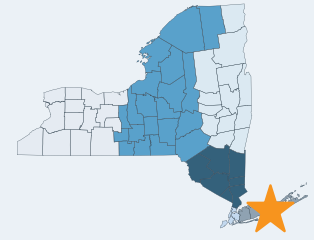


SKILLS FOR SUCCESS

Free Courses for CSEA-represented Employees



CSEA Long Island
Region 1



Customer Service

OGS-Perry E. Duryea State Office Building, Hauppauge
September 24, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_5956



Plumbing Basics

Pilgrim Psychiatric Center, West Brentwood
September 25, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_5934



Blueprint Reading Fundamentals

Long Island State Park, Oyster Bay
October 1 & 2, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_5932



The Organized Office Worker

OGS-Perry E. Duryea State Office Building, Hauppauge
October 15, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_5894



Building Better Work Relationships

Bethpage State Park, Farmingdale
November 6, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_5926



Successful Business Writing

Connetquot River State Park Preserve, Oakdale
December 5, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_5928



Electricity Advanced

Connetquot River State Park Preserve, Oakdale
December 11 & 12, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_5933



Small Engine Repair

Hallock State Park Preserve, Riverhead
December 18 & 19, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R1_5935

Workforce Development Competencies Key



Computer Skills and
Technology



Critical Thinking,
Problem-Solving, and Math



Interpersonal and Customer
Relations



Professionalism
and Self-Management



Trades, Safety, and Risk
Management



Verbal and
Written Communication

Fall 2024 Courses Enroll Now!

Enroll through the Statewide Learning
Management System (SLMS) or by
using the application on the back.

Scan the QR code to search the entire
course catalog online.



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> <ul style="list-style-type: none"> 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>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 border="1" style="width:100%"> <tr> <td style="width:60%">Current Job Title</td> <td style="width:40%">Grade</td> </tr> <tr> <td colspan="2">Name of Agency or Organization</td> </tr> <tr> <td colspan="2">Facility</td> </tr> <tr> <td colspan="2">Day Phone</td> </tr> <tr> <td colspan="2">Email Address (Must provide at least one)</td> </tr> <tr> <td colspan="2">Home:</td> </tr> <tr> <td colspan="2">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:	
Current Job Title	Grade														
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Facility															
Day Phone															
Email Address (Must provide at least one)															
Home:															
Work:															

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.