2023-2024

TUITION
BENEFITS
CATALOG

For CSEA-represented
NYS employees

NYS & CSEA
Partnership

Save Money on Tuition and Exam Fees

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Overview of the Tuition Benefits Program

You can reach your education and career goals while saving money on tuition and exam fees. Take advantage of all the tuition benefits program has to offer.

- **Tuition Vouchers** - Use vouchers to help pay for tuition at over 150 participating providers.

- **Tuition Reimbursement** - Get reimbursed for tuition pre-paid to an approved provider following course completion.

- **Statewide Targeted Tuition Benefits** - Save more money on tuition while training in one of five areas identified as high demand in NYS.

- **Credit-by-Exam Fee Reimbursement** - Get repaid for an unlimited number of eligible exams up to a maximum of $350 per exam.

- **Certification and Licensure Exam Fee Reimbursement** - Get repaid for an unlimited number of eligible certification and licensure exam fees up to a maximum of $350 per exam.

Tuition Benefits Program Highlights

TWO Standard Tuition Benefits (*Vouchers or Reimbursement*)	UNLIMITED Credit-by-Exam Fee Reimbursements	UNLIMITED Certification and Licensure Exam Fee Reimbursement

Am I Eligible for Tuition Benefits?

You are eligible for tuition benefits if you are a CSEA-represented NYS employee (ASU, ISU, OSU, or DMNA) **receiving a NYS paycheck when applying (application received after first paycheck and before last paycheck)**, or a CSEA-represented NYS employee who has been laid off in the past year and is on a Civil Service Preferred List.

CSEA-represented NYS employees who are otherwise eligible but are on approved non-disciplinary leave without pay or on workers' compensation leave may also qualify with proper documentation. Documentation must specify the type of leave and the start date. It must be signed by a human resources officer and attached to your tuition benefits application form.

Advisement

Many schools have specific requirements you must meet before registering for a course.

We suggest you get started by contacting the school directly for course information.

You may also contact a Partnership advisor for **general advisement and help applying for and using your tuition benefits**.

Partnership advisors are also available for individual confidential advisement in educational and career planning, alternative approaches to furthering your education, educational financing, and identifying adult education basics courses.

Our advisement team is here to help you get the most out of your tuition benefits. Contact us at (800) 253-4332 (*Option 1*) or advisors@nyscseapartnership.org.

Course Criteria

Eligible courses must be in session sometime between April 1, 2023, and March 31, 2024.

All courses **must** be vocational, trade, technical, or business-related, instructor-led, and relevant to a NYS occupation or NYS workforce need.

Many providers offer basic skills courses in English, reading, writing, and math, or offer Adult Basic Education, High School Equivalency, and English for Speakers of Other Languages (ESOL) courses. These courses are often free, but the Partnership can cover the course if tuition is charged.

Types of Non-Credit Courses NOT Eligible for Tuition Benefits

The following types of non-credit courses are **not eligible** for tuition benefits.

- Bartending
- Gaming (*for example, billiards and poker*)
- Modeling and appearance enhancement
- Physical education (*for example, kickboxing, karate, martial arts, dance, and Pilates*)
- Reiki, yoga, meditation, and hypnosis
- Starting your own business
- One-on-one courses or tutoring

Types of Benefits

- Tuition Voucher
- Tuition Reimbursement
- Statewide Targeted Tuition Benefits
- Credit-by-Exam Fee Reimbursement
- Certification and Licensure Exam Fee Reimbursement

Choose The Benefits That Best Meet Your Needs

Tuition Voucher

You should apply for this benefit if the school you want to attend is one of our participating providers. Participating schools have agreed to accept vouchers in place of student payment and will bill the Partnership directly for course tuition. A complete directory of participating providers is included at the back of this catalog.

Tuition Reimbursement

You should apply for reimbursement if any of the following are true:

The school you want to attend is not listed in this catalog.	The school listed in this catalog does not offer a convenient location or the type of course you are interested in.	You have already paid for the course and prefer to be reimbursed directly.

The school must be recognized as an accredited educational institution. *Reimbursement will not be provided for coursework taken at a school that is not accredited.*

Please contact us before registering with the school to ensure they are an approved reimbursement provider.

Our advisement team is here to help you get the most out of your tuition benefits. Contact us at (800) 253-4332 (*Option 1*) or advisors@nyscseapartnership.org.

Save While Training for High-Demand Careers

Statewide Targeted Tuition Benefits

You can save even more money on tuition costs with enrollment in any of the following high-demand career training programs.

You may be eligible to receive up to *two targeted* tuition benefits in addition to the *two standard* tuition benefits when training for these specific fields. This means you may be eligible to receive a total of *four* tuition benefits, per program year.

If you are currently enrolled in any of these programs and believe you are eligible for targeted tuition benefits, contact us.

Commercial Driver's License (CDL)	Heating, Ventilation, and Air Conditioning (HVAC)	Information Technology (IT)	Nursing	Welding

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Credit-by-Exam Fee
Reimbursement

CLEP, DANTES, TECEP, and Excelsior University Exams

In addition to your other tuition benefits, you can get reimbursed for an **unlimited** number of exams, including test center fees up to a maximum of $350 per exam.

Eligible exams are those available through the College-Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST), Thomas Edison College Examination Program (TECEP), and Excelsior University.

