

Targeted Tuition Program

For NYS agencies
and CSEA locals



Prepare for Future
State Workforce Needs

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Targeted Tuition Program Guidelines

Finding people with the education and skills you need to fill specific positions in NYS service can be challenging.

That's why we encourage labor and management representatives to work together to apply for the Partnership's Targeted Tuition Program.

By working together, agencies can expand their pool of qualified applicants for hard-to-fill positions. At the same time, CSEA-represented NYS employees can save money on tuition while preparing to advance their career in state service.

Designed to support agency workforce development and succession planning needs, the program is a win-win for both agencies and employees.

Achieve Your Workforce Goals

With a network of over 150 educational providers, we're sure you'll find an entity offering the coursework or training programs your employees need. We can help you build a skilled workforce by issuing targeted tuition benefits to eligible employees participating in programs that meet any of the following:

- Certification and/or licensure requirements.
- Educational requirements to take a NYS civil service exam.
- Educational requirements to complete a traineeship.
- Other specific job skills training.

Examples of situations where targeted tuition benefits have been used include earning the six credits of accounting needed to take the Accountant/Auditor Aide Trainee exam; completing the six paralegal studies courses required as a Legal Assistant Trainee; or taking courses needed to earn the Credential for Alcohol and Substance Abuse Counselor, which can result in promotion to Addictions Counselor I.

Apply Today

Ready to get started?

- 1. Complete and submit the application form.** Be sure to include signatures from the CSEA local president and state management representative. This may be the human resources director, personnel director, facility director, or equivalent for state management.
- 2. Wait for a decision.** Specific criteria will be under review including the documentation of need, number of CSEA-represented NYS employees to benefit from the proposal, level of labor and management commitment, and the availability of funding.
- 3. Get started.** Following co-director approval, a program associate will contact you. Together, you'll begin to design and launch the program. *Please allow a minimum of four weeks from the date of the application to the proposed date of implementation.*

Targeted Tuition Program

Role of a Steering Committee

We encourage labor and management representatives to appoint a steering committee responsible for program implementation.

Responsibilities may include any of the following:

- Identify participation criteria, program content, support services, public relations activities, and evaluation methods.
- Provide information on the agency's workforce development profile and plans.
- Identify targeted job titles to ensure a match exists between the title and the proposal. This will help ensure opportunities are available for employees once they complete their training.

Additional Considerations

It may be necessary for labor and management to commit additional resources, such as the following, to ensure the program's success.

- Full or partial release time for employees to attend training or courses. *At a minimum, the agency may be expected to schedule work assignments in a way that enables employees to attend training.*
- Classroom space (for on-site training), internal communication, and evaluation.
- Funding to cover potential costs not covered by the targeted tuition program (books, fees).

The Partnership will provide coordination and technical assistance to ensure the program meets employee development and agency workforce planning needs, and is also seamless and user-friendly for participants. In conjunction with the steering committee, the Partnership will identify one or more educational providers for the program. While the value of a single benefit cannot exceed the current tuition rates, the number of targeted tuition benefits made available to employees is at the discretion of the Partnership.

We're Here to Help

If you have any questions or need more information, please contact us.

Call (800) 253-4332 (*Option 1*) or email advisors@nyscseapartnership.org to connect with our educational advisement team.

We can also offer individual and group advisement in the following areas:

- Determine if the training is appropriate for employee career goals and agency workforce development needs.
- Provide encouragement and support, and monitor progress.
- Provide financial aid counseling on state or federal programs—Tuition Assistance Program (TAP), PELL Grants, and Aid for Part-Time Study (APTS).



Targeted Tuition Program Application Form

Please type or print and mail the completed application form to the NYS & CSEA Partnership, Corporate Plaza East - Suite 502, 240 Washington Ave. Ext., Albany, NY 12203, fax to: (518) 486-1989, or email to advisors@nyscsepartnership.org

Agency Name: _____

Facility Name: _____

Street Address: _____

City, State, Zip: _____

CSEA Region #: _____ CSEA Local #: _____

Total number of employees in your CSEA Local: _____

Number of CSEA-represented NYS employees, by bargaining unit, who will benefit directly from this proposal:

ASU _____ ISU _____ OSU _____ DMNA _____

What specific job title(s) do you intend to target for employees to prepare?

What are the educational requirements for the targeted job title(s)?

Briefly indicate how your training needs were assessed.

Which educational institution, if any, provides the educational requirements for the title(s) you are targeting?

Targeted Tuition Program Application Form

Briefly describe the employee and organizational needs to be addressed by this proposal including how you expect this proposal will benefit both your CSEA-represented NYS employees and your agency.

Briefly describe the resources labor and management will commit to the program to ensure its success (for example - in-kind contributions, monetary or non-monetary contributions, training or meeting space, release time for participants, etc.).

Management Representative:

Name (please print):

Title: _____

Work Address:

Phone: () _____

Fax: () _____

Email: _____

CSEA Local President:

Name (please print):

Work Address:

Phone: () _____

Fax: () _____

Email: _____

We certify that all information contained in this application is accurate and complete. We have jointly collaborated in the assessment and development of this request and will continue to be involved in all aspects of the proposal.

Management Representative:

Signature: _____

Date: _____

CSEA Local President:

Signature: _____

Date: _____

NOTE: Please allow a minimum of four weeks from the date of the application to the proposed date of implementation.

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