

2023-2024



# Heating, Ventilation, and Air Conditioning (HVAC)

A Statewide Targeted Tuition Program for CSEA-represented NYS  
Employees Seeking a Plant Utilities Assistant  
or Plant Utilities Engineer 1 Position

Applications Accepted Until March 31, 2024

## What Is the Statewide Targeted Tuition Program for HVAC?

The Statewide Targeted Tuition Program for HVAC provides tuition assistance to CSEA-represented NYS employees who are seeking training to become eligible for Plant Utilities Assistant (PUA) or Plant Utilities Engineer 1 (PUE) positions.

### Educational and Training Requirements

Eligible employees must meet the educational criteria below to apply for and potentially get a PUA or PUE 1 position.

Plant Utilities Assistant Position
For employees of NYS 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"> <li>Completion of a bachelor's degree in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering.</li> </ul>
<ul style="list-style-type: none"> <li>Completion of an associate degree in HVAC.</li> </ul>
<ul style="list-style-type: none"> <li>Completion of an HVAC certificate or diploma program from a BOCES with a minimum of 440 hours, OR completion of an approved certificate program** in HVAC, electrical, refrigeration, boiler operations and maintenance, or plumbing from an accredited technical school or technology college.</li> </ul>

\*\* 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.

Plant Utilities Engineer 1 Position
<ul style="list-style-type: none"> <li>Completion of a bachelor's degree in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering.</li> </ul>
<ul style="list-style-type: none"> <li>Completion of an associate degree in HVAC AND two years of **qualifying experience.</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>

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

Visit <https://careermobilityoffice.cs.ny.gov/cmo/qotit/occupation-search/index.cfm>

## Who is Eligible?

CSEA-represented NYS employees (ASU/02, OSU/03, ISU/04, or DMNA/47) receiving a NYS paycheck when applying for this benefit are eligible.

## How Many Targeted Tuition Benefits Can I Receive?

You can apply for up to **two targeted tuition benefits** (*vouchers or reimbursements*) during the program year, from April 1, 2023, to March 31, 2024.

- **One targeted tuition benefit** (*voucher or reimbursement*) – Covers 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*) – Combining two targeted tuition benefits covers one non-credit course that is more than \$1,220 **or** one credit-bearing course that is more than four credits.

## What Does it Cover?

We only cover the cost of tuition. Any tuition costs over 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 non-working hours.

## Are Other Tuition Benefits Available?

**Yes.** All CSEA-represented NYS employees (ASU/02, DMNA/47, ISU/ 04, OSU/03) also have **two standard tuition benefits** available. Unlike targeted tuition benefit programs, standard tuition benefits do not have to be used for specific HVAC courses.

Learn more about all the tuition benefits available to you:

- Visit [www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm](http://www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm)
- Call (800) 253-4332 (*Option 1*)
- Email [advisors@nyscseapartnership.org](mailto:advisors@nyscseapartnership.org)

## How Does It Work?

You can apply to receive **vouchers** that pay for tuition at over 50 participating schools. In addition, if you wish to attend a school not listed in this brochure or have already paid for your HVAC course(s), you may apply for **tuition reimbursement**. *Please note: The school must be an accredited educational institution or proprietary school.*

## How Do I Get Started?

If you are currently enrolled in an HVAC program and believe you are eligible for tuition benefits, please take the following steps.

- **Step 1: Contact Us** – Call (800) 253-4332 (*Option 1*) or email [advisors@nyscseapartnership.org](mailto:advisors@nyscseapartnership.org) to connect with an advisor. Should the advisor feel your program meets the qualifications, you will receive a targeted tuition program verification form
- **Step 2: Complete and Submit Documentation** – Complete and submit the verification form and other requirements, such as proof of program participation.
- **Step 3: Expect a Decision** – Once we review your documentation, we'll contact you with a decision.
- **Step 4: Use Your Benefits** – An advisor will help you use your targeted tuition benefits after approval.

## 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, except for Certification and Licensure exams, which are always taxable.
- 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. In addition, 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 paychecks.

*Please contact your accountant or tax advisor for guidance.*

## What If I Have More Questions?

We're here to help! Contact our educational advisors at (800) 253-4332 (*Option 1*) or [advisors@nyscseapartnership.org](mailto:advisors@nyscseapartnership.org).

