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# Summer Webinars

for CSEA-represented Employees

***Using the Tuition Benefits Program (SLMS Class Code P\_OE\_R7\_3463)***

July 7, 2015 • 10:00 a.m. - 11:30 a.m.

***Internet Research Skills (SLMS Class Code P\_OE\_R7\_3455)***

July 7, 2015 • 1:00 p.m. - 2:00 p.m.

***Writing Effectively (SLMS Class Code P\_OE\_R7\_3456)***

July 8, 2015 • 10:00 a.m. - 11:30 a.m.

***Dealing with Stress (SLMS Class Code P\_OE\_R7\_3457)***

July 9, 2015 • 10:00 a.m. - 11:00 a.m.

***Getting Organized: Time, Tasks, and Life (SLMS Class Code P\_OE\_R7\_3458)***

July 13, 2015 • 1:00 p.m. - 2:30 p.m.

***Designing Dynamic PowerPoint Presentations (SLMS Class Code P\_OE\_R7\_3459)***

July 15, 2015 • 10:00 a.m. - 11:00 a.m.

***Job Etiquette (SLMS Class Code P\_OE\_R7\_3460)***

July 16, 2015 • 10:00 a.m. - 11:00 a.m.

***College Credit: Alternative Ways to Save Money (SLMS Class Code P\_OE\_R7\_3461)***

July 16, 2015 • 2:00 p.m. - 3:00 p.m.

***Study Skills (SLMS Class Code P\_OE\_R7\_3462)***

July 21, 2015 • 10:00 a.m. - 11:00 a.m.

***Understanding Today's Computer (SLMS Class Code P\_OE\_R7\_3464)***

July 23, 2015 • 10:00 a.m. - 11:00 a.m.

**NOTE:** You will need a telephone line to access the audio portion of the webinar and a computer with an Internet connection to access the visual portion.



For more information or to view webinar descriptions, visit

**[www.nyscseapartnership.org](http://www.nyscseapartnership.org) • (800) 253-4332**



- Enroll through SLMS or use the application form on the reverse side -



## SUMMER WEBINARS COURSE APPLICATION FORM

### APPLICANT INFORMATION

Please type or print.

Name

#### Identification Number:

**New York State Government Employees**, please provide your employee identification number (NYS EMPLID is nine 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 identification number (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** \_\_\_\_\_

\* If you are a NYS employee currently serving in a traineeship or probationary period in a transition title (M/C or PS&T) or in a M/C clerical or secretarial title, you are eligible to attend the *Getting Organized: Time, Tasks, and Life; Job Etiquette*; or *Writing Effectively* webinars, as space permits.

– OR –

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

**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 *Summer Webinar* 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 an email 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