, 2020</td>
<td>Masonry Advanced</td>
<td>P_OE_R3_5016</td>
<td>Sterling Forest State Park</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>April 30, 2020</td>
<td>Writing and Editing Skills for Supervisors</td>
<td>P_OE_R3_5116</td>
<td>Eleanor Roosevelt State Office</td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
</tbody>
</table>
Schedule of Classes by CSEA Region

Southern - Region 3 cont.

May 12 & 13, 2020
Small Engine Basics
Class Code: P_OE_R3_5117
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

May 14, 2020
Effective Problem Solving
Class Code: P_OE_R3_5118
Sterling Forest State Park
Tuxedo
9:00 a.m. - 4:30 p.m.

May 26, 2020
Carpentry Basics
Class Code: P_OE_R3_5035
Sullivan Correctional Facility
Fallenburg
9:00 a.m. - 4:30 p.m.

Capital - Region 4

February 18, 2020
Microsoft Word 2016 Basics
Class Code: P_OE_R4_5072
Department of Labor
Albany
9:00 a.m. - 4:30 p.m.

February 26, 2019
Customer Service
Class Code: P_OE_R4_5036
Department of Taxation and
Finance
Latham
9:00 a.m. - 4:30 p.m.

February 26 & 27, 2020
Blueprint Reading Fundamentals
Class Code: P_OE_R4_5021
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

February 27, 2020
Computer Ergonomics
Assessor Training
Class Code: P_OE_R4_5034
Capital District Psychiatric Center
Albany
1:00 p.m. - 4:45 p.m.
March 4, 11, 18, 25; April 1, 22, 29; May 6, 13, 20, 27; June 3, 10 & 17, 2020
*Reading Comprehension*
Class Code: P_OE_R4_5000
CSEA WORK Institute
Latham
9:15 a.m. - 4:45 p.m.

March 11, 2020
*The Organized Office Worker*
Class Code: P_OE_R4_5046
Office of Alcoholism and Substance Abuse Services
Albany
9:00 a.m. - 4:30 p.m.

March 12, 2020
*Microsoft Word 2016 Basics*
Class Code: P_OE_R4_5073
Department of Labor
Albany
9:00 a.m. - 4:30 p.m.

March 17, 2020
*Successful Business Writing*
Class Code: P_OE_R4_5059
Capital District DDSO
Schenectady
9:00 a.m. - 4:30 p.m.

April 15 & 16, 2020
*Small Engine Basics*
Class Code: P_OE_R4_5045
Department of Environmental Conservation
Ray Brook
9:00 a.m. - 4:30 p.m.

April 16, 2020
*Effective Problem Solving*
Class Code: P_OE_R4_5022
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

April 22, 2020
*Chainsaw Safety Awareness*
Class Code: P_OE_R4_5014
Department of Environmental Conservation
Ray Brook
1:00 p.m. - 4:30 p.m.

April 23, 2020
*Customer Service*
Class Code: P_OE_R4_5020
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

April 30, 2020
*Microsoft Excel 2016 Basics*
Class Code: P_OE_R4_5074
Department of Labor
Albany
9:00 a.m. - 4:30 p.m.

May 1, 8, 15, 22, 29 & June 5, 2020
*Conversational Spanish*
Class Code: P_OE_R4_5005
Peebles Island State Park
Waterford
9:00 a.m. - 4:30 p.m.

May 6, 2020
*Successful Business Writing*
Class Code: P_OE_R4_5047
Office of Alcoholism and Substance Abuse Services
Albany
9:00 a.m. - 4:30 p.m.

May 7, 2020
*Energy Conservation: Alternative Technologies and Sustainability*
Class Code: P_OE_R4_5017
Grafton Lakes State Park
Cropseyville
9:00 a.m. - 4:30 p.m.

May 7, 2020
*The Organized Office Worker*
Class Code: P_OE_R4_5023
Saratoga Spa State Park
Saratoga Springs
9:00 a.m. - 4:30 p.m.

May 7, 14, 21, 28; June 4 & 11, 2020
*Math Refresher*
Class Code: P_OE_R4_5001
CSEA WORK Institute
Latham
9:15 a.m. - 4:45 p.m.
### Schedule of Classes by CSEA Region

#### Capital - Region 4 cont.

- **May 14 & 15, 2020**
  - *Air Conditioning and Refrigeration Advanced*
  - **Class Code: P_OE_R4_5024**
  - Harriman State Office Campus
  - Albany
  - 9:00 a.m. - 4:30 p.m.