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> Contact us at (800) 253-4332 (*Option 1*) or advisors@nyscseapartnership.org.

College-Level Examination Program (CLEP) - This national credit-by-exam program that allows students to earn credit for what they already know. Exams cover material taught in courses most students take as requirements in the first two years of college. https://clep.collegeboard.org.

DANTES Subject Standardized Test (DSST) - This credit-by-exam program offers students the opportunity to earn college credit for knowledge gained in the workplace, classroom, or through independent study. The exams cover physical sciences, social sciences, business, applied technology, humanities, and more. www.getcollegecredit.com.

Thomas Edison College Examination Program (TECEP) - This program offers a wide range of exams for earning college credit. The exams are designed to allow you to demonstrate the college-level knowledge you have gained through work, independent reading, or other activities. Originally designed to help enrolled Thomas Edison State College students meet degree requirements, the exams are now administered nationally and may be used at many other institutions. www.tesu.edu/degree-completion/testing.

Excelsior University - These exams provide flexible opportunities to demonstrate college-level learning in the arts and sciences, business, nursing, and education. www.excelsior.edu.

Certification and Licensure Exam Fee **Reimbursement**

In addition to your other tuition benefits, you can get reimbursed for an **unlimited** number of certification or licensure exam fees up to a maximum of $350 per exam.

> **Our advisement team is here to help you get the most out of your tuition benefits.** Contact us at (800) 253-4332 (*Option 1*) or advisors@nyscseapartnership.org.

This program is not intended to replace existing agency exam reimbursement programs.

To be eligible for reimbursement, a certification or licensure exam must meet the following criteria:

1. Be job- or career-related.
2. Lead to certification or licensure for an occupation that currently exists in NYS service.
3. Be administered by an accredited organization.

Examples include Boiler Inspector, Certified Public Accountant, Commercial Pesticide Applicator/Technician, Credentialed Alcoholism and Substance Abuse Counselor, Dental Hygienist, Licensed Practical Nurse, Physical Therapy Assistant, Registered Nurse, and Wastewater Treatment Plant Operator. Exams for certification in specific software or hardware programs by Microsoft, Novell, Oracle, and others may also be covered.

Costs and fees **not** reimbursed by this program include:

- Civil Service examination fees.
- Fees for exams leading to certification in a career that does not exist in NYS service.
- Fees for exams leading to college credit for life experience.
- Academic and application fees.
- Study materials (books, CDs, DVDs, etc.) and supplies.
- License and certification renewals.
- Exam fees that are reimbursable by the employee's agency.

Please Note: *The IRS considers reimbursements under the Certification and Licensure Exam Fee Reimbursement Program taxable income; applicable income taxes will be withheld from paychecks.*

Tuition Coverage Limits

The Tuition Benefits Program provides **two standard benefits** (tuition vouchers **OR** tuition reimbursements), **two statewide targeted** tuition benefits, an **unlimited** number of Credit-by-Exam Fee Reimbursement benefits, and an **unlimited** number of Certification and Licensure Exam Fee Reimbursement benefits.

A **single tuition benefit** (voucher or reimbursement) can cover **ONE** of the following:

Tuition for **ONE** credit-bearing course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed $305 per credit.*	Tuition for **ONE** non-credit course up to $1,220.	Tuition for **ONE** Excelsior University fee up to a maximum of $1,220.
A voucher at a private school will cover the full tuition for an undergraduate course; however, partial tuition up to $305 per credit hour is covered for a graduate-level course.		

Two tuition benefits (vouchers or reimbursements) can be combined and used for one non-credit course over $1,220 (each benefit will cover up to a **maximum** of $1,220), or for one credit-bearing course that is more than four credits, or for one Excelsior University fee that costs more than $1,220.

Apply Today

The application process varies based on the type of benefit sought. Once you've determined the type of benefit you need, and you're ready to apply, follow the steps below.

For Tuition Vouchers and Reimbursements

1. **Find an eligible course(s).** Course(s) must be in session at some point between April 1, 2023 and March 31, 2024.

2. **Complete and return the enclosed application form via mail, fax, or email.** *If sent via U.S. mail, applications must be received (not postmarked) by March 31, 2024.*

- *For Vouchers* - Be sure to enter the correct school code *and* school name using the participating provider directory in this catalog.

- *For Reimbursement* - Be sure to enter "TRP" (Tuition Reimbursement Program) for the school code and include the school's full name. You do not have to complete your course before you apply. However, you will not receive reimbursement until after you complete your course at an accredited provider. Exceptions may apply if courses are more than one year long.

3. **Expect a response within 10 business days.** If you do not hear from us by this time, please call (800) 253-4332 (*Option 1*) or email advisors@nyscseapartnership.org.

Apply Today

For Credit-By Exam Fee *and* Certification and Licensing Exam Fee Reimbursement

1. **Contact Us** - Call (800) 253-4332 (*Option 1*) or email advisors@nyscseapartnership.org. Be prepared to share the date you took or will take your exam.

2. **Pay and Test** - Pay for and complete the exam and then provide us with proof of payment and exam completion.

3. **Get Reimbursed** - You will be reimbursed pass or fail, after submitting the required documentation.

