



**Seats
are limited.
Apply today!**

ADULT EDUCATION BASICS REGIONAL PROGRAM

CSEA Metropolitan Region 2 - Spring 2015

Course Topics & Dates:

- **Reading Comprehension**
Mondays: March 9, 16, 23, 30; April 6, 13, 20, 27; May 4, 11, 18; June 1 & 8, 2015
- **Reading, Writing, and Math: A Skills Refresher**
Tuesdays: March 10, 17, 24, 31; April 7, 14, 21, 28; May 5, 12, 19; June 2 & 9, 2015
- **Introduction to Math**
Wednesdays: March 11, 18, 25; April 1, 8, 15, 22, 29; May 6, 13, 20; June 3 & 10, 2015

Each course will be held one day per week for 13 weeks from 9:00 a.m. to 4:30 p.m. at the Consortium for Worker Education, 83 Maiden Lane, New York City (**note new address**).

Participants must receive their supervisor's approval to participate unless the classes are held on their pass day. See reverse side for course descriptions.

APPLICATION DEADLINE: MARCH 2, 2015

For more information, contact:

Ms. Gary Bartolina Campbell • (518) 486-7814 • gary.campbell@nyscseapartnership.org



Adult Education Basics

Course Descriptions

Introduction to Math



This course helps employees refresh their basic math skills and learn useful computation techniques. Participants will overcome their “math anxiety,” increase calculation speed, and perform basic math functions using decimals, fractions, and percents. Learning to solve problems using addition, subtraction, multiplication, and division will also be covered.

Reading Comprehension

This course helps employees improve their ability to comprehend and interpret written materials, gain an overview of text before reading, and utilize their prior knowledge to gain understanding. Participants will increase their reading comprehension and retention levels, learn to scan and skim written materials for needed information, and improve their vocabulary.

Reading, Writing, and Math: A Skills Refresher

This course helps employees refresh their reading, writing, and math skills. Participants will practice reading to improve their understanding of written materials, recognize and apply the basic rules of grammar and punctuation, and perform basic math calculations using decimals, fractions, and percents.



Completed application forms
must be returned to the
Partnership by
March 2, 2015



Corporate Plaza East – Suite 502
240 Washington Avenue Ext.
Albany, New York 12203
www.nyscseapartnership.org
Phone: (800) 253-4332
Fax: (518) 486-1989

Adult Education Basics Regional Program
CSEA Metropolitan Region 2 – Spring 2015
Giving you the power to understand, communicate, and achieve.

Employee Application Form
(Please print clearly)

Employee Name:		
<p>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.")</p> <p>NYS EMPLID: N _____</p> <p>CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector, please provide your CSEA ID. (The CSEA ID is 10 characters long and can be found on your CSEA membership ID card.)</p> <p>CSEA ID: _____</p>		
Job Title:	Email Address:	
Agency/ Facility:		
<p>Negotiating Unit for NYS Government Employees (circle one): 02/ASU 03/OSU 04/ISU 47/DMNA</p> <p align="center">– OR –</p> <p>CSEA-represented Employees in Local Government, School Districts, State Authorities, or Private Sector (circle NS):</p> <p align="center">NS = Non-state CSEA-represented</p>		
Phone: ()	Fax: ()	
Home Address:		
City:	State:	Zip:
<p>Please note: If you are attending classes on your official pass day, you are not required to obtain any signatures on the reverse side of this application form.</p> <p><input type="checkbox"/> Classes are held on my official pass day. Therefore, no supervisory approval is required.</p> <p>Reasonable Accommodation: <input type="checkbox"/> Please check if you have a disability that requires a reasonable accommodation to participate in these courses and specify the accommodation requested or call the Partnership's accessibility coordinator at (800) 253-4332 or email access@nyscseapartnership.org.</p>		
<p>All courses will be held one day per week for 13 weeks. Courses will be held from 9:00 a.m. to 4:30 p.m. at the Consortium for Worker Education, 83 Maiden Lane, New York, NY 10038 (note new address). Training site details and directions will be mailed with acceptance letters to participants before classes start.</p>		
<input type="checkbox"/> <i>Reading Comprehension</i>	Mondays: March 9, 16, 23, 30; April 6, 13, 20, 27; May 4, 11, 18; June 1 & 8, 2015	
<input type="checkbox"/> <i>Reading, Writing, and Math: A Skills Refresher</i>	Tuesdays: March 10, 17, 24, 31; April 7, 14, 21, 28; May 5, 12, 19; June 2 & 9, 2015	
<input type="checkbox"/> <i>Introduction to Math</i>	Wednesdays: March 11, 18, 25; April 1, 8, 15, 22, 29; May 6, 13, 20; June 3 & 10, 2015	

Management, CSEA, and Supervisor Approval

By submission of this registration form, the following management representative, CSEA local president, and supervisor agree to work cooperatively to provide the employee with the support, supervision, and release time (without charge to leave credits) required to successfully complete this program. If the employee is attending classes on their official pass day, no approvals are required.

Director of Human Resources (or equivalent)	CSEA Local President
Name:	Name:
Job Title:	Title: CSEA Local President Local No.:
Agency/Facility:	Agency/Facility:
Street Address:	Street Address:
City, State & Zip:	City, State & Zip:
Phone: ()	Phone: ()
Fax: ()	Fax: ()
Email:	Email:
Signature: Date:	Signature: Date:

Employee's Supervisor	
<p>The employee named on the reverse side of this application form has my approval to attend the 13-week course and one-day orientation and skills assessment without charge to leave credits.</p> <p>NOTE: All Adult Education Basics courses are held in a multi-skill-level classroom environment. Participants may need to take a course more than once. At the conclusion of each course, the Partnership will determine if a participant has reached the grade 12 level. The Partnership will notify participants when they are no longer qualified to attend a course.</p>	
Name:	
Job Title:	
Agency/ Facility:	
Street Address:	
City, State & Zip:	
Phone: ()	Fax: ()
Email:	
Signature:	Date:

Mail or fax this form to: Ms. Gary Bartolina Campbell, AEB Program Manager
NYS & CSEA Partnership for Education and Training
Corporate Plaza East – Suite 502
240 Washington Avenue Ext.
Albany, New York 12203
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