- **May 18 & 19, 2020**
  - *Masonry Advanced*
  - **Class Code: P_OE_R4_5071**
  - Capital District DDSO
  - Schenectady
  - 9:00 a.m. - 4:30 p.m.

#### Central - Region 5

- **February 25, 2020**
  - *Electricity Basics*
  - **Class Code: P_OE_R5_5029**
  - Central New York DDSO
  - North Syracuse
  - 9:00 a.m. - 4:30 p.m.

- **March 4, 2020**
  - *Microsoft Word 2016 Basics*
  - **Class Code: P_OE_R5_5030**
  - Central New York DDSO
  - North Syracuse
  - 9:00 a.m. - 4:30 p.m.

- **March 4, 2020**
  - *Microsoft Word 2016 Basics*
  - **Class Code: P_OE_R5_5044**
  - SUNY Binghamton
  - Binghamton
  - 9:00 a.m. - 4:30 p.m.

- **March 5, 2020**
  - *Successful Business Writing*
  - **Class Code: P_OE_R5_5070**
  - Central New York DDSO
  - Rome
  - 9:00 a.m. - 4:30 p.m.

- **March 31, 2020**
  - *Air Conditioning and Refrigeration Basics*
  - **Class Code: P_OE_R5_5094**
  - SUNY Oswego
  - Oswego
  - 9:00 a.m. - 4:30 p.m.

- **April 8, 2020**
  - *The Organized Office Worker*
  - **Class Code: P_OE_R5_5031**
  - Central New York DDSO
  - North Syracuse
  - 9:00 a.m. - 4:30 p.m.

- **April 8, 2020**
  - *Successful Business Writing*
  - **Class Code: P_OE_R5_5039**
  - SUNY Binghamton
  - Binghamton
  - 9:00 a.m. - 4:30 p.m.

- **April 21, 2020**
  - *The Organized Office Worker*
  - **Class Code: P_OE_R5_5038**
  - SUNY Binghamton
  - Binghamton
  - 9:00 a.m. - 4:30 p.m.

- **April 28, 2020**
  - *Effective Problem Solving*
  - **Class Code: P_OE_R5_5032**
  - Central New York DDSO
  - North Syracuse
  - 9:00 a.m. - 4:30 p.m.

- **May 5, 2020**
  - *Customer Service*
  - **Class Code: P_OE_R5_5041**
  - SUNY Binghamton
  - Binghamton
  - 9:00 a.m. - 4:30 p.m.

- **May 6, 2020**
  - *Customer Service*
  - **Class Code: P_OE_R5_5033**
  - Central New York DDSO
  - North Syracuse
  - 9:00 a.m. - 4:30 p.m.

- **May 6 & 7, 2020**
  - *Carpentry Advanced*
  - **Class Code: P_OE_R5_5028**
  - Robert H. Treman State Park
  - Ithaca
  - 9:00 a.m. - 4:30 p.m.
## Schedule of Classes by CSEA Region

### Central - Region 5 cont.

- **May 6 & 7, 2020**  
  **Small Engine Basics**  
  Class Code: P_OE_R5_5096  
  Green Lakes State Park  
  Fayetteville  
  9:00 a.m. - 4:30 p.m.

- **May 8, 15, 22, 29; June 5 & 12, 2020**  
  **Focus on Pronunciation: Level 1**  
  Class Code: P_OE_R5_5063  
  Central New York DDSO  
  Rome  
  9:00 a.m. - 4:30 p.m.

- **June 16, 17 & 18, 2020**  
  **Aspiring Leaders**  
  Class Code: P_OE_R5_5043  
  Watertown Correctional Facility  
  Watertown  
  9:00 a.m. - 4:30 p.m.

### Western - Region 6

- **February 20, 2020**  
  **Electricity Basics**  
  Class Code: P_OE_R6_5061  
  Western New York DDSO  
  West Seneca  
  9:00 a.m. - 4:30 p.m.

- **March 24, 2020**  
  **Successful Business Writing**  
  Class Code: P_OE_R6_5069  
  SUNY Buffalo  
  Buffalo  
  9:00 a.m. - 4:30 p.m.

- **April 7, 2020**  
  **Customer Service**  
  Class Code: P_OE_R6_5093  
  Department of Transportation  
  Rochester  
  9:00 a.m. - 4:30 p.m.

