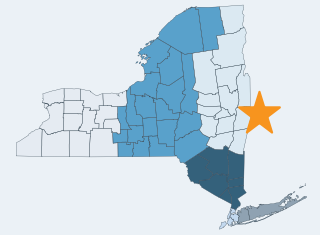


# SKILLS FOR SUCCESS

Free Courses for CSEA-represented Employees



CSEA Capital Region 4



## English for Speakers of Other Languages 1

Harriman State Office Campus, Albany  
February 26; March 5, 12, 19, 26 & April 2, 2025  
9:00 a.m. - 4:30 p.m.  
Alternate snow date: April 9, 2025  
SLMS CLASS CODE: P\_OE\_R4\_6063



## Critical Thinking

Greene Correctional Facility, Coxsackie  
March 13, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6049



## Microsoft Excel Basics

MicroKnowledge, Albany  
March 13, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6033



## Introduction to Data Analysis

DOCCS Training Academy, Albany  
March 19, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6036



## Carpentry Advanced

Peebles Island State Park, Waterford  
March 19 & 20, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6065



## Workplace Social Skills

NYS & CSEA Partnership for Education and  
Training, Albany  
March 26, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6037



## Aspiring Leaders

Capital District DDSO, Schenectady  
April 8, 9 & 10, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6062



## Building Better Work Relationships

Department of Labor, Albany  
April 9, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6035



## Microsoft Excel Intermediate

MicroKnowledge, Albany  
April 21, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6034



## Air Conditioning and Refrigeration Advanced

DOCCS Training Academy, Albany  
April 23 & 24, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6064



## Electricity Advanced

Department of Environmental Conservation,  
Ray Brook  
May 21 & 22, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R4\_6066

## Spring 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.



(800) 253-4332  
[www.nyscseapartnership.org](http://www.nyscseapartnership.org)  
[learning@nyscseapartnership.org](mailto:learning@nyscseapartnership.org)



**APPLICANT INFORMATION**

Please print or type.

<b>Name</b>	<b>Signature</b>
-------------	------------------

**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><b>Negotiating Unit</b>  <b>New York State Government Employees (select one):</b></p> <p><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 &amp; Technical (PS&amp;T)*  <b>06</b> = Management/Confidential (M/C)*  <b>47</b> = Division of Military &amp; Naval Affairs (DMNA)</p> <p>Other _____</p> <p>* As space permits.</p> <p><b>Non-state CSEA-represented Employee</b> – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here <input type="checkbox"/></p>	<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.