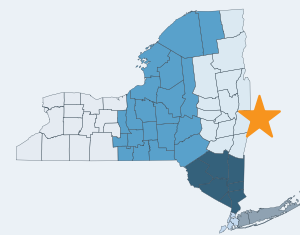


SKILLS FOR SUCCESS

Free Courses for CSEA-represented Employees



CSEA Capital Region 4



English for Speakers of Other Languages 2

Harriman State Office Campus, Albany
September 18, 25; October 2, 9, 16 & 23, 2024
Alternate snow date: October 30, 2024
9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5940



Fall Protection Awareness

Department of Labor, Albany
September 18, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5941



Microsoft Excel Intermediate

MicroKnowledge, Albany
October 1, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5893



Microsoft PowerPoint Basics

MicroKnowledge, Albany
October 8, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5891



Air Conditioning and Refrigeration Basics

DOCCS Training Academy, Albany
October 9, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5942



Small Engine Repair

Department of Environmental Conservation,
Ray Brook
October 10 & 11, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5969



Carpentry Intermediate

Peebles Island State Park, Waterford
October 15 & 16, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5967



Aspiring Leaders

Capital Region DDSO, Albany
October 22, 23 & 24, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5966



Critical Thinking

DOCCS Training Academy, Albany
November 7, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5945



Microsoft Word Intermediate

MicroKnowledge, Albany
November 13, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5892



Electricity Basics

Department of Environmental Conservation,
Ray Brook
November 13, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5968



The Organized Office Worker

Harriman State Office Campus, Albany
November 19, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5946



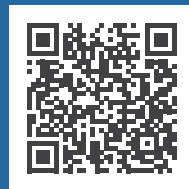
Successful Business Writing

Department of Taxation and Finance, Latham
December 4, 2024 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R4_5947

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
-------------	------------------

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 style="width:100%"> <tr> <td style="width:50%;">Current Job Title</td> <td style="width:50%;">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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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.