- **April 21, 2020**  
  **The Organized Office Worker**  
  Class Code: P_OE_R6_5062  
  Western New York DDSO  
  West Seneca  
  9:00 a.m. - 4:30 p.m.

- **April 28, 2020**  
  **Microsoft Word 2016 Basics**  
  Class Code: P_OE_R6_5066  
  Department of Transportation  
  Rochester  
  9:00 a.m. - 4:30 p.m.

- **April 29 & 30, 2020**  
  **Small Engine Basics**  
  Class Code: P_OE_R6_5068  
  SUNY Buffalo  
  Buffalo  
  9:00 a.m. - 4:30 p.m.

- **May 4, 2020**  
  **Energy Conservation: Alternative Technologies and Sustainability**  
  Class Code: P_OE_R6_5119  
  De Veaux Woods State Park  
  Niagara Falls  
  9:00 a.m. - 4:30 p.m.

- **May 5, 2020**  
  **Masonry Basics**  
  Class Code: P_OE_R6_5092  
  SUNY Geneseo  
  Geneseo  
  9:00 a.m. - 4:30 p.m.

- **May 7, 2020**  
  **The Organized Office Worker**  
  Class Code: P_OE_R6_5064  
  Rochester Psychiatric Center  
  Rochester  
  9:00 a.m. - 4:30 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Western - Region 6 cont.</strong></td>
<td></td>
</tr>
<tr>
<td>May 7, 2020</td>
<td><strong>Air Conditioning and Refrigeration Basics</strong></td>
</tr>
<tr>
<td></td>
<td>Class Code: P_OE_R6_5115</td>
</tr>
<tr>
<td></td>
<td>Finger Lakes DDSO</td>
</tr>
<tr>
<td></td>
<td>Rochester</td>
</tr>
<tr>
<td></td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>May 12, 2020</td>
<td><strong>Microsoft Word 2016 Basics</strong></td>
</tr>
<tr>
<td></td>
<td>Class Code: P_OE_R6_5060</td>
</tr>
<tr>
<td></td>
<td>Western New York DDSO</td>
</tr>
<tr>
<td></td>
<td>West Seneca</td>
</tr>
<tr>
<td></td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>May 19, 2020</td>
<td><strong>Customer Service</strong></td>
</tr>
<tr>
<td></td>
<td>Class Code: P_OE_R6_5067</td>
</tr>
<tr>
<td></td>
<td>SUNY Buffalo</td>
</tr>
<tr>
<td></td>
<td>Buffalo</td>
</tr>
<tr>
<td></td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>May 21, 2020</td>
<td><strong>Successful Business Writing</strong></td>
</tr>
<tr>
<td></td>
<td>Class Code: P_OE_R6_5065</td>
</tr>
<tr>
<td></td>
<td>Rochester Psychiatric Center</td>
</tr>
<tr>
<td></td>
<td>Rochester</td>
</tr>
<tr>
<td></td>
<td>9:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td><strong>Statewide</strong></td>
<td></td>
</tr>
<tr>
<td>February 11, 2020</td>
<td><strong>Professional Email that Gets Results</strong></td>
</tr>
<tr>
<td></td>
<td>Class Code: P_OE_R7_5099</td>
</tr>
<tr>
<td></td>
<td>Webinar</td>
</tr>
<tr>
<td></td>
<td>10:00 a.m. - 11:00 a.m.</td>
</tr>
<tr>
<td>February 19, 2020</td>
<td><strong>Microsoft Outlook 2016: Working with Calendars</strong></td>
</tr>
<tr>
<td></td>
<td>Class Code: P_OE_R7_5098</td>
</tr>
<tr>
<td></td>
<td>Webinar</td>
</tr>
<tr>
<td></td>
<td>3:00 p.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>February 20, 2020</td>
<td><strong>Take Control of Your Time</strong></td>
</tr>
<tr>
<td></td>
<td>Class Code: P_OE_R7_5112</td>
</tr>
<tr>
<td></td>
<td>Webinar</td>
</tr>
<tr>
<td></td>
<td>3:00 p.m. - 4:00 p.m.</td>
</tr>
</tbody>
</table>
February 25, 2020
Professionalism in the Digital Age
Class Code: P_OE_R7_5108
Webinar
1:00 p.m. - 2:00 p.m.

February 26, 2020
Preventing Slips, Trips, and Falls for the Outdoor Worker
Class Code: P_OE_R7_5109
Webinar
10:00 a.m. - 11:00 a.m.

