



**Heating, Ventilation, and
Air Conditioning (HVAC)**

A Statewide Targeted Tuition Program for CSEA-represented New York State Employees seeking a Plant Utilities Assistant (PUA) or Plant Utilities Engineer (PUE) position

Applications accepted from April 1, 2021 to December 31, 2021

What is It?

The Statewide Targeted Tuition Program for Heating, Ventilation, and Air Conditioning (HVAC) provides tuition assistance to CSEA-represented New York State employees who **are seeking training** to become eligible for Plant Utilities Assistant (PUA) and Plant Utilities Engineer (PUE) positions. The necessary criteria to apply and potentially get a PUE position is listed below:

Educational and Training Requirements to Apply for the Plant Utilities Assistant (PUA) Position
For employees of New York State on or before the date of filing the application, you must have nine months of permanent, competitive, non-competitive or labor service AND one of the following:
<ul style="list-style-type: none">• a high school diploma or high school equivalency and successful completion of four trades courses in any combination of the following trades: electrical, refrigeration, boiler operation and maintenance, plumbing, and HVAC. Each trades course must include a minimum of 30-45 classroom/lab hours in order to be considered qualifying; or
<ul style="list-style-type: none">• successful completion of 12 college semester credit hours in any combination of the following course areas: heating ventilation and air conditioning, electrical circuits, fluid mechanics, technical communications, thermal dynamics, utility refrigeration mechanics, blueprint reading and sketching, physics, boiler and steam systems, industrial electricity, electric utility systems, plant operation and maintenance, industrial instrumentation and control, industrial safety, and environmental air quality; or
<ul style="list-style-type: none">• completion of an HVAC certificate or diploma program with a minimum of 440 hours; or
<ul style="list-style-type: none">• completion of an approved certificate program** in HVAC or related area that is a minimum of one year in duration; or
<ul style="list-style-type: none">• completion of an approved certificate program** in HVAC or related area which is less than one year in duration and post certificate experience, which combined equals one year.

** Certification program must be accredited by the Accrediting Commission of Career Schools and Colleges of Technology or recognized by the NYSED Bureau of Proprietary Schools.

Educational and Training Requirements to Apply for the Plant Utilities Engineer (PUE) Position
<ul style="list-style-type: none">• a bachelor's degree in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering.
<ul style="list-style-type: none">• an associate degree in HVAC AND two years of **qualifying experience.
<ul style="list-style-type: none">• completion of an HVAC certificate or diploma program from a BOCES program with a minimum of 900 hours OR completion of an approved certificate in HVAC, electrical, refrigeration, boiler operations and maintenance, or plumbing from an accredited technical school or technology college AND two years of **qualifying experience.

** For more information regarding qualifications to obtain one of the above Plant Utilities positions, please refer to the Department of Civil Service for clarification on qualifying experience or related areas.

Visit: <https://cs.ny.gov> and search Titles/Classification Standards, or visit <https://careermobilityoffice.cs.ny.gov/cmogotit/occupation-search/index.cfm>

Who's Eligible for the Targeted Tuition Educational Benefits?

CSEA-represented New York State executive branch employees (bargaining units ASU/ 02, OSU/03, ISU/04, or DMNA/47) receiving a New York State paycheck when applying for this benefit are eligible.

How Many Targeted Tuition Benefits Can I Receive?

You can receive up to two targeted tuition benefits (vouchers **or** reimbursements) during this application period. A single targeted tuition benefit (voucher **or** reimbursement) can cover one non-credit course up to \$1,220 **or** one credit-bearing course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$305 per credit. Two targeted tuition benefits (vouchers **or** tuition reimbursements) can be combined and used for one non-credit course that is more than \$1,220 or for one credit-bearing course that is more than four credits.

What Is Covered?

Only tuition is covered. Tuition costs in excess of the maximum provided are your responsibility. All fees and expenses, other than tuition, are also your responsibility.

Do I Need Supervisory Approval?

You do not need supervisory approval to **apply** for these benefits. Supervisory approval is required, however, to attend a course during work hours without charge to accruals. You do not need supervisory approval to attend a course scheduled during your non-working hours.

Are Other Tuition Benefits Available?

Yes. All CSEA-represented New York State executive branch employees (bargaining units ASU/02, OSU/03, ISU/04, and DMNA/47) also have two standard tuition benefits available. Unlike the Statewide Targeted Tuition Program for HVAC, standard tuition benefits do not have to be used specifically for HVAC courses or programs. For more information about all of the tuition benefits available to you, visit www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm or call (800) 253-4332 (press option 1).

How Does It Work?

The schools listed in this brochure offer the type of programs outlined on Page 1. These schools also participate in the Partnership's Tuition Benefits Program and have agreed to accept vouchers in lieu of payment from you for course tuition. If you wish to attend a school that is not listed, you may apply for tuition reimbursement approval. If you are approved for tuition reimbursement, you will have to pay for each course, complete each course, and then provide a receipt and a completion certificate in order to be reimbursed directly by the Partnership.

How Do I Get Started?