Use Your Benefits

Tuition Voucher

If you receive a voucher for a participating school (schools that accept vouchers), you must:

1. Follow the school's registration instructions and schedule. *If you do not formally register at the school, you may not be allowed to attend the course.*

2. Submit the voucher to the school when you register or pay for your course. By doing so, you permit the school to bill the Partnership. *If you do not submit the voucher to the school, you may be billed by the school.*

Tuition Reimbursement

You must complete your course to receive tuition reimbursement.

If you receive a reimbursement approval, you must:

• Return the completed reimbursement approval form to the Partnership **after** completing and paying for the course. Include a copy of your account statement from the school detailing tuition charges (separate from fees), tuition payment, sources of payments, and a copy of your transcript or grade report indicating course completion.

• Once all required supporting documents are received, we will mail your tuition reimbursement to you within 60 days.

The deadline to submit documentation for reimbursement is June 30, 2024. Please contact us at (800) 253-4332 (Option 2), or reimbursement@nyscseapartnership.org if you cannot provide the appropriate documentation by this time.

Changing, Dropping, and Canceling

Changing Schools or Benefit Type

If you want to attend a school other than the one you were initially approved, or change the benefit type:

- **Return the original approval form by March 31, 2024**, with the "Changing Schools or Benefit Type" section completed on the back of the form. *If you no longer have the original approval form, please contact us.*

Please note that changing schools or benefit type can be approved only if **no charges** were *incurred against the original benefit, voucher, or reimbursement approval.*

Changing Courses

Changing a course does not require prior approval from the Partnership if the new course meets our course criteria as outlined in this catalog.

Dropping Courses

- If you register for a course but withdraw within the school's 100% refund period (if one is available), the Partnership will **not be** required to pay for your participation in the course and your tuition benefit may still be valid for you to use at that school.

- If you drop your course outside of the school's 100% refund period, the Partnership will pay the school as required, and **the tuition benefit will be considered used**.

Please contact the provider directly to find out about their drop procedures and refund policy.

Canceling Benefits

If you are unable to use your tuition benefit during the eligible time frame and want to cancel it, you must:

- **Return the original approval form by March 31, 2024,** with the "Canceling a Tuition Benefit" section completed on the back of the form. *If you no longer have the original approval form, please contact us.*

Please Note:

- Cancellations can be approved only if no charges were incurred against the **original** benefit, voucher, **or** reimbursement approval.

- Tuition benefits cannot be carried over from one program year to the next or transferred to another individual.

Our advisement team is here to help you get the most out of your tuition benefits. Contact us at (800) 253-4332 (*Option 1*) or advisors@nyscseapartnership.org.

A Better Future Starts Here
Achieve Your Educational
Goals with the Partnership

Other Financial Aid

You may be eligible for state or federal student financial aid if enrolled in a college degree or certification program. To that end, the following resources may be of interest to you.

Aid for Part-Time Study (APTS)
Students enrolled part-time in approved graduate studies may be eligible for grant assistance through this program. Awards provide up to $2,000 per year for part-time undergraduate study at participating institutions in New York State. You must be matriculated in an approved program of study, enrolled in 3 to 11 credit hours, and meet eligibility requirements. *Contact your school's financial aid office or visit www.hesc.ny.gov.*

Excelsior Scholarship
In combination with other student financial aid programs, this scholarship can allow students to attend a SUNY or CUNY college tuition-free. *Learn more at www.hesc.ny.gov.*

Federal Pell Grant Program
This is usually awarded to undergraduate students who have not yet earned a bachelor's, graduate, or professional degree. Pell Grants are based on financial need, as demonstrated on the Free Application for Federal Student Aid (FAFSA). *Learn more online at www.studentaid.gov.*

Federal Tax Benefits for Education
If you, your spouse, or a dependent are taking college courses or other post-secondary training, you may benefit from the American Opportunity Credit or the Lifetime Learning Credit. These programs are federal tax credits to help offset the costs of higher education. *Visit www.irs.gov for more information on federal tax credits.*

College Tuition Credit or Itemized Deduction
The College Tuition Credit is a tax credit allowed for the qualified college tuition expenses paid for an eligible student. The credit is available to full-year New York state residents only. The college tuition itemized deduction is another option if you itemize your deductions on your tax return. *See publication IT-272 at www.tax.ny.gov for more information.*

Tuition Assistance Program (TAP)

The TAP helps eligible New York residents pay tuition at approved schools in the state. Depending on the academic year in which you begin study, an annual TAP award can be up to $5,665. Because TAP is a grant, it does not have to be paid back. *Contact your school's financial aid office or visit www.hesc.ny.gov for more information.*

Important Tax Information

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 Licensing Exam reimbursements 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."

These exemptions, however, can change from one tax year to another. **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.

More Resources

Educational Advisement Services

Our advisors are here to help you understand and use your tuition benefits. However, please know that the final responsibility for using tuition benefits rests with you.

Advisors are available to help in other areas, such as:

- **Academic Advisement** - Clarify and realize your academic and career goals.

- **Career Advisement** - Learn about yourself, job choices, and careers.

- **Financial Aid** - Find out about available financial aid programs, federal educational tax credits, and scholarships.

- **Adult Education Basics** - Get advice and referrals to improve your reading, writing, and math skills; earn your high school equivalency diploma, and improve your speaking and comprehension skills.