## Participating Voucher Schools

Over 50 schools will accept Partnership vouchers for tuition in place of payment from you. Each school's name, code, and contact information are available below.

The colleges listed below offer a bachelor's degree program in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering OR an associate degree or certificate in an HVAC program. In addition, the BOCES and community colleges below offer an associate degree, certificate, or diploma program in HVAC.

*If the school you wish to attend is not on this list, please contact an advisor to determine your eligibility for tuition reimbursement.*

School Name	School Code	Website	Phone Number
Alfred State College	608-U	<a href="http://www.alfredstate.edu">www.alfredstate.edu</a>	(607) 587-4015
Binghamton University	608-UG	<a href="http://www.binghamton.edu">www.binghamton.edu</a>	(607) 777-6950
Buffalo State College	620-UNG	<a href="http://www.buffalostate.edu">www.buffalostate.edu</a>	(716) 878-5907
Capital Region BOCES	723-N	<a href="http://www.capitalregionboces.org">www.capitalregionboces.org</a>	(518) 862-4791
Cayuga Community College	263-UN	<a href="http://www.cayuga-cc.edu">www.cayuga-cc.edu</a>	(315) 255-1743 X2230
Corning Community College	296-UN	<a href="http://www.corning-cc.edu">www.corning-cc.edu</a>	(607) 962-9875
Dutchess BOCES	134-N	<a href="http://www.dcboces.org/adults">www.dcboces.org/adults</a>	(845) 483-3640 X6102
Dutchess Community College	353-U	<a href="http://www.sunydutchess.edu">www.sunydutchess.edu</a>	(845) 431-8064
Eastern Suffolk BOCES	224-N	<a href="http://www.esboces.org">www.esboces.org</a>	(631) 286-6585
Electrical and HVAC/R Training Center	357-N	<a href="http://www.electricaltrainingcenter.edu">www.electricaltrainingcenter.edu</a>	(631) 226-8021
Erie 1 BOCES	137-N	<a href="http://www.e1b.org/wfd">www.e1b.org/wfd</a>	(716) 821-7027
Erie 2 BOCES	140-N	<a href="http://www.e2ccb.org">www.e2ccb.org</a>	(716) 549-4454
Erie Community College	368-U	<a href="http://www.ecc.edu">www.ecc.edu</a>	(716) 851-1505
Excelsior University	547-UG	<a href="http://www.excelsior.edu">www.excelsior.edu</a>	(518) 464-8829
Farmingdale State College	647-UG	<a href="http://www.farmingdale.edu">www.farmingdale.edu</a>	(631) 420-2560

School Name	School Code	Website	Phone Number
Finger Lakes Community College	287-UN	<a href="http://www.flcc.edu">www.flcc.edu</a>	(585) 785-1000
Fulton-Montgomery Community College	377-UN	<a href="http://www.fmcc.suny.edu">www.fmcc.suny.edu</a>	(518) 736-3622 X 8301
Greater Southern Tier BOCES	209-N	<a href="http://www.gstboces.org/adulted">www.gstboces.org/adulted</a>	(607) 739-7905 X1388
Herkimer Community College	386-U	<a href="http://www.herkimer.edu">www.herkimer.edu</a>	(315) 866-0300 X8317
Hudson Valley Community College	404-N 404-U	<a href="http://www.hvcc.edu">www.hvcc.edu</a>	(518) 629-7338
Jamestown Community College	422-UN	<a href="http://www.sunyjcc.edu">www.sunyjcc.edu</a>	(716) 363-6500
Jefferson Community College	428-U	<a href="http://www.sunyjefferson.edu">www.sunyjefferson.edu</a>	(315) 786-6544
Mohawk Valley Community College	482-UN	<a href="http://www.mvcc.edu">www.mvcc.edu</a>	(315) 792-5475
Monroe 2 Orleans BOCES	235-N	<a href="http://www.monroe2boces.org/cwd">www.monroe2boces.org/cwd</a>	(585) 349-9100
Monroe Community College	488-UN	<a href="http://www.monroecc.edu">www.monroecc.edu</a>	(585) 292-2200
Morrisville State College	656-U	<a href="http://www.morrisville.edu">www.morrisville.edu</a>	(315) 684-6046
Nassau BOCES	173-N	<a href="http://www.nassauboces.org/adulted">www.nassauboces.org/adulted</a>	(516) 622-6954
Nassau Community College	497-U	<a href="http://www.ncc.edu">www.ncc.edu</a>	(516) 572-7472
New York City College of Technology	329-UN	<a href="http://www.citytech.cuny.edu">www.citytech.cuny.edu</a>	(718) 260-5780
Onondaga Community College	530-U	<a href="http://www.sunyocc.edu">www.sunyocc.edu</a>	(315) 498-2530
Onondaga-Cortland-Madison BOCES	179-N	<a href="http://www.ocmboces.org">www.ocmboces.org</a>	(315) 453-4466
Orleans-Niagara BOCES	188-N	<a href="http://www.onboces.org">www.onboces.org</a>	(716) 731-6800 X3101
Orange-Ulster BOCES	185-N	<a href="http://www.ouboces.org">www.ouboces.org</a>	(845) 781-6715
Oswego BOCES	191-N	<a href="http://www.citiboces.org">www.citiboces.org</a>	(315) 593-9400
Putnam-Northern-Westchester BOCES	200-N	<a href="http://www.pnwboeces.org">www.pnwboeces.org</a>	(914) 248-2430



