NYS & CSEA Partnership

Adult Education Basics Program

Online Reading Course | Spring 2023

Application Deadline:
March 28, 2023

Enroll through SLMS or by using the application form on the reverse side.

Effective Reading Skills 1 (Online)

SLMS Class Code: P_AEB_R9_5533 | Tuesdays & Thursdays

April 11, 13, 18, 20, 25 & 27; May 2, 4, 9, 11, 16 & 18, 2023

Instructor-led online course: 9:30 a.m. - 12:30 p.m.

This six-week course will help participants read and understand written materials. Participants will explore techniques such as skimming, scanning, learning the roots of words, and asking meaningful questions to better understand chosen passages. It is suggested that participants enroll in Adult Education Basics courses in sequential order.

Required: Three-hour commitment each day from course participants with approval by supervisors.

NOTE: An optional orientation for Canvas will be held during the week prior to the start of class. Students will be contacted directly to attend this after they are enrolled in the course.

The instructor will hold office hours by appointment while classes are in session for those students who require extra help or have any concerns. It is the responsibility of the students to make appointments for this confidential assistance on their own time.

For more information, contact:
Sara LaFountain-Bagrow• (518) 473-0053• learning@nyscseapartnership.org

APPLICATION FORM
Please print or type

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: **Agency:**

Email Address (work):   **Email Address (personal):**

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

– OR –

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

Best Phone Number to Reach You: (   )   **Can we text this number?   Yes ☐   No ☐**

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.

Supervisor's Name and Job Title (Print)	Supervisor's Signature	
Supervisor's Email	Supervisor's Phone Number	Date

COURSE INFORMATION

COURSE TITLE	COURSE DATES (Participants must commit to attend all classes)
☐ Effective Reading Skills 1 (12 days, 3 hours per day)	April 11, 13, 18, 20, 25 & 27; May 2, 4, 9, 11, 16 & 18, 2023 (Tuesdays & Thursdays)

PLEASE FAX APPLICATION TO (518) 473-0056 OR EMAIL TO: learning@nyscseapartnership.org