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Education Guides

Making the decision to go back to school or change careers isn't always easy. In addition to connecting with our advisors, we encourage you to review our education guides online. Each provide helpful information and resources, such as returning to school, paying for school, alternative ways to earn credits, and preparing to job search. *Download the guides at www.nyscseapartnership.org/educational-guides*.

Education Guide Handout List:

Guide 1: Returning to Learning

Guide 2: Non-Traditional Approaches to Further Education

Guide 3: Credit-By-Examination

Guide 4: Tax Credits for Education

Guide 5: Scholarships

Guide 6: Informational Interviewing

Guide 7: Networking

Guide 8: Financing Your Education

Support Services for Students with Disabilities

Many colleges assist students who have a physical or learning disability. If you have a disability and are interested in taking courses, call the Partnership at (800) 253-4332 (*Option 1*) or email advisors@nyscseapartnership.org, or check the appropriate box on the tuition benefits application form. You may also call the school directly to arrange services. We suggest you do this as soon as possible.

StateJobsNY

The website statejobs.ny.gov is provided by the Office of Employee Relations. It allows current state employees to identify transfer and promotional opportunities while allowing state agencies to advertise their vacancies to a specialized market.

Participating Voucher Schools

Over 150 participating colleges, universities, community colleges, BOCES, and other accredited schools will accept Partnership vouchers in place of payment from you.

Scan for easy access to provider websites.

Providers are listed in this catalog along with the following information:

- CSEA region
- School name and website address
- School code listed under the relevant credit type (*undergraduate, non-credit, or graduate*)

School Codes

Undergraduate, Non-Credit, and Graduate

You must list the provider's school code on your application form. This begins with a three-digit number followed by one or more letters–U, N, and G. Each letter represents a credit type, as outlined below. It is important to use the correct school code on your application form because some schools accept vouchers only for certain courses. Be sure to look closely at the provider directory in this catalog for details.

Undergraduate Schools (U)	Non-Credit Schools (N)	Graduate Schools (G)
Accept vouchers for **undergraduate credit** courses. Typically, courses are available through community colleges and universities where college credit is awarded upon course completion. Students taking undergraduate credit courses typically possess a high school diploma or high school graduate equivalency diploma and are often taking courses to obtain an associate's or bachelor's degree.	Accept vouchers for **non-credit courses**. Courses are generally offered at BOCES or college continuing education departments. Non-credit courses do not award college credits, but sometimes award continuing education units (CEUs).	Accept vouchers for **graduate courses**. Most schools will not allow students to register for graduate courses unless they already possess a bachelor's degree.

Tuition Reimbursement Program (TRP)

If you're applying for tuition reimbursement for an accredited school or location that does not accept Partnership vouchers, or if you have already paid for a course and prefer to be reimbursed directly, use "TRP" as the school code on your application form.

Our advisement team is here to help you get the most out of your tuition benefits.
Contact us at (800) 253-4332 (*Option 1*) or advisors@nyscseapartnership.org.

CSEA Long Island Region 1
Provider Directory

School Name	SCHOOL CODE		
	Undergraduate Credit	**Non-Credit**	**Graduate Credit**
COMMERCIAL DRIVER TRAINING INC www.cdtschool.com	Not Available	276-N	Not Available
EASTERN SUFFOLK BOCES www.esboces.org	Not Available	224-N	Not Available
ELECTRICAL AND HVAC/R TRAINING CENTER electricaltrainingcenter.edu	Not Available	357-N	Not Available
FARMINGDALE STATE COLLEGE www.farmingdale.edu	647-UG	Not Available	647-UG
HOFSTRA UNIVERSITY CONTINUING EDUCATION www.ce.hofstra.edu	Not Available	400-N	Not Available
HUNTER BUSINESS SCHOOL www.hunterbusinessschool.edu	Not Available	406-N	Not Available
LEARN CENTER (THE) www.learnheavyequipment.com	Not Available	440-N	Not Available
NASSAU BOCES www.nassauboces.org/adulted	Not Available	173-N	Not Available
NASSAU COMMUNITY COLLEGE www.ncc.edu	497-U	497-N	Not Available
SUFFOLK COMMUNITY COLLEGE (AMMERMAN) www.sunysuffolk.edu	599-U	Not Available	Not Available
SUFFOLK COMMUNITY COLLEGE (EASTERN) www.sunysuffolk.edu	596-U	Not Available	Not Available
SUFFOLK COMMUNITY COLLEGE (GRANT CAMPUS) www.sunysuffolk.edu	593-U	Not Available	Not Available
SUNY AT STONY BROOK www.stonybrook.edu/spd	680-UG	680-N	680-UG
SUNY COLLEGE AT OLD WESTBURY www.oldwestbury.edu	662-UNG	662-UNG	662-UNG
WESTERN SUFFOLK BOCES www.wilsontech.org	Not Available	227-N	Not Available

