



SKILLS FOR SUCCESS  
Fall 2025

# English for Speakers of Other Languages 2

CSEA Capital Region 4

**Requirement:** One day per week for six weeks. Attendance is required all days with your supervisor's approval.

This course is free and open to CSEA-represented NYS employees. Other CSEA-represented employees may enroll as space permits.

This course builds on ESOL 1, which you are encouraged to take first. In this class, you will continue practicing reading, writing, speaking, and listening in the English language. You should have a basic understanding of the English language.

By the end of the class, you will be able to:

- Demonstrate expanded on-the-job vocabulary.
- Communicate needs and describe events at work and in the community.
- Apply reading and writing strategies at home and work.
- Locate internet resources to continuously build English language skills.

## Course Details

Harriman State Office Campus  
1220 Washington Ave., Bldg. 5, Albany, NY 12226

Wednesdays | 9:00 a.m. - 4:30 p.m.  
November 5, 12, 19; Dec. 3, 10 & 17, 2025  
Alternate snow date: Dec. 18, 2025

**SLMS Class Code: P\_OE\_R4\_6145**

Enroll through the Statewide Learning Management System (SLMS) or use our application form.



For more information contact:

Sara LaFountain-Bagrow • (518) 473-0053 • [learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org)

**EMPLOYEE APPLICATION FORM**

Please print or type

**Employee Name (Please print clearly):**

**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:** \_\_\_\_\_

**Job Title:**

**Agency:**

**Email Address (work):**

**Email Address (personal):**

**Negotiating Unit for NYS Government Employees (check one):**      02/ASU      03/OSU      04/ISU      47/DMNA  
– OR –

**CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector (check NS):**  
NS = Non-state CSEA-represented

**Best Phone Number to Reach You:**

**Can we text this number?**

**Yes**

**No**

**Please note:** If you are attending classes on your official pass day, you are not required to obtain your supervisor's approval. Classes are held on my official pass day. Therefore, no supervisory approval is required.

**Reasonable Accommodation:**      Yes, I require a reasonable accommodation to participate in this course. Please contact me for further information.

**SUPERVISOR'S APPROVAL**

I agree to grant the above employee the release time, without charge to leave credits, to attend the entire course.

**NOTE:** All Adult Education Basics courses are held in a multi-skill level classroom environment. It may benefit participants to take a course more than once or take additional courses. The Partnership will notify participants when they test out of a course.

Supervisor's Name and Job Title	Supervisor's Signature	
Supervisor's Email	Supervisor's Phone Number	Date

**COURSE INFORMATION**

<b>COURSE TITLES</b>	<b>COURSE DATES (Participants must commit to attend all classes)</b>
<b>English for Speakers of Other Languages 2</b>	<p><b>Each class is 7.5 hours.</b></p> <p><b>Wednesdays   9:00 a.m. - 4:30 p.m.</b></p> <p><b>November 5, 12, 19; Dec. 3, 10 &amp; 17, 2025</b></p> <p><b>Alternate snow date: Dec. 18, 2025</b></p> <p><b>SLMS Class Code: P_OE_R4_6145</b></p>

**TWO WAYS TO ENROLL:**

1. Enroll through the [Statewide Learning Management System \(SLMS\)](#) OR
2. Enroll with this application. Fax: (518) 473-0056 OR Email: [learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org)