

ONLINE LEARNING CERTIFICATE PROGRAMS

Take the Partnership's online, self-paced courses

Earning a certificate is a great way to show employers you're serious about your professional development. Advance your career and gain the knowledge needed to stay competitive in your position.

These 1-Year Certificate Programs fulfill the mandatory training requirements for the state's Administrative Assistant Traineeship and must be completed by February 11, 2027.



Customer Service

SLMS Code: P_CS26

Get useful tips and strategies for working effectively with customers.



Microsoft Word Basics

SLMS Code: P_MWBASICS26

Enhance your knowledge of this popular computer application.



Successful Business Writing

SLMS Code: P_SBW26

Gain the skills you need to produce well-written documents.



The Organized Office Worker

SLMS Code: P_OOW26

Discover strategies to better manage your time.

These 6-Month Certificate Programs must be completed by September 15, 2026.



Basics Of Supervision

SLMS Code: P_BOS26

Understand the responsibilities of being a supervisor.



Microsoft Excel 365 Intermediate

SLMS Code: P_EXINT26

Explore formatting, data manipulation, and formula usage.

HOW TO ENROLL

STEP 1

CSEA-represented NYS Employees:

You must apply for a Partnership Online Learning License in the Statewide Learning Management System (SLMS). Search **P_OL_Program** in SLMS to apply. Please allow up to five business days for license approval.

NYS Management/Confidential Employees:

You must have access to an Empire Knowledge Bank (EKB) license in SLMS to participate in a certificate program. Contact your agency training officer for more information on how to obtain an EKB license.

STEP 2

Once you have an active Partnership Online Learning License, search any certificate program with the relevant SLMS Code, in the SLMS, to enroll.

ENROLL TODAY

visit our website for more details.