CSEA Metropolitan Region 2
Provider Directory

School Name	SCHOOL CODE		
	Undergraduate Credit	Non-Credit	Graduate Credit
BIG APPLE TRAINING INC www.bigappletrainingonline.net	Not Available	112-N	Not Available
BOROUGH OF MANHATTAN COMMUNITY COLLEGE www.bmcc.cuny.edu	453-U	453-N	Not Available
CCNY CENTER FOR WORKER EDUCATION www.ccny.cuny.edu/cwe	308-UG	Not Available	308-UG
COLLEGE OF STATEN ISLAND/CUNY www.csi.cuny.edu/continuing-education	338-UG	338-N	338-UG
CORNELL UNIVERSITY ILR (NYC) www.ilr.cornell.edu	291-UN	291-UN	Not Available
CUNY JOHN JAY COLLEGE www.jjay.cuny.edu	314-UG	Not Available	314-UG
CUNY LEHMAN COLLEGE www.lehman.edu/ce	321-UG	321-N	321-UG
CUNY QUEENS COLLEGE www.qc.cuny.edu	332-UG	Not Available	332-UG
CUNY SCHOOL OF LABOR & URBAN STUDIES www.slu.cuny.edu	333-UG	Not Available	333-UG
CUNY SCHOOL OF PROFESSIONAL STUDIES www.sps.cuny.edu	334-UNG	334-UNG	334-UNG
HOSTOS COMMUNITY COLLEGE www.hostos.cuny.edu	402-U	402-N	Not Available
KINGSBOROUGH COMMUNITY COLLEGE www.kbcc.cuny.edu	Not Available	434-N	Not Available
LAGUARDIA COMMUNITY COLLEGE www.lagcc.cuny.edu	437-U	Not Available	Not Available
MEDGAR EVERS COLLEGE www.mec.cuny.edu	471-U	Not Available	Not Available
NEW YORK CITY COLLEGE OF TECHNOLOGY www.citytech.cuny.edu	329-UN	329-UN	Not Available
QUEENSBOROUGH COMMUNITY COLLEGE www.qcc.cuny.edu	545-U	Not Available	Not Available

CSEA Metropolitan Region 2
Provider Directory

School Name	SCHOOL CODE		
	Undergraduate Credit	**Non-Credit**	**Graduate Credit**
SAM CONSULTING SERVICES INC www.samconsulting.com	Not Available	588-N	Not Available
UNIVERSAL EMERGENCY CARE TRAINING www.emslife.com	Not Available	694-N	Not Available
YORK COLLEGE/CUNY www.york.cuny.edu	342-U	Not Available	Not Available

If you're applying for tuition reimbursement for an accredited school or location that does not accept Partnership vouchers, or if you have already paid for a course and prefer to be reimbursed directly, use "TRP" as the school code on your application form.

CSEA Southern Region 3
Provider Directory

School Name	SCHOOL CODE		
	Undergraduate Credit	Non-Credit	Graduate Credit
BOCES SOUTHERN WESTCHESTER www.adulted.swboces.org	Not Available	210-N	Not Available
BROWN'S AUTO DRIVING SCHOOL kenny@browns_cdl.com	Not Available	726-N	Not Available
COMMERCIAL DRIVER TRAINING INC www.cdtschool.com	Not Available	276-N	Not Available
DUTCHESS BOCES/ALI www.dcboces.org/adults	Not Available	134-N	Not Available
DUTCHESS COMMUNITY COLLEGE www.sunydutchess.edu	Not Available	353-N	Not Available
DUTCHESS COMMUNITY COLLEGE www.sunydutchess.edu	353-U	351-N	Not Available
MARIST COLLEGE www.marist.edu/admission/adult	458-UNG	458-UNG	458-UNG
NYACK COLLEGE www.nyackcollege.edu	528-UG	Not Available	528-UG
ORANGE COUNTY COMMUNITY COLLEGE www.sunyorange.edu	533-UN	533-UN	Not Available
ORANGE-ULSTER BOCES www.ouboces.org	Not Available	185-N	Not Available
PURCHASE COLLEGE www.purchase.edu	677-UN	677-UN	Not Available
PUTNAM/NORTHERN WESTCHESTER BOCES www.pnwboces.org	Not Available	200-N	Not Available
ROCKLAND BOCES www.rocklandboces.org	Not Available	206-N	Not Available
ROCKLAND COMMUNITY COLLEGE www.sunyrockland.edu	554-UN	554-UN	Not Available
SULLIVAN COUNTY COMMUNITY COLLEGE www.sunysullivan.edu	602-UN	602-UN	Not Available
SUNY NEW PALTZ www.newpaltz.edu	660-UG	660-N	660-UG
ULSTER BOCES www.ulsterboces.org	Not Available	234-N	Not Available

School Name	SCHOOL CODE		
	Undergraduate Credit	**Non-Credit**	**Graduate Credit**
ULSTER COUNTY COMMUNITY COLLEGE www.sunyulster.edu	689-UN	689-UN	Not Available
WESTCHESTER COMMUNITY COLLEGE www.sunywcc.edu	701-UN	701-UN	Not Available

If you're applying for tuition reimbursement for an accredited school or location that does not accept Partnership vouchers, or if you have already paid for a course and prefer to be reimbursed directly, use "TRP" as the school code on your application form.

