



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

**TARGETED**

**TUITION PROGRAM**  
for CSEA-represented NYS employees



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



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# Targeted Tuition Program

## Background

The Partnership's Targeted Tuition Program can be utilized by NYS agencies and CSEA locals to meet the training needs of a particular position or title. The purpose of the program is to support agency workforce development and succession planning needs.

Using the Partnership's Tuition Benefits Program, including its network of over 150 educational institutions, targeted tuition benefits are issued to employees identified by labor and management representatives and can be used when educational institutions offer coursework or training programs that satisfy:

- Certification and/or licensing requirements
- Educational requirements to take a New York State civil service exam
- Educational requirements to complete a traineeship
- Other specific job skills training

Examples of situations where targeted tuition benefits could be utilized include: earning the six credits of accounting needed to take the Accountant/Auditor Aide Trainee exam; accelerating the pace of taking courses needed to obtain an LPN or RN license; completing the six paralegal studies courses required as a Legal Assistant Trainee; or taking courses needed to earn the Credential for Alcohol and Substance Abuse Counselor which can result in promotion to Addictions Counselor I.

## Process

To initiate the process, the agency's labor and management representatives should complete the Targeted Tuition Program application form and submit it to the Partnership. Please allow a minimum of four weeks from the date of the application to the proposed date of implementation.

The application form must be signed by the CSEA Local President and management representative (human resource director, personnel director, facility director, or equivalent).

Once the application form is reviewed and approved by the Partnership's Co-Directors, a Program Associate will contact labor and management to design and implement the program.

When reviewing proposals, the Partnership will consider a number of factors including:

- Documentation of need
- Number of CSEA-represented NYS employees to benefit from the proposed program
- Level of labor and management commitment to the overall proposal
- Availability of Partnership funding

# Targeted Tuition Program

## Implementation

The labor agency labor and management representatives may wish to appoint a steering committee that would be responsible for such implementation issues as: criteria for participation, program content, support services, public relations, and evaluation.

The steering committee should be able to provide information on the agency's workforce profile and development plans. The committee should also identify targeted job titles to make certain that a match exists between the title and the proposed training and/or to ensure that opportunities will be available for those employees who complete the program.

Depending on the agency's operational needs, full or partial release time to attend training or courses should be provided. At a minimum, the agency may be expected to schedule work assignments in a way that enables employees to attend training.

Assistance with classroom space (if training is done on site), internal communication, and evaluation should also be provided by the agency. Depending on the type of program offered, the agency may need to provide additional funding to cover costs not covered by the targeted tuition program (e.g., books, fees).

The Partnership will provide coordination and technical assistance to ensure that the program not only meets employee development and agency workforce planning needs, but is also seamless and user friendly for the participants.

In conjunction with the steering committee, the Partnership will identify one or more educational providers for the program. While the value of a single benefit cannot exceed the current tuition rates, the number of targeted tuition benefits made available to employees is at the discretion of the Partnership.

Individual and group advisement is available to:

- Assist in determining if the training is appropriate for employee career goals and/or agency workforce development needs
- Provide encouragement and support and monitor progress
- Provide financial aid counseling to help employees apply for TAP, PELL, and APTS to supplement tuition funding

## Questions

If you have questions or if you require additional information, please call the Partnership at (518) 486-7814 or (800) 253-4332 (outside of the Capital District).



## Targeted Tuition Program Application Form

Please type or print and mail the completed application form to the NYS & CSEA Partnership, Corporate Plaza East - Suite 502, 240 Washington Ave. Ext., Albany, NY 12203 or fax to: (518) 486-1989.

Agency Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

CSEA Region #: \_\_\_\_\_ CSEA Local #: \_\_\_\_\_

Total number of employees in your CSEA Local: \_\_\_\_\_

Number of CSEA-represented NYS employees, by bargaining unit, who will benefit directly from this proposal:

ASU \_\_\_\_\_ ISU \_\_\_\_\_ OSU \_\_\_\_\_ DMNA \_\_\_\_\_

What specific job title(s) do you intend to target (i.e., job titles for which employees will prepare)?

\_\_\_\_\_  
\_\_\_\_\_

What are the educational requirements for the targeted job title(s)?

\_\_\_\_\_  
\_\_\_\_\_

Briefly indicate how your training needs were assessed.

\_\_\_\_\_  
\_\_\_\_\_

Which educational institution, if any, provides the educational requirements for the title(s) you are targeting?

\_\_\_\_\_  
\_\_\_\_\_

## Targeted Tuition Program Application Form

Briefly describe the employee and organizational needs to be addressed by this proposal including how you expect this proposal will benefit both your CSEA-represented NYS employees and your agency.

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Briefly describe the resources labor and management will commit to the program to ensure its success (e.g., in-kind contributions, monetary and/or non-monetary contributions, training or meeting space, release time for participants, etc.).

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**Management Representative:**

**CSEA Local President:**

Name (please print): Mr./Ms.

Name (please print): Mr./Ms.

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Work Address:

Work Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

We certify that all information contained in this application is accurate and complete. We have jointly collaborated in the assessment and development of this request and will continue to be involved in all aspects of the proposal.

**Management Representative:**

**CSEA Local President:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Please allow a minimum of four weeks from the date of the application to the proposed date of implementation.



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Corporate Plaza East - Suite 502  
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