School Name	School Code	Website	Phone Number
Queensborough Community College	545-U	<a href="http://www.qcc.cuny.edu">www.qcc.cuny.edu</a>	(718) 631-6212
Rockland Community College	554-UN	<a href="http://www.sunyrockland.edu">www.sunyrockland.edu</a>	(845) 574-4370
St. Lawrence-Lewis BOCES	216-N	<a href="http://www.sllboces.org">www.sllboces.org</a>	(888) 360-7693
Southern Westchester BOCES	210-N	<a href="http://www.adulted.swboces.org">www.adulted.swboces.org</a>	(914) 592-0849
Suffolk County Community College (Ammerman)	599-U	<a href="http://www.sunysuffolk.edu">www.sunysuffolk.edu</a>	(631) 451-4000
Suffolk County Community College (Grant)	593-U	<a href="http://www.sunysuffolk.edu">www.sunysuffolk.edu</a>	(631) 851-6719
SUNY Adirondack	104-UN	<a href="http://www.sunyacc.edu">www.sunyacc.edu</a>	(518) 743-2300 X2496
SUNY College of Technology at Canton	626-UN	<a href="http://www.canton.edu">www.canton.edu</a>	(315) 386-7616
SUNY Delhi	638-UNG	<a href="http://www.delhi.edu">www.delhi.edu</a>	(607) 746-4450
SUNY New Paltz	660-UG	<a href="http://www.newpaltz.edu">www.newpaltz.edu</a>	(845) 257-3550
SUNY Oswego	668-UG	<a href="http://www.oswego.edu">www.oswego.edu</a>	hr@oswego.edu
SUNY Polytechnic Institute	683-UG	<a href="http://www.sunypoly.edu">www.sunypoly.edu</a>	(315) 792-7500
SUNY at Stony Brook	680-UG	<a href="http://www.stonybrook.edu">www.stonybrook.edu</a>	(631) 632-1307
Ulster BOCES	234-N	<a href="http://www.ulsterboces.org">www.ulsterboces.org</a>	(845) 331-5050
University at Buffalo	623-UG	<a href="http://www.buffalo.edu">www.buffalo.edu</a>	(716) 645-1800
Western Suffolk BOCES	227-N	<a href="http://www.wilsontech.org">www.wilsontech.org</a>	(631) 667-6000 X320

## Tuition Reimbursement

If you wish to attend a school that does not accept Partnership vouchers or 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. Contact a Partnership advisor at (800) 243-4332 (*Option 1*) to ensure the school is accredited before you pay tuition. Please note that you do not have to complete your course before applying for your tuition benefit; however, you will only receive reimbursement after you complete your course. Exceptions may apply if courses are more than one year in length.

If you receive a reimbursement approval, you must follow the approval form(s) directions to submit the documentation required to be reimbursed after course completion. This documentation includes a copy of your account statement 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, 2024.** Please call the Partnership (800) 253-4332 (*Option 2*) if you cannot provide the appropriate documentation by this date.



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