

Schedule of Classes by CSEA Region



Long Island - Region 1

February 12, 2020

Microsoft Excel 2016 Basics
Class Code: P_OE_R1_5013
Long Island DDSO
Hauppauge
9:00 a.m. - 4:30 p.m.

March 10 & 11, 2020

Electricity Advanced
Class Code: P_OE_R1_5077
Connetquot River State Park
Preserve
Oakdale
9:00 a.m. - 4:30 p.m.

March 18, 2020

*Practical Skills for Resolving
Conflict*
Class Code: P_OE_R1_5075
Perry B. Duryea Jr. State Office
Building
Hauppauge
9:00 a.m. - 12:30 p.m.

March 30 & 31, 2020

*Blueprint Reading
Fundamentals*
Class Code: P_OE_R1_5018
Pilgrim Psychiatric Center
West Brentwood
9:00 a.m. - 4:30 p.m.

April 8, 2020

*Air Conditioning and
Refrigeration Basics*
Class Code: P_OE_R1_5042
Long Island State
Veterans Home
Stony Brook
9:00 a.m. - 4:30 p.m.

April 8 & 9, 2020

Small Engine Basics
Class Code: P_OE_R1_5078
Planting Fields Arboretum
Oyster Bay
9:00 a.m. - 4:30 p.m.

April 15, 2020

The Organized Office Worker
Class Code: P_OE_R1_5004
Perry B. Duryea Jr. State
Office Building
Hauppauge
9:00 a.m. - 4:30 p.m.

April 29, 2020

Customer Service
Class Code: P_OE_R1_5076
Planting Fields Arboretum
Oyster Bay
9:00 a.m. - 4:30 p.m.

May 7, 2020

Plumbing Basics
Class Code: P_OE_R1_5019
Pilgrim Psychiatric Center
West Brentwood
9:00 a.m. - 4:30 p.m.

May 7, 2020

*Microsoft Excel 2016
Intermediate*
Class Code: P_OE_R1_5011
Long Island DDSO
Hauppauge
9:00 a.m. - 4:30 p.m.

May 19, 20 & 21, 2020*

Aspiring Leaders
Class Code: P_OE_R1_5010
Long Island DDSO
Hauppauge
9:00 a.m. - 4:30 p.m.

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.

Schedule of Classes by CSEA Region



Metropolitan - Region 2 cont.

April 21, 2020

Microsoft PowerPoint 2013

Basics

Class Code: P_OE_R2_5007

Consortium for
Worker Education
Manhattan

9:00 a.m. - 4:30 p.m.

**April 28; May 5, 12, 19; June
2 & 9, 2020**

Focus on Pronunciation:

Level 2

Class Code: P_OE_R2_5006

Consortium for
Worker Education
Manhattan

9:00 a.m. - 4:30 p.m.

Southern - Region 3

March 25, 2020

Influencing with Confidence

Class Code: P_OE_R3_5058

Hudson Valley DDSO
Thiells

9:00 a.m. - 4:30 p.m.

March 25 & 26, 2020

Electricity Advanced

Class Code: P_OE_R3_5015

Sterling Forest State Park
Tuxedo

9:00 a.m. - 4:30 p.m.

April 3, 2020

Plumbing Basics

Class Code: P_OE_R3_5037

Sullivan Correctional Facility
Fallsburg

9:00 a.m. - 4:30 p.m.

April 15, 2020

Customer Service

Class Code: P_OE_R3_5057

Hudson Valley DDSO
Thiells

9:00 a.m. - 4:30 p.m.

April 28 & 29, 2020

Masonry Advanced

Class Code: P_OE_R3_5016

Sterling Forest State Park
Tuxedo

9:00 a.m. - 4:30 p.m.

April 30, 2020

*Writing and Editing Skills for
Supervisors*

Class Code: P_OE_R3_5116

Eleanor Roosevelt State
Office Building
Poughkeepsie

9:00 a.m. - 4:30 p.m.

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

Fallsburg

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.

Schedule of Classes by CSEA Region



Capital - Region 4 cont.

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.

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.

May 5, 2020

Masonry Basics

Class Code: P_OE_R6_5092

SUNY Geneseo

Geneseo

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 29 & 30, 2020

Small Engine Basics

Class Code: P_OE_R6_5068

SUNY Buffalo

Buffalo

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.

April 7, 2020

Customer Service

Class Code: P_OE_R6_5093

Department of Transportation

Rochester

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.

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.

Schedule of Classes by CSEA Region



Western - Region 6 cont.

May 7, 2020

*Air Conditioning and
Refrigeration Basics*

Class Code: P_OE_R6_5115

Finger Lakes DDSO
Rochester

9:00 a.m. - 4:30 p.m.

May 12, 2020

Microsoft Word 2016 Basics

Class Code: P_OE_R6_5060

Western New York DDSO
West Seneca

9:00 a.m. - 4:30 p.m.

May 19, 2020

Customer Service

Class Code: P_OE_R6_5067

SUNY Buffalo
Buffalo

9:00 a.m. - 4:30 p.m.

