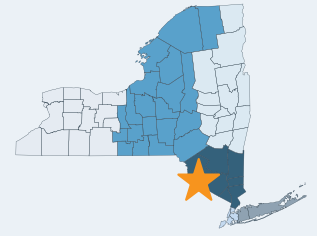


SKILLS FOR SUCCESS

Courses for CSEA-represented Employees



CSEA Southern
Region 3

Enroll in Skills for Success Courses Near You!

Carpentry Advanced

Harriman State Park, Bear Mountain
October 28 & 29, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6146

Blueprint Reading Fundamentals

Eleanor Roosevelt State Office Building,
Poughkeepsie
November 6 & 7, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6153

Effective Problem Solving



Department of Labor, White Plains
November 25, 2025 | 9:00 a.m. - 4:30 p.m.
SLMS CLASS CODE: P_OE_R3_6175

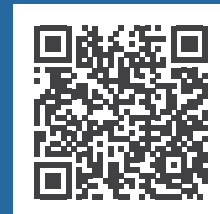
Administrative Assistant Traineeship Participants:

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

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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Current Job Title</td> <td style="width: 40%; padding: 5px;">Grade</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Name of Agency or Organization</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Facility</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Day Phone</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Email Address (Must provide at least one)</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Home:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">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														
Name of Agency or Organization															
Facility															
Day Phone															
Email Address (Must provide at least one)															
Home:															
Work:															

Non-state CSEA-represented Employee – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here _____.

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.