

PROGRAMS & SERVICES

Offerings for CSEA-represented
NYS Employees



**NYS & CSEA
Partnership**

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NYS & CSEA Partnership



Programs & Services for Members

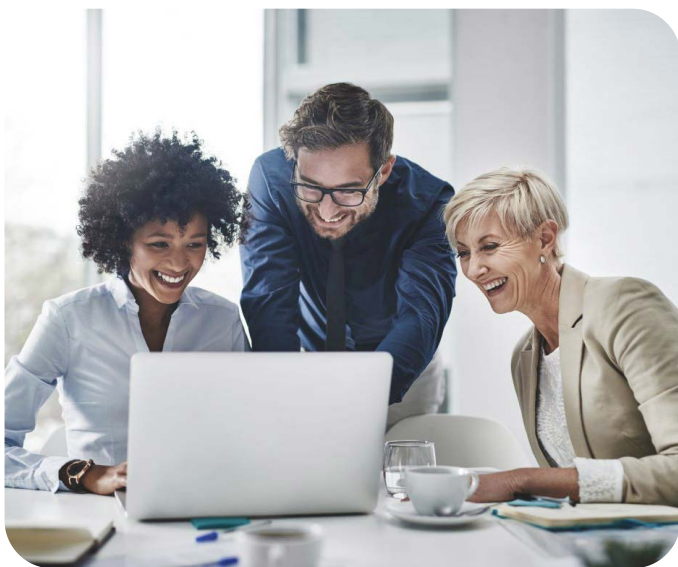
Welcome to the NYS & CSEA Partnership for Education and Training, a collaboration between the Office of Employee Relations (OER) and the Civil Service Employees Association (CSEA).

Our mission is to provide high-quality programs and services to CSEA-represented NYS employees that will enhance your skills, advance your career, meet evolving job demands, and support your professional growth and development.

These union-negotiated benefits are available at no additional cost, so we encourage you to make the most of our expansive offerings!

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Education & Career Advisement

Our team of expert advisors is here to guide you through career and education options, tuition benefits, and financial resources to help you achieve your personal and professional goals.

Get Confidential Advisement

Education & Career Planning

Learn more about your academic choices and career options.

Tuition & Financial Assistance

Discover the Partnership's Tuition Benefits program and other financial resources that can help you save money on education costs.

Adult Education Basics

Improve your reading, writing, language, and math skills. Earn your high school equivalency.

Let's Chat

(800) 253-4332 Option 1
advisors@nyscseapartnership.org



Tuition Benefits Program

Save money on tuition and exam fees in pursuit of a college degree, trade training, essential skills, or job-specific certifications. You can apply for these benefits each year!

Discover Your Tuition Benefits

Standard Benefits

Get up to \$5,000 per program year to help cover your course tuition - use vouchers at one of our participating schools or opt for reimbursement.

- **Tuition Vouchers**

Choose from over 140 educational providers that accept tuition vouchers to pay for your courses upfront.

- **Tuition Reimbursements**

You can get reimbursed for eligible exams and course tuition from approved providers.

Statewide Targeted Tuition Benefits

Get up to \$2,500 in additional tuition support by enrolling in an approved high-demand training program in NYS.

Credit-By-Exam Fee Reimbursement

Get reimbursed for unlimited eligible exams up to a maximum of \$350 per exam.

Certification & Licensure Exam Fee Reimbursement

Get reimbursed for unlimited eligible exams up to a maximum of \$350 per exam.

Adult Education Basics & Skills Support

Get tuition assistance for ESOL, high school equivalency, preparatory, or remedial courses.

Find Out More

(800) 253-4332 Option 1
advisors@nyscseapartnership.org



Career & Skill Development Courses



Skills for Success

Excel in your current role and advance your career with our live, instructor-led Skills for Success courses. Classes are offered both in-person and online to fit your needs and schedule.

Learn In-Person or Online

All courses are led by a live instructor and offered every Spring, Summer, and Fall.

Webinars

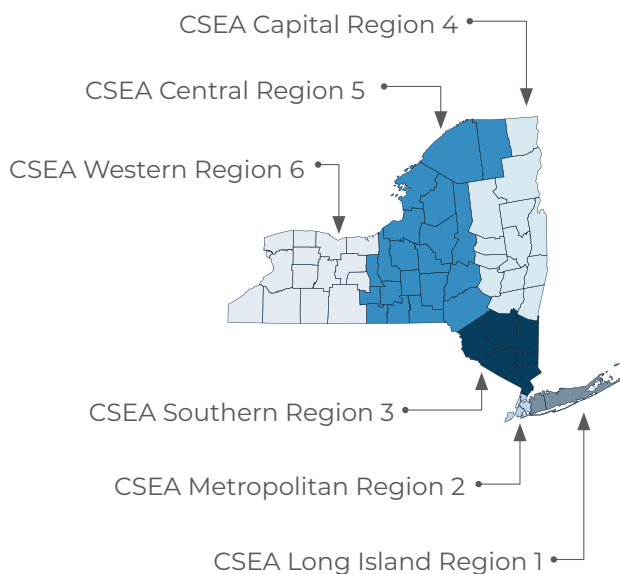
1-hour sessions available statewide.

