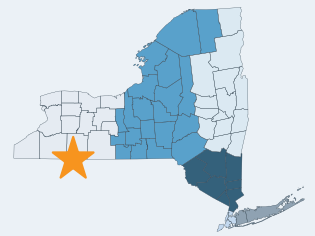


# SKILLS FOR SUCCESS

Courses for CSEA-represented Employees



CSEA Western  
Region 6

## Enroll in Skills for Success Courses Near You!

### Masonry Basics

Letchworth State Park, Castile  
September 9, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R6\_6140

### Customer Service

Western New York DDSO, West Seneca  
September 19, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R6\_6191

### Air Conditioning and Refrigeration Basics

Western New York DDSO, West Seneca  
October 9, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R6\_6193

### Writing Effective Reports and Evaluations

Department of Transportation, Rochester  
October 16, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R6\_6192

### Introduction to Charts and Graphs

SUNY Buffalo, Buffalo  
October 23, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R6\_6204

### Carpentry Intermediate

Letchworth State Park, Castile  
November 5 & 6, 2025 | 9:00 a.m. - 4:30 p.m.  
SLMS CLASS CODE: P\_OE\_R6\_6139

## 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.

<b>Name</b>	<b>Signature</b>
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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:** \_\_\_\_\_

<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.