May 21, 2020

Successful Business Writing

Class Code: P_OE_R6_5065

Rochester Psychiatric Center
Rochester

9:00 a.m. - 4:30 p.m.

Statewide

February 11, 2020

*Professional Email that Gets
Results*

Class Code: P_OE_R7_5099

Webinar

10:00 a.m. - 11:00 a.m.

February 19, 2020

*Microsoft Outlook 2016:
Working with Calendars*

Class Code: P_OE_R7_5098

Webinar

3:00 p.m. - 4:00 p.m.

February 20, 2020

Take Control of Your Time

Class Code: P_OE_R7_5112

Webinar

3:00 p.m. - 4:00 p.m.

Schedule of Classes by CSEA Region



Statewide cont.

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

Rev. 12/11/15

A. LOG IN

Non-SUNY Employees:

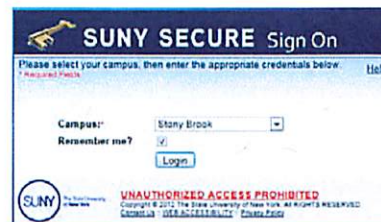
1. Go to the SLMS login web page (to do so type <https://nyslearn.ny.gov> in your browser's address bar).
2. Click on **SLMS Login** button at the top of the screen.
3. Click in **Username** box and type your SLMS username.
4. Click in the **Password** box and type your SLMS password.



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:

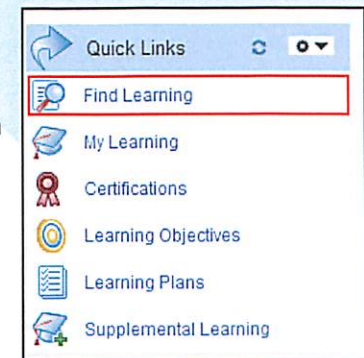
1. Go to the SUNY portal site (www.suny.edu).
2. Click **System.SUNY.edu** link at the top right.
3. Click **SUNY Portal** under Employee Resources.
4. The **SUNY Secure Sign On** box will appear. Select your campus and click **Login** button.
5. Type the ID/Username and Password for the account requested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

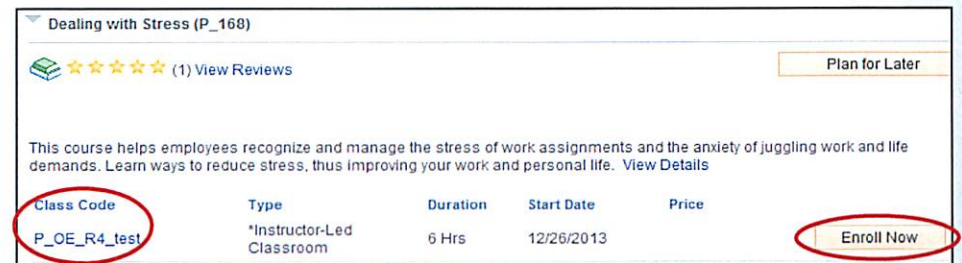
B. SEARCH THE CATALOG

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.

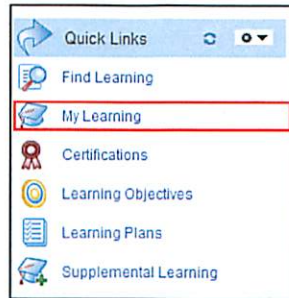


Class Code	Type	Duration	Start Date	Price
P_OE_R4_test	*Instructor-Led Classroom	6 Hrs	12/26/2013	

Overview	Objectives Met	Schedule	Prerequisites	Notes and Attachments	
Scheduled Sessions					
Day	Date	Start Time	End Time	Time Zone	Location
Thursday *	12/26/2013	9:00AM	4:30PM	EST	Albany, NY

D. CHECK YOUR SCHEDULED LEARNING AND PROGRESS

1. Click on the **My Learning** link on the home page.
2. A list of all of 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.

Print Certificate	Status	Date	Launch	Action	Delete
	In-Progress	04/26/2012		Drop	
	Enrolled	04/30/2012		Drop	

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**.

Email Addresses	
Email Type	Email Address
Business	slmstest@gmail.com
<input type="button" value="Update Email Addresses"/>	

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.

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.

Print Certificate	Status	Date	Launch	Action	Delete
Print Certificate	Completed	02/22/2013		Review	

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 <input type="checkbox"/> .	Current Job Title	Grade
	Name of Agency or Organization	
	Facility	
	Day Phone ()	
	Email Address (Must provide at least one)	
	Home:	
	Work:	

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.

COURSE INFORMATION

Title	Date(s)	SLMS Class Code
1.		
2.		
3.		
4.		
5.		

SUPERVISOR APPROVAL

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

Supervisor Name (Print or Type)	Supervisor Signature	
Supervisor Email	Supervisor Phone Number	Date

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 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 SkillsSoft 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.



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

www.nyscseapartnership.org