

DIRECTIONS FOR COMPLETING APPLICATION FORM

1. Please type or print legibly.
2. Complete each line of the form. Incomplete or incorrectly completed forms may require us to return your application to you for completion or correction.
3. Negotiating Unit – The *Skills for Success* courses are for:

CSEA-represented New York State (NYS) employees in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units. Limited exceptions include NYS employees in a traineeship or serving a probationary period in a transition title (MC/06 or PS&T/05) supported by the Partnership or employees in a Management/Confidential (MC/06) clerical or secretarial title as space in classes permits.

- OR -

CSEA-represented employees working in local government, school districts, state authorities, or the private sector.

Please circle the correct bargaining unit if you are a NYS government employee.

Please circle "LG" if you are a local government employee or "PS" if you are a private sector employee.

4. Specify the name of your agency or local government or private sector organization (for example, Office of Mental Health or City of Syracuse) and your facility name (for example, Rockland Psychiatric Center or Town of Colonie Parks Department), if applicable.
5. Enter your complete home address.
6. If you are applying for a webinar, you must include an email address.
7. If you are a person with a disability and require a reasonable accommodation to participate in a class, check the box provided and a Partnership staff member will contact you.
8. **Applications must be signed and dated by your supervisor** if the class occurs during your regular work hours. If you are accepted into a class, please notify your supervisor. Do not attend the class unless you receive notification from the Partnership.
9. Mail or fax your application to:

NYS & CSEA Partnership for Education and Training
Corporate Plaza East - Suite 502
240 Washington Avenue Extension
Albany, New York 12203

Fax Numbers: 518-486-1989
518-473-0056

For further assistance, call us at 518-486-7814 or 800-253-4332 for areas outside the Capital Region.