



SKILLS FOR SUCCESS
Spring 2024

Getting Started with English for Speakers of Other Languages

CSEA Capital Region 4

Requirement: Full day in-person
commitment for each class 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.*

The goal of this course is for participants to practice reading, writing, speaking, and listening in the English language with a focus on their roles as employees, community members, family members, and citizens. U.S. culture and customs will also be discussed. The course consists of six all-day classes that meet one day per week. Participants should have a basic understanding of the English language.

By the end of the course, participants will be able to:

- Define and apply new vocabulary words.
- Identify and use community resources necessary for daily living.
- Communicate basic needs at work and in the community.
- Complete basic forms; interpret maps, schedules, simple charts, and graphs.

Course Details

**Office of General Services,
1220 Washington Ave., Bldg. 5, Albany, NY 12226**

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

April 10, 17, 24; May 1, 8 & 15

SLMS Code: P_OE_R4_5792

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



APPLICANT INFORMATION

Please print or type.

Name	Signature
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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 Employee Identification Number or ID number: 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: _____

<p>Negotiating Unit New York State Government Employees (select one):</p> <p>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)</p> <p>Other _____</p> <p>* As space permits.</p> <p>Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here <input type="checkbox"/></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Current Job Title</td> <td style="width: 50%;">Grade</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding: 5px;">Name of Agency or Organization</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding: 5px;">Facility</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding: 5px;">Day Phone</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding: 5px;">Email Address (Must provide at least one)</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Home:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Work:</td> </tr> </table>	Current Job Title	Grade	Name of Agency or Organization		Facility		Day Phone		Email Address (Must provide at least one)		Home:		Work:	
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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

Course Title	Date	SLMS Class Code
1.		
2.		
3.		
4.		

SUPERVISOR APPROVAL

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

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

Email to: learning@nyscseapartnership.org. Fax 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 two weeks before the first day of the class.