Adult Education Basics Regional Program

Reading Comprehension
SLMS Class Code: P_AEB_R4_5000
Wednesdays: March 4, 11, 18, 25; April 1, 22, 29; May 6, 13, 20, 27; June 3, 10 & 17, 2020
9:15 a.m. - 4:45 p.m.
CSEA WORK Institute • 1 Lear Jet Lane • Latham, NY 12110
This course helps employees enhance their ability to comprehend and interpret written materials, gain an overview of text before reading, and utilize their prior knowledge to gain understanding.

Math Refresher
SLMS Class Code: P_AEB_R4_5001
Thursdays: May 7, 14, 21, 28; June 4 & 11, 2020
9:15 a.m. - 4:45 p.m.
CSEA WORK Institute • 1 Lear Jet Lane • Latham, NY 12110
This course is a refresher of fundamental math topics such as whole numbers, fractions, algebraic expressions, and word problems. Participants will also examine small data sets for mean, median, and mode, and interpret simple graphs.

Application Deadline: February 14, 2020
Enroll through SLMS or by using the application form on the reverse side.
**EMPLOYEE APPLICATION FORM**

**Employee Name (Please print clearly):**

**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 EMPLID:** 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:** __ __ __ __ __ __ __ __ __ __

**Job Title:**

**Email Address (work):**

**Email Address (home):**

**Negotiating Unit for NYS Government Employees (circle one):** 02/ASU 03/OSU 04/ISU 47/DMNA

**CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector (circle NS):**

NS = Non-state CSEA-represented

**Daytime Phone:** (   )

**Please note:** If you are attending classes on your official pass day, you are not required to obtain your supervisor’s approval.

☑ Classes are held on my official pass day. Therefore, no supervisory approval is required.

☑ Reasonable Accommodation: Yes, I require a reasonable accommodation to participate in this course. Please contact me for further information.

**SUPERVISOR’S APPROVAL**

I agree to grant the above employee the release time, without charge to leave credits, to attend the entire course.

**NOTE:** All Adult Education Basics courses are held in a multi-skill level classroom environment. It may benefit participants to take a course more than once or take additional courses. The Partnership will notify participants when they test out of a course.

**Supervisor’s Name and Job Title (Print)**

**Supervisor’s Signature**

**Supervisor’s Email**

**Supervisor’s Phone Number**

**Date**

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>COURSE TITLES</th>
<th>COURSE DATES (Participants must commit to attend all classes)</th>
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<tbody>
<tr>
<td>☑ Reading Comprehension (14 days)</td>
<td>Wednesdays: March 4, 11, 18, 25; April 1, 22, 29; May 6, 13, 20, 27; June 3, 10 &amp; 17, 2020</td>
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<tr>
<td>☑ Math Refresher (6 days)</td>
<td>Thursdays: May 7, 14, 21, 28; June 4 &amp; 11, 2020</td>
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**PLEASE FAX APPLICATION TO (518) 473-0056 OR MAIL TO:**

NYS & CSEA Partnership • Corporate Plaza East – Suite 502 • 240 Washington Ave. Ext. • Albany, NY 12203