



# **SKILLS FOR SUCCESS**

## **Courses for CSEA-represented employees**

### **CSEA Central Region 5 - Spring 2015**

***Blueprint Reading Fundamentals (SLMS Class Code: P\_OE\_R5\_3352)***

February 25 & 26, 2015 • 9:00 a.m. - 4:30 p.m. • SUNY Delhi • Delhi

***Carpentry Advanced (SLMS Class Code: P\_OE\_R5\_3418)***

March 4 & 5, 2015 • 9:00 a.m. - 4:30 p.m. • SUNY Oneonta • Oneonta

***Dealing with Stress (SLMS Class Code: P\_OE\_R5\_3345)***

March 4, 2015 • 9:00 a.m. - 4:30 p.m. • Central New York DDSO • Syracuse

***Change: Making it Work (SLMS Class Code: P\_OE\_R5\_3342)***

March 11, 2015 • 9:00 a.m. - 4:30 p.m. • Greater Binghamton Health Center • Binghamton

***Carpentry Basics (SLMS Class Code: P\_OE\_R5\_3421)***

March 19, 2015 • 9:00 a.m. - 4:30 p.m. • Willard Drug Treatment Center • Willard

***Electricity Advanced (SLMS Class Code: P\_OE\_R5\_3359)***

March 25 & 26, 2015 • 9:00 a.m. - 4:30 p.m. • SUNY Oswego • Oswego

***Masonry Advanced (SLMS Class Code: P\_OE\_R5\_3355)***

April 7 & 8, 2015 • 8:30 a.m. - 4:00 p.m. • SUNY Delhi • Delhi

***Writing for Clarity (SLMS Class Code: P\_OE\_R5\_3349)***

April 15, 2015 • 9:00 a.m. - 12:15 p.m. • CSEA Central Region 5 Office • East Syracuse

***Organizing Your Writing (SLMS Class Code: P\_OE\_R5\_3348)***

April 15, 2015 • 1:15 p.m. - 4:30 p.m. • CSEA Central Region 5 Office • East Syracuse

***Workplace Social Skills (SLMS Class Code: P\_OE\_R5\_3350)***

April 16, 2015 • 9:00 a.m. - 4:30 p.m. • CSEA Central Region 5 Office • East Syracuse

***Basic Writing - A Creative Approach: Level 1 (SLMS Class Code: P\_OE\_R5\_3347)***

April 20, 27; May 4 & 18, 2015 • 9:00 a.m. - 12:15 p.m. • CSEA Central Region 5 Office

**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.

**[www.nyscseapartnership.org](http://www.nyscseapartnership.org)**



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**Courses for CSEA-represented employees**

## **CSEA Central Region 5 - Spring 2015**

***Small Engine Basics (SLMS Class Code: P\_OE\_R5\_3351)***

April 28 & 29, 2015 • 9:00 a.m. - 4:30 p.m. • Franklin Correctional Facility • Malone

***Air Conditioning and Refrigeration Advanced (SLMS Class Code: P\_OE\_R5\_3361)***

May 6 & 7, 2015 • 9:00 a.m. - 4:30 p.m. • Utica State Office Building • Utica

***Computer Basics (SLMS Class Code: P\_OE\_R5\_3412)***

May 14, 2015 • 8:30 a.m. - 4:00 p.m. • Upstate Correctional Facility • Malone

***Small Engine Basics (SLMS Class Code: P\_OE\_R5\_3357)***

May 20 & 21, 2015 • 9:00 a.m. - 4:30 p.m. • Utica State Office Building • Utica

***Computer Basics (SLMS Class Code: P\_OE\_R5\_3360)***

June 3, 2015 • 9:00 a.m. - 4:30 p.m. • SUNY Potsdam • Potsdam

**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.

**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