CSEA Capital Region 4
Provider Directory

School Name	SCHOOL CODE		
	Undergraduate Credit	Non-Credit	Graduate Credit
ADDICTIONS CARE CENTER OF ALBANY www.theacca.net	Not Available	722-N	Not Available
CAPITAL REGION BOCES (HEALTH CAREERS) www.capregboces.org	Not Available	258-N	Not Available
CAPITAL REGION BOCES (ADULT EDUCATION) www.capitalregionboces.org	Not Available	723-N	Not Available
CDL SCHOOL (THE) www.cdlschool.com	Not Available	272-N	Not Available
CLINTON COMMUNITY COLLEGE www.clinton.edu	275-UN	275-UN	Not Available
COLUMBIA-GREENE COMMUNITY COLLEGE www.sunycgcc.edu	284-U	284-N	Not Available
COMPUTER VISIONS www.compvisions.com	Not Available	279-N	Not Available
CSEA WORK INSTITUTE www.cseany.org/work	Not Available	708-N	Not Available
EMPIRE STATE ENGLISH www.esenglish.org	Not Available	363-N	Not Available
FULTON-MONTGOMERY COMMUNITY COLLEGE www.fmcc.suny.edu	377-UN	377-UN	Not Available
HUDSON VALLEY COMMUNITY COLLEGE www.hvcc.edu	404-U	404-N	Not Available
MILDRED-ELLEY www.mildred-elley.edu	480-UN	480-UN	Not Available
SCHENECTADY COUNTY COMMUNITY COLLEGE www.sunysccc.edu	560-UN	560-UN	Not Available
SIENA COLLEGE www.siena.edu	563-U	Not Available	Not Available
SUNY ADIRONDACK www.sunyacc.edu	104-UN	104-UN	Not Available
SUNY COBLESKILL www.cobleskill.edu	632-U	Not Available	Not Available

CSEA Capital Region 4
Provider Directory

School Name	SCHOOL CODE		
	Undergraduate Credit	**Non-Credit**	**Graduate Credit**
SUNY PLATTSBURGH www.plattsburgh.edu	671-UG	Not Available	671-UG
TROY BOILER WORKS, INC. www.troyboilerworks.com	Not Available	724-N	Not Available
UNIVERSITY AT ALBANY www.albany.edu	605-UG	Not Available	605-UG
WASHINGTON-SARATOGA-WARREN BOCES www.etaprogram.org	Not Available	208-N	Not Available
WILDWOOD PROGRAMS INC. www.wildwoodprograms.org	Not Available	705-N	Not Available

If you're applying for tuition reimbursement for an accredited school or location that does not accept Partnership vouchers, or if you have already paid for a course and prefer to be reimbursed directly, use "TRP" as the school code on your application form.

CSEA Central Region 5
Provider Directory

School Name	SCHOOL CODE		
	Undergraduate Credit	Non-Credit	Graduate Credit
BINGHAMTON UNIVERSITY www.binghamton.edu	611-UG	Not Available	611-UG
BOCES OSWEGO www.citiboces.org	Not Available	191-N	Not Available
BROOME COMMUNITY COLLEGE www.sunybroome.edu	242-UN	242-UN	Not Available
BROOME-TIOGA BOCES www.btboces.org/AdultEducation.aspx	Not Available	113-N	Not Available
CAYUGA COMMUNITY COLLEGE www.cayuga-cc.edu	263-UN	263-UN	Not Available
DELAWARE-CHENANGO-MADISON-OTSEGO BOCES www.dcmoboces.com	Not Available	131-N	Not Available
GREATER SOUTHERN TIER BOCES (BUSH CAMPUS) www.gstboces.org/adulted	Not Available	209-N	Not Available
HERKIMER COUNTY COMMUNITY COLLEGE www.herkimer.edu	386-U	Not Available	Not Available
JEFFERSON COMMUNITY COLLEGE www.sunyjefferson.edu	428-U	Not Available	Not Available
JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA BOCES www.boces.com	Not Available	721-N	Not Available
MADISON-ONEIDA BOCES www.moboces.org	Not Available	176-N	Not Available
MOHAWK VALLEY COMMUNITY COLLEGE www.mvcc.edu	482-UN	482-UN	Not Available
NATIONAL TRACTOR TRAILER SCHOOL INC www.ntts.edu	Not Available	720-N	Not Available
ONONDAGA COMMUNITY COLLEGE www.sunyocc.edu	530-U	Not Available	Not Available
ONONDAGA/CORTLAND/MADISON BOCES (LIVERPOOL) www.ocmboces.org	Not Available	179-N	Not Available
OTSEGO NORTHERN CATSKILLS BOCES www.oncboces.org	Not Available	192-N	Not Available

School Name	SCHOOL CODE		
	Undergraduate Credit	**Non-Credit**	**Graduate Credit**
SUNY COLLEGE OF TECHNOLOGY AT CANTON www.canton.edu	626-UN	626-UN	Not Available
SUNY CORTLAND www.cortland.edu	635-UG	Not Available	635-UG
SUNY DELHI www.delhi.edu	638-UNG	638-UNG	638-UNG
SUNY MORRISVILLE www.morrisville.edu	656-U	Not Available	Not Available
SUNY ONEONTA www.oneonta.edu	665-UG	668-N	665-UG
SUNY OSWEGO www.oswego.edu/extended-learning	668-UG	Not Available	668-UG
SUNY POLYTECHNIC INSTITUTE www.sunypoly.edu	683-UG	Not Available	683-UG
SUNY POTSDAM www.potsdam.edu	674-UG	Not Available	674-UG
TOMPKINS-CORTLAND COMMUNITY COLLEGE www.tompkinscortland.edu	686-UN	686-UN	Not Available

If you're applying for tuition reimbursement for an accredited school or location that does not accept Partnership vouchers, or if you have already paid for a course and prefer to be reimbursed directly, use "TRP" as the school code on your application form.

