

<p>Completed application forms must be returned to the Partnership by February 24, 2012</p>		<p>Corporate Plaza East – Suite 502 240 Washington Avenue Extension Albany, New York 12203 www.nyscseapartnership.org Phone: 800-253-4332 Fax: 518-486-1989</p>
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**Adult Education Basics Regional Program
CSEA Capital Region 4**
Giving you the power to understand, communicate, and achieve.

Employee Application Form
Please print clearly.

Employee Name:	
Social Security No. (last four digits):	Email Address:
Job Title:	Salary Grade:
Agency/Facility:	
Bargaining Unit (circle one): For NYS employees: 02/ASU 03/OSU 04/ISU 47/DMNA For Local Government/Private Sector employees: Local No.: Unit No.:	
Phone: ()	Fax: ()
Home Address:	
City:	State: Zip:
<p>Reasonable Accommodation: If you are a person with a disability and require a reasonable accommodation to participate in these courses, please specify the accommodation needed or call the Partnership's accessibility coordinator at 800-253-4332 or email access@nyscseapartnership.org.</p>	
<p>Please note: All courses will be held one day a week for 14 weeks. Courses will be held from 9:00 a.m. to 4:30 p.m. at training sites located in the Albany area. More detailed information regarding the training site and directions will be mailed with acceptance letters to participants before classes start.</p>	
<input type="checkbox"/> English for Speakers of Other Languages (ESOL) CSEA Work Institute, 1 Lear Jet Lane, Latham, NY 12110	<input type="checkbox"/> Wednesdays: March 28; April 4, 11, 18, 25; May 2, 9, 16, 23, 30; June 6, 13, 20 & 27, 2012
<input type="checkbox"/> General Educational Development (GED) PDP Albany Training Center, 22 Corporate Woods Blvd., Albany, NY 12211	<input type="checkbox"/> Thursdays: March 29; April 5, 12, 19, 26; May 3, 10, 17, 24, 31; June 7, 14, 21 & 28, 2012
<input type="checkbox"/> Introduction to Math CSEA Work Institute, 1 Lear Jet Lane, Latham, NY 12110	<input type="checkbox"/> Tuesdays: March 27; April 3, 10, 17, 24; May 1, 8, 15, 22, 29; June 5, 12, 19 & 26, 2012
<input type="checkbox"/> Introduction to Writing NYS DOCCS Training Academy, 1134 New Scotland Road, Albany, NY 12208	<input type="checkbox"/> Wednesdays: March 28; April 4, 11, 18, 25; May 2, 9, 16, 23, 30; June 6, 13, 20 & 27, 2012
<input type="checkbox"/> Reading, Writing, and Math: A Skills Refresher NYS DOCCS Training Academy, 1134 New Scotland Road, Albany, NY 12208	<input type="checkbox"/> Fridays: March 30; April 6, 13, 20, 27; May 4, 11, 18, 25; June 1, 8, 15, 22 & 29, 2012

Management, CSEA, and Supervisor Approval

By submission of this registration form, the following management representative, CSEA local president, and supervisor agree to work cooperatively to provide the employee with the support, supervision, and release time (without charge to leave credits) required to successfully complete this program.

Director of Human Resources (or equivalent)	CSEA Local President
Name:	Name:
Job Title:	Title: CSEA Local President Local No.:
Agency/Facility:	Agency/Facility:
Street Address:	Street Address:
City, State & Zip:	City, State & Zip:
Phone: ()	Phone: ()
Fax: ()	Fax: ()
Email:	Email:
Signature: _____ Date: _____	Signature: _____ Date: _____

Employee's Supervisor
This employee has my approval to attend the 14-week course without charge to leave credits.
Name:
Job Title:
Agency/Facility:
Street Address:
City, State & Zip:
Phone: ()
Fax: ()
Email:
Signature: _____ Date: _____

Please note: If you are attending classes on your official pass day you are not required to obtain any signatures. Courses will be held from 9:00 a.m. to 4:30 p.m. at training sites located in the Albany area. Acceptance letters will be mailed to participants before classes start. Directions to the training location will also be included with the letter.

Mail or fax this form to: Ms. Gary Bartolina, AEB Program Manager
 NYS & CSEA Partnership for Education and Training
 Corporate Plaza East – Suite 502
 240 Washington Avenue Extension
 Albany, New York 12203
 Phone: 518-486-7814
 Fax: 518-486-1989 or 518-473-0056
bartolinag@nyscseapartnership.org