February 27, 2020
Emotional Intelligence in Customer Relations
Class Code: P_OE_R7_5106
Webinar
1:00 p.m. - 2:00 p.m.

March 3, 2020
Expanding Your Vocabulary
Class Code: P_OE_R7_5114
Webinar
1:00 p.m. - 2:00 p.m.

March 11, 2020
Designing Dynamic Presentations
Class Code: P_OE_R7_5097
Webinar
10:00 a.m. - 11:00 a.m.

March 19, 2020
Financing Your Education
Class Code: P_OE_R7_5100
Webinar
10:00 a.m. - 11:00 a.m.

March 24, 2020
Managing Stress in Customer Relations
Class Code: P_OE_R7_5107
Webinar
1:00 p.m. - 2:00 p.m.

April 2, 2020
Introduction to Critical Thinking
Class Code: P_OE_R7_5110
Webinar
10:00 a.m. - 11:00 a.m.

April 7, 2020
Merit System: Transfers
Class Code: P_OE_R7_5101
Webinar
7:00 a.m. - 8:00 a.m.

April 15, 2020
Using the Tuition Benefits Program
Class Code: P_OE_R7_5104
Webinar
10:00 a.m. - 11:30 a.m.

April 23, 2020
Protect Your Identity
Class Code: P_OE_R7_5103
Webinar
1:00 p.m. - 2:00 p.m.

May 5, 2020
Preparing for a Civil Service Exam
Class Code: P_OE_R7_5102
Webinar
10:00 a.m. - 11:00 a.m.

May 21, 2020
Essentials of Report Writing
Class Code: P_OE_R7_5113
Webinar
1:00 p.m. - 2:00 p.m.

May 27, 2020
Problem Solving - A Six Step Process
Class Code: P_OE_R7_5111
Webinar
10:00 a.m. - 11:00 a.m.
SLMS: Getting Started Enrolling in Partnership Classes

STATEWIDE LEARNING MANAGEMENT SYSTEM

A. LOG IN

Non-SUNY Employees:
1. Go to the SLMS login web page (to do so type https://nyslearn.ny.gov in your browser’s address bar).
2. Click on SLMS Login button at the top of the screen.
3. Click in Username box and type your SLMS username.
4. Click in the Password box and type your SLMS password.

Tip: Non-SUNY employees – You can get your username and password using the “Forgot my Username” and/or “Forgot my Password” links on the login page.

SUNY Employees:
1. Go to the SUNY portal site (www.suny.edu).
2. Click System.SUNY.edu link at the top right.
3. Click SUNY Portal under Employee Resources.
4. The SUNY Secure Sign On box will appear. Select your campus and click Login button.
5. Type the ID/Username and Password for the account requested on the screen and click Login. Then click on E-Business Services and SLMS.

Tip: SUNY employees – Contact your campus help desk for your username and password.

B. SEARCH THE CATALOG
1. Click on the Find Learning link.
2. Click in the Search by keyword box and type in part of the class name or class code (e.g., “stress”) you wish to find.
3. Click on the Search ( ) button.
4. A list of the classes that have this word (or code) in the title or description will appear.

C. ENROLL IN A PARTNERSHIP CLASS
1. Locate the class that you wish to enroll in using Find Learning.
2. To view dates, times, and training site of the class, click Class Code link; Schedule link; and the link under Location. Click Close when finished.
3. Next, click on the Enroll Now button to the right of the class code.
4. Click on Submit Enrollment to confirm your enrollment.

Need further assistance? Email learning@nysceapartnership.org or call (800) 253-4332.
D. CHECK YOUR SCHEDULED LEARNING AND PROGRESS

1. Click on the My Learning link on the home page.
2. A list of all the classes and programs that you are scheduled to take (or are waiting for approval to take) will appear.
3. If you have many items listed you may need to click View All or the Show Next Row arrow at the top of the screen.
4. You can click on the title of a class or program to see more information about it.

Tip: If you know your supervisor has approved your request, but your status still appears as Pending Approval, it is because the Partnership must now approve your request. This is done approximately three weeks prior to the course date.

E. DROP A COURSE

1. Go to your My Learning page.
2. Locate the class/program you wish to drop, then click on the Drop button next to its name, and then Drop again.
3. If a manager or administrator enrolled you in the class, you will have to contact that person to drop it for you.