CSEA Western Region 6
Provider Directory

School Name	SCHOOL CODE		
	Undergraduate Credit	**Non-Credit**	**Graduate Credit**
ALFRED STATE COLLEGE www.alfredstate.edu	608-U	Not Available	Not Available
BOCES ERIE #1 www.e1b.org/wfd	Not Available	137-N	Not Available
BOCES GENESEE/LIVINGSTON/ STEUBEN/WYOMING www.gvboces.org	Not Available	158-N	Not Available
BUFFALO STATE COLLEGE www.buffalostate.edu	620-UNG	620-UNG	620-UNG
CATTARAUGUS-ALLEGANY BOCES www.caboces.org https://registration.xenegrade.com/ caboces	Not Available	265-N	Not Available
COLLEGE AT BROCKPORT www.brockport.edu	614-UG	Not Available	614-UG
CORNELL UNIVERSITY ILR (BUFFALO) www.ilr.cornell.edu	290-UN	290-UN	Not Available
CORNING COMMUNITY COLLEGE www.corning-cc.edu	296-UN	296-UN	Not Available
ERIE 2 CHAUTAUQUA-CATTARAUGUS BOCES www.e2ccb.org	Not Available	140-N	Not Available
ERIE COMMUNITY COLLEGE www.ecc.edu	368-U	Not Available	Not Available
FINGER LAKES COMMUNITY COLLEGE www.flcc.edu	287-UN	287-UN	Not Available
GENESEE COMMUNITY COLLEGE www.genesee.edu	380-UN	380-UN	Not Available
HILBERT COLLEGE www.hilbert.edu	394-UG	Not Available	394-UG
JAMESTOWN COMMUNITY COLLEGE www.sunyjcc.edu	422-UN	422-UN	Not Available
MONROE #1 BOCES www.monroe.edu/careertraining	Not Available	166-N	Not Available
MONROE 2-ORLEANS BOCES www.monroe2boces.org/cwd	Not Available	235-N	Not Available
MONROE COMMUNITY COLLEGE www.monroecc.edu	488-UN	488-UN	Not Available

CSEA Western Region 6
Participating Providers

School Name	SCHOOL CODE		
	Undergraduate Credit	Non-Credit	Graduate Credit
NATIONAL TRACTOR TRAILER SCHOOL INC www.ntts.edu	Not Available	720-N	Not Available
NIAGARA COUNTY COMMUNITY COLLEGE www.niagaracc.suny.edu	515-UN	515-UN	Not Available
ORLEANS NIAGARA BOCES www.onboces.org	Not Available	188-N	Not Available
PROFESSIONAL DRIVER INSTITUTE INC www.pditruckingschool.com	Not Available	532-N	Not Available
STATE UNIVERSITY OF NEW YORK AT FREDONIA www.fredonia.edu	650-UG	Not Available	650-UG
SUNY GENESEO www.geneseo.edu	653-UG	Not Available	653-UG
TROCAIRE COLLEGE www.trocaire.edu	688-UN	688-UN	Not Available
UNIVERSITY AT BUFFALO www.buffalo.edu	623-UG	Not Available	623-UG
WAYNE-FINGER LAKES BOCES wflbocesadulted.org	Not Available	236-N	Not Available

If you're applying for tuition reimbursement for an accredited school or location that does not accept Partnership vouchers, or if you have already paid for a course and prefer to be reimbursed directly, use "TRP" as the school code on your application form.

Non-Traditional and Statewide
Provider Directory

School Name	SCHOOL CODE		
	Undergraduate Credit	**Non-Credit**	**Graduate Credit**
EASTERN GATEWAY COMMUNITY COLLEGE www.egcc.edu	354-U	Not Available	Not Available
EXCELSIOR UNIVERSITY www.excelsior.edu	547-UG	Not Available	547-UG
SUNY EMPIRE STATE COLLEGE www.esc.edu and www.esc.edu/grad	ESC-UG	Not Available	ESC-UG
WILLIAM WOODS UNIVERSITY https://unioncollegebenefit.org/afscme-collegebenefit	727-UG	Not Available	727-UG

If you're applying for tuition reimbursement for an accredited school or location that does not accept Partnership vouchers, or if you have already paid for a course and prefer to be reimbursed directly, use "TRP" as the school code on your application form.

Application Instructions

Important: Employer-paid tuition benefits, like those provided by the NYS & CSEA Partnership's Tuition Benefits Program, can be taxable under certain conditions.

Use the enclosed application form to apply for tuition vouchers or reimbursements.

- Eligible courses must be in session at some point between **April 1, 2023, and March 31, 2024**.

- All courses **must** be vocational, trade, technical, or business-related, and relevant to a NYS occupation or NYS workforce need. Types of non-credit courses not relevant to NYS workforce needs can be reviewed at the beginning of this catalog.

- Many providers offer basic skills courses in English, reading, writing, and math, or offer Adult Basic Education, high school equivalency, and English for Speakers of Other Languages (ESOL) courses. These courses are often free, but we can cover the course if tuition is charged.