Online Courses

3-hour, multi-day sessions available statewide.

In-Person Classes

Half-day, full-day, or multi-day classes offered locally in all New York State CSEA regions.



Course Categories

Work with your supervisor to choose courses that best align with your professional and personal goals.

- Adult Education Basics
- Computer Skills
- Individual Development
- Interpersonal Communication
- Language Skills
- Math Skills
- Safety & Health
- Trades, Operations, & Maintenance
- Work Management
- Writing Skills

Register for Courses

(800) 253-4332

learning@nyscseapartnership.org



Adult Education Basics (AEB) & Skills Support

The Partnership offers adult education basics courses as part of our Skills for Success program to enhance skills in language (ESOL), reading, writing, and math. Advisors can assist with AEB class enrollment, goal setting, and connecting to community resources. You can also use your standard tuition benefits to pay for ESOL, high school equivalency, and other preparatory courses.

Get Support & Training

(800) 253-4332

learning@nyscseapartnership.org



Certificate & Traineeship Programs



Online Learning Certificate Programs

Advance your career at your own pace with our flexible six- and twelve-month Online Certificate Programs. Choose from topics like communication, computer skills, writing, project management, and more. Earn a certificate while building skills for professional growth!

One-Year Online Certificate Programs

- Customer Service
- Microsoft Word Basics
- Successful Business Writing
- The Organized Office Worker

Six-Month Online Certificate Programs

Visit our website for the current running six-month online certificate programs.

Enroll Today

(800) 253-4332

OnlineLearningHelp@nyscseapartnership.org



Administrative Assistant Traineeship

This two-year program prepares Administrative Assistant Trainees for advancement to Administrative Assistant 1 through targeted training in essential workplace skills. Flexible learning options make it easy to build the knowledge needed for career growth in New York State service.

Fulfill Your Mandatory and Elective Course Requirements

Fulfill your mandatory and elective course requirements through the Partnership's one-year Online Learning Certificate Programs and certain Skills for Success courses, offered in person and online during Spring, Summer, and Fall semesters.

Advance to Administrative Assistant 1

(800) 253-4332

learning@nyscseapartnership.org



Programs & Services That Require Labor-Management Approval



Workplace Improvement Grants

New York State managers and CSEA leaders can jointly apply for Partnership grants that improve team performance, enhance workplace safety, boost employee well-being, and address critical organizational needs. Talk to your supervisor or CSEA representative about taking advantage of these opportunities.

Quality of Work-Life Grants

Up to \$3,000 for each category per program year

Boost employee morale, wellness, and productivity through projects like:

- Break/Lunchroom Improvement
- Employee Recognition Programs
- Wellness & Health Education
- Working Conditions
- Special Projects

Labor-Management Workforce Development Grants

Up to \$30,000 per program year

Fund projects that:

- Increase efficiency and effectiveness
- Enhance services and employee job skills

Safety and Health Grants

Up to \$50,000 per program year

Prevent injuries, cut costs, and improve safety culture with funding for:

- Injury prevention initiatives
- Safety training and wellness programs
- Improved health and safety equipment

Explore Our Grants

(800) 253-4332

learning@nyscseapartnership.org



Agency Training

New York State managers and CSEA leaders can jointly request training at your worksite. Talk to your supervisor or CSEA representative about bringing a Partnership course or custom class to your agency to support employee development.

Request More Information

(800) 253-4332 Option 1

advisors@nyscseapartnership.org





Safety & Health Services

Workplace safety is a top priority in New York State. We're here to help you have a safer work environment by offering safety and health grants and safety and health training through worksite training requests and Skills for Success courses.

Our training helps employees:

- Understand OSHA/PESH regulations
- Strengthen safety skills through hands-on exercises
- Prevent workplace injuries and illnesses
- Increase on-the-job safety and security awareness

Contact Safety & Health Services

(518) 486-2936

blanca.gonzalez-parker@nyscseapartnership.org



Labor-Management Services

We offer support and training to help labor and management work together effectively. To start or strengthen a labor-management committee, explore our services and talk to your supervisor or CSEA representative.

Find Out More About Labor-Management Services

(518) 474-7764 or (518) 473-5746

labormanagement@nyscseapartnership.org



Applied Skilled Trades Program

This two-year program prepares you for a journey-level position in carpentry, electrical, masonry & plastering, or plumbing & steamfitting. It offers both a traineeship and certificate track, combining classroom instruction with hands-on experience.

Find Out More

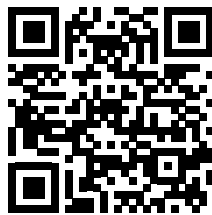
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NYS & CSEA Partnership

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