Step 1: If you are enrolled in one of the educational programs listed on Page 1 and believe you are eligible for these additional benefits, call (518) 486-7814 (press option 1) or (800) 253-4332 (press option 1) and ask to speak with a Partnership advisor. Should the advisor feel your program meets the qualifications, you will be sent a Targeted Training Program verification form to complete and verify enrollment in one of the educational programs.

Step 2: Complete the verification form and attach the proof of program participation requested and return it to the Partnership.

Step 3: The Partnership will review your verification form and proof and contact you regarding the determination. If you are approved for this program, a Partnership advisor will assist you with obtaining your benefits.

Are These Benefits Taxable?

In general, job-related educational assistance benefits are not taxable, with the following clarifications:

- Currently no tax withholding is required on educational assistance benefits provided to employees up to a \$5,250 limit during the calendar year.
- Educational assistance benefits that exceed \$5,250 may be taxable, unless they can be excluded as a “working condition fringe benefit.”

However, these exemptions can change from one tax year to another. **If educational assistance benefits from the Partnership alone or combined with tuition assistance from other NYS agencies exceed \$5,250, applicable income tax will be withheld from December 2022 paychecks.** Please speak to your accountant or tax advisor for further guidance.

What If I Have More Questions?

If you have questions about the program, contact the Partnership at (518) 486-7814 (press option 1) or (800) 253-4332 (press option 1) or advisors@nyscseapartnership.org.

Participating Voucher Schools

These schools have agreed to accept Partnership vouchers in lieu of payment from you. If you do not wish to pay the tuition for your course(s) and wait for reimbursement, attending a course at one of these schools is an excellent option.

All the schools listed below have indicated that they offer either a bachelor’s degree program in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering; or an associate degree or certificate HVAC program.

There are also numerous BOCES across the state that accept vouchers and may have HVAC certificate or diploma programs, or have four trades courses, minimum of 30 classroom hours each, in any combination of the following trades: electrical, refrigeration, boiler operation and maintenance, plumbing, and HVAC. For information about those schools, please contact the Partnership at (518) 486-7814 (press option 1) or (800) 253-4332 (press option 1) or advisors@nyscseapartnership.org.

School Name	Contact Person	Website
Alfred State College	Wendy Dresser-Recktenwald (607) 587-4015	www.alfredstate.edu
Binghamton University	LuAnne Dirico (607) 777-6950	www.binghamton.edu
Buffalo State College	Kristin Fields (716) 878-5907	www.buffalostate.edu
Electrical and HVAC/R Training Center	Barbara Deacon (631) 226-9021	www.electricaltrainingcenter.edu
Erie CC	Brittini (Brown) Benson (716) 851-1505	www.ecc.edu
Excelsior College	Partnership Admissions Team (844) 943-9296	www.excelsior.edu
Farmingdale State College	Maria Orellana (631) 420-2560	www.farmingdale.edu
Fulton-Montgomery CC	Admissions Office (518) 736-3622, ext. 8301	www.fmcc.suny.edu
Hudson Valley CC	Office of Continuing Education (518) 629-7338	www.hvcc.edu
Mohawk Valley CC	Rachel Libby (315) 792-5537	www.mvcc.edu
Monroe CC	Admissions Office (585) 292-2200	www.monroecc.edu
New York City College of Technology	Nadia Kennedy (718) 260-5780	www.citytech.cuny.edu
Suffolk CCC (Grant)	Admissions Office (631) 851-6719	www.sunysuffolk.edu
SUNY at Stony Brook	Veronica Luna (631) 632-1307	www.stonybrook.edu
SUNY College of Technology at Canton	Student Service Center (315) 386-7616	www.canton.edu

School Name	Contact Person	Website
SUNY Delhi	Cindy Healey (607) 746-4627	www.delhi.edu
SUNY New Paltz	Shala Mills (845) 257-3550	www.newpaltz.edu
SUNY Oswego	Joyce Jaskula (315) 312-3626	www.oswego.edu
SUNY Polytechnic Institute	Gina Liscio (315) 792-7500	www.sunypoly.edu
The College of Staten Island	Jennifer Durando (718) 982-2188	www.csi.cuny.edu
University at Buffalo	Office of Student Accounts (716) 645-1800	www.buffalo.edu

Tuition Reimbursement

If you wish to attend a school that does not accept Partnership vouchers, or if you have already paid for your HVAC course(s), you can apply for tuition reimbursement approval. The school must be recognized as an accredited educational institution or proprietary school. **Please note that you do not have to complete your course before applying for your tuition benefit; however, you will not receive reimbursement until after you complete your course (exceptions may apply if courses are more than one year in length).**

If you receive reimbursement approval, you must follow the directions provided on the approval form(s) to submit the documentation required to be reimbursed directly **after** course completion; this documentation includes a copy of your receipt from the school detailing tuition charges, payments and sources of payments, and a copy of your transcript or grade report proving course completion. Reimbursement of tuition will then be mailed to you within 60 days.

You must complete your course to receive tuition reimbursement. The deadline to submit documentation for reimbursement is June 30, 2022. Please call the Partnership at (518) 486-7814 (press option 2) or (800) 253-4332 (press option 2) if you cannot provide the appropriate documentation by this date.

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www.nyscseapartnership.org
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