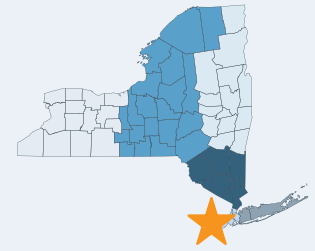


SKILLS FOR SUCCESS

Courses for CSEA-represented Employees



CSEA Metropolitan
Region 2

Enroll in Skills for Success Courses Near You!

Air Conditioning and Refrigeration Basics

Roberto Clemente State Park, Bronx
September 18, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6147

Critical Thinking

Tax and Finance New York City, Brooklyn
October 3, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6214

Successful Business Writing

Tax and Finance New York City, Brooklyn
October 8, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6215

Introduction to Charts and Graphs

CSEA Metropolitan Region Office, New York City
October 15, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6170

Grammar and Punctuation Workshop

Department of Financial Services, New York City
November 5, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6172

Blueprint Reading Fundamentals

Kingsboro Psychiatric Center, Brooklyn
December 3 & 4, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R2_6213

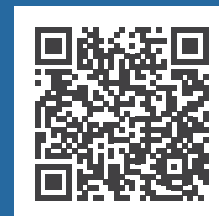
Administrative Assistant Traineeship Participants:

A workforce development competency icon next to a Skills for Success course signifies fulfillment of a mandatory or elective Administrative Assistant Traineeship requirement.

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
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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: _____

Negotiating Unit New York State Government Employees (select one): 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) Other _____ * As space permits. Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here _____.	Current Job Title _____ Grade _____
	Name of Agency or Organization _____
	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.