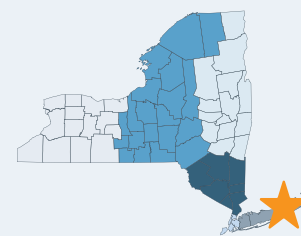


# SKILLS FOR SUCCESS

Courses for CSEA-represented Employees



CSEA Long Island  
Region 1

## Enroll in Skills for Success Courses Near You!

### Air Conditioning and Refrigeration Advanced

Caumsett State Historic Park Preserve,  
Lloyd Harbor  
September 17 & 18, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R1\_6206

### Small Engine Repair

Long Island State Park Region, Oyster Bay  
October 1 & 2, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R1\_6205

### Blueprint Reading Fundamentals

Connetquot River State Park Preserve, Oakdale  
October 28 & 29, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R1\_6217

### Introduction to Accounting

Long Island State Park Region, Oyster Bay  
November 20, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R1\_6167

### Aspiring Leaders

Long Island State Park Region, Oyster Bay  
December 2, 3 & 4, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R1\_6211

## Administrative Assistant Traineeship Participants:

View the course catalog via the QR  
code below for online courses and  
webinars that fulfill mandatory or  
elective Administrative Assistant  
Traineeship requirements.

## Fall 2025 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,  
including our online courses and  
webinars - available statewide.



APPLICANT INFORMATION

Please print or type.

Name	Signature
------	-----------

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

<b>Negotiating Unit</b> <b>New York State Government Employees (select one):</b>  <b>02</b> = Administrative Services Unit (ASU) <b>03</b> = Operational Services Unit (OSU) <b>04</b> = Institutional Services Unit (ISU) <b>05</b> = Professional, Scientific & Technical (PS&T)* <b>06</b> = Management/Confidential (M/C)* <b>47</b> = Division of Military & Naval Affairs (DMNA)  Other _____  * As space permits.  <b>Non-state CSEA-represented Employee</b> – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here .	<b>Current Job Title</b>	<b>Grade</b>
	<b>Name of Agency or Organization</b>	
	<b>Facility</b>	
	<b>Day Phone</b>	
	<b>Email Address (Must provide at least one)</b>  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](mailto: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.