How to Read School Codes

You must list the provider's school code on your application form. This begins with a three-digit number followed by one to three letters–U, N, and G. Each letter represents a type of credit, such as U for undergraduate credit, N for non-credit, and G for graduate credit. **Some providers have different school codes for undergraduate credit-bearing, non-credit courses, and graduate credit-bearing courses.** It is important to enter the correct school code on your application form because schools accept vouchers only for certain courses.

Apply for Tuition Vouchers and Tuition Reimbursements

1. **Find an eligible course(s).** Course(s) must be in session at some point between April 1, 2023 and March 31, 2024.

2. **Complete and return the enclosed application form via mail, fax, or email.** *If sent via U.S. mail, applications must be received (not postmarked) by March 31, 2024.*

- *For Vouchers* - Be sure to enter the correct school name and school code using the provider directory in this catalog.

- *For Reimbursement* - Be sure to enter "TRP" (Tuition Reimbursement Program) for the school code and include the school's full name. You do not have to complete your course before you apply. However, you will not receive reimbursement until after you complete your course. Exceptions may apply if courses are more than one year long.

3. **Expect a response within 10 business days.** If you do not hear from us by this time, please contact us to ask about the status of your application.

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/ criminal conviction record.

To be eligible to apply, you must be a NYS employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units who has received a NYS paycheck at the time the application is received by the Partnership (after first paycheck and before last paycheck). **Applications submitted during this application period must be used for courses that are in session during this application period (April 1, 2023 - March 31, 2024).**

NYS EMPLID: N `0` `1` `2` `3` `4` `5` `6` `7` **OR**

> **Have your NYS or CSEA ID ready when filling out your application.**

CSEA ID #: `1` `2` `3` `4` `5` `6` `7` `8` `9` `0`

Name: Jordan Smith

Mailing Address: 1007 Mountain Drive

> **Vouchers/reimbursement approval forms will be mailed to the address you list on this application. Please make sure the address is current. Vouchers/reimbursement approval forms will never be faxed or emailed to you.**

City: Clifton Park   State: New York

Best contact phone number: 518-555-5555   Ext.   NYS Agency N

Email address: jordansmith123@gmail.com

You may apply for up to TWO standard tuition benefits during the program year **(April 1, 2023-March 31, 2024). All applications must be received by March 31, 2024.**

To apply for vouchers, fill in the 4 to 6 digit participating voucher school code and name of the school on each line below. All participating voucher schools and their codes can be found here.

To apply for reimbursement, use **"TRP"** as the school code if you are applying for b[...] location that does not accept Partnership vouchers, or if you have already paid for yo[...] be reimbursed directly.

> **You can find your school code by clicking this link. For reimbursement, your school code will always be TRP.**

DO NOT SEND PAYMENT/COMPLETION DOCUMENATION AT THIS TIME.

Benefit 1:
Partnership School Code: `1` `0` `4` - `U` `N` ☐   School Name: SUNY Adirondack

Benefit 2:
Partnership School Code: `T` `R` `P` - ☐ ☐ ☐   School Name: Paul Smith's College

> **You can apply for up to two tuition benefits on this application. If you are taking two courses this program year, consider applying for two benefits.**

Subject Area: Forestry

☑ **By checking this box, I agree that all of the information con[...] the best [...] authori[...] Partnership [...] regarding my participation.**

> **This subject area can be the major you are pursuing or program you are enrolled in.**

Date: 08/24/2023

[...]lication as an Attachment to:

tuitionapplications@nyscseapartnership.org

Fax: (518) 486-1989 | **Call:** (800) 253-4332 (option 1) with any questions

Mail: Corporate Plaza East – Suite 502, 240 Washington Avenue Extension Albany, New York 12203

Click here if you have a disability that requires a reasonable accommodation in order to participate in a course.

To be eligible to apply, you must be a NYS employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units who has received a NYS paycheck at the time the application is received by the Partnership (after first paycheck and before last paycheck). **Applications submitted during this application period must be used for courses that are in session during this application period (April 1, 2023 - March 31, 2024).**

NYS EMPLID: N ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐   **OR**

> **The NYS EMPLID can be found on your paystub. The CSEA ID # can be found on your CSEA membership ID card.**

CSEA ID #:

Name: _____

Mailing Address: _____

City: _____   State: _____   Zip code: _____

Best contact phone number: (   ) _____ Ext._____ NYS Agency Name: _____

Email address: _____

You may apply for up to TWO standard tuition benefits during the program year **(April 1, 2023-March 31, 2024). All applications must be received by March 31, 2024.**

To apply for vouchers, fill in the 4 to 6 digit participating voucher school code (located above to the name or office of the school contact), and name of the school on each line below. All participating voucher schools and their codes can be found here.

To apply for reimbursement, use **"TRP"** as the school code if you are applying for benefits at a school or location that does not accept Partnership vouchers, or if you have already paid for your course and prefer to be reimbursed directly.

DO NOT SEND PAYMENT/COMPLETION DOCUMENATION AT THIS TIME.

Benefit 1:
Partnership School Code: ☐ ☐ ☐ - ☐ ☐ ☐   School Name: _____

Benefit 2:
Partnership School Code: ☐ ☐ ☐ - ☐ ☐ ☐   