Tip: If you sent an application to the Partnership to be enrolled but now wish to drop your enrollment, call the Partnership at (800) 253-4332 or (518) 486-7814.

F. UPDATE YOUR EMAIL ADDRESS

1. Click on Main Menu, then Self Service.
2. Click on Personal Information Home.
3. Locate the Email Addresses area.
4. Click on the Update Email Addresses button.
5. Click Add an Email Address. From Email Type dropdown, choose Home or Other, do not check box for primary, as any changes made to the primary email address are over-written regularly by the Human Resources uploads.
6. Click Save.

G. PRINT YOUR CERTIFICATE

1. Go to your My Learning area.
2. Locate a completed class/program.
3. Click on the Print Certificate button next to its name.

Tip: On many pages you will see a Return to Previous Page link. It is recommended to use this rather than your browser’s Back button.

Need further assistance? Email learning@nyscseapartnership.org or call (800) 253-4332.
**APPLICANT INFORMATION**

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

**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 select course categories. See #2 on the reverse side for more details.

- OR -

Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here ☐.

**Reasonable Accommodation:** All participants are welcome. If you have a disability and need an accommodation, check here ☐. A Partnership staff member will contact you for further information.

**Current Job Title**

<table>
<thead>
<tr>
<th>Current Job Title</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Agency or Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
</tr>
</tbody>
</table>

**Day Phone ( )**

<table>
<thead>
<tr>
<th>Email Address (Must provide at least one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home:</td>
</tr>
</tbody>
</table>

**Work:**

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date(s)</th>
<th>SLMS Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUPERVISOR APPROVAL**

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

<table>
<thead>
<tr>
<th>Supervisor Name (Print or Type)</th>
<th>Supervisor Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Email</th>
<th>Supervisor Phone Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fax application to: (518) 485-1989 or (518) 473-0056 or mail to:


NOTE: Course registration deadlines are approximately three weeks before the first day of the course.
Directions for Completing Application Form

1. Please type or print legibly and complete entire application.

2. Negotiating Unit – Employees are eligible to attend Skills for Success if they are:

   A CSEA-represented New York State employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units.

   - OR -

   A New York State 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 New York State employee in a Management/Confidential (MC/06) clerical or secretarial title, as space permits.

   - OR -

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

3. 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 Nassau County School District), if applicable.

4. Please include an email address as notifications are sent via email.

5. Applications must be signed and dated by your supervisor if the class occurs during your regular work hours. If you are using your own time, a supervisor signature is not required. 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, call the Partnership at (518) 486-7814 or, for areas outside the Capital Region, (800) 253-4332.

6. Mail or fax application to:

   NYS & CSEA Partnership for Education and Training
   Corporate Plaza East - Suite 502
   240 Washington Avenue Ext.
   Albany, NY 12203
   Fax: (518) 486-1989 or (518) 473-0056

   The NYS & CSEA Partnership for Education and Training does not discriminate on the basis of age, race, creed, color, national origin, sexual orientation, gender identity, military status, sex, disability, predisposing genetic characteristics, marital status, or domestic violence victim status in employment, admission, or access to its programs or activities. Reasonable accommodation will be provided on request. The State of New York is an Equal Opportunity Employer.
Additional Education and Training Resources

Programs and Services Accessed Directly by CSEA-represented NYS Employees:

**Adult Education Basics Tuition Vouchers** provide additional tuition benefits for employees who could benefit from basic skills enhancement including developmental college preparation courses, high school equivalency programs, or English for speakers of other languages courses.

**Certification and Licensure Examination Fee Reimbursement Program** provides reimbursement for certification and licensure examination fees that are job- or career-related and lead to certification or licensure for a state occupation.

**Educational Advisement Services** offer confidential advice and referrals for employees about tuition benefits, financial aid, basic skills, nursing programs, starting or returning to college, and high school equivalency test preparation.

**Online Learning Courses** allow employees access to thousands of SkillSoft courses. Employees can also enroll in certificate programs where they complete a series of online courses to enhance their job-related skills and career mobility opportunities.

**Tuition Benefits** provide educational benefits to employees, enabling them to achieve greater career mobility, qualify for promotional opportunities, improve job skills, and prepare for future workforce needs. Employees matriculated in nursing, welding, and information technology programs may access additional Targeted Tuition Benefits.

Visit [nyscseapartnership.org](http://nyscseapartnership.org) for more information about Partnership Resources.