Enroll Through SLMS or Use Application on Reverse Side.

# Summer Webinars

**Microsoft Outlook 2016: Working with Calendars**  
July 2, 2019 • 1:00 p.m. - 2:00 p.m. • (SLMS Class Code: P_OE_R7_4773)

**Career Options Within NYS Government Using GOT-IT**  
July 10, 2019 • 3:00 p.m. - 4:00 p.m. • (SLMS Class Code: P_OE_R7_4774)

**Professionalism in the Digital Age**  
July 11, 2019 • 1:00 p.m. - 2:00 p.m. • (SLMS Class Code: P_OE_R7_4775)

**Writing Effectively**  
July 16, 2019 • 10:00 a.m. - 11:00 a.m. • (SLMS Class Code: P_OE_R7_4776)

**Using the Tuition Benefits Program**  
July 17, 2019 • 10:00 a.m. - 11:30 a.m. • (SLMS Class Code: P_OE_R7_4777)

**Merit System: Examinations and Eligible Lists**  
July 18, 2019 • 7:00 a.m. - 8:00 a.m. • (SLMS Class Code: P_OE_R7_4778)

**Protect Your Identity**  
July 23, 2019 • 10:00 a.m. - 11:00 a.m. • (SLMS Class Code: P_OE_R7_4779)

**Take Control of Your Time**  
July 24, 2019 • 10:00 a.m. - 11:00 a.m. • (SLMS Class Code: P_OE_R7_4780)

**Designing Dynamic Presentations**  
July 25, 2019 • 1:00 p.m. - 2:00 p.m. • (SLMS Class Code: P_OE_R7_4781)

**A Career in Nursing: Is it Right for You?**  
July 30, 2019 • 3:00 p.m. - 4:00 p.m. • (SLMS Class Code: P_OE_R7_4782)

**Microsoft Outlook 2016: Managing Contacts and Tasks**  
July 31, 2019 • 1:00 p.m. - 2:00 p.m. • (SLMS Class Code: P_OE_R7_4783)

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**Workforce Development Competencies Key:**

- Communication and Interpersonal Relations
- Critical Thinking and Problem Solving
- Professionalism and Self-Management
- Reading and Locating Information
**APPLICANT INFORMATION**

Please print or type.

**Name**

**Identification Number:**

*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:** ____ ____ ____ ____ ____ ____ ____ ____ ____

**Negotiating Unit**

*New York State Government Employees (circle one):*

- 02 = Administrative Services Unit (ASU)
- 03 = Operational Services Unit (OSU)
- 04 = Institutional Services Unit (ISU)
- 05 = Professional, Scientific & Technical (PS&T)*
- 06 = Management/Confidential (M/C)*
- 47 = Division of Military & Naval Affairs (DMNA)

Other _________________________

**– OR –**

*Non-state CSEA-represented Employee* – If Local Government, School District, State Authority, or Private Sector CSEA-represented employee, check here ☐.

* Select PS&T and M/C employees serving a probationary period in a transition title or traineeship supported by the Partnership are eligible to attend the *Professionalism in the Digital Age*, *Take Control of Your Time*, and *Writing Effectively* webinars, as space permits.

NOTE: M/C employees in a clerical or secretarial title are eligible to attend any webinar, as space permits.

**Reasonable Accommodation:** All participants are welcome. If you have a disability and need an accommodation, check here ☐. A Partnership staff member will contact you for further information.

**Current Job Title**

**Grade**

**Name of Agency or Organization**

**Facility**

**Day Phone ( )**

**Email Address (Must provide at least one)**

**Home:**

**Work:**

**COURSE INFORMATION**

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**SUPERVISOR APPROVAL**

By signing this application I grant this employee release time, without charge to leave credits, to attend the webinar(s).

**Supervisor Name (Print or Type)**

**Supervisor Signature**

**Supervisor Email**

**Supervisor Phone Number**

**Date**

Fax application to: (518) 486-1989 or (518) 473-0056 or mail to:

NYS & CSEA Partnership • Corporate Plaza East – Suite 502 • 240 Washington Ave. Ext. • Albany, NY 12203

**NOTE:** Course registration deadlines are approximately three weeks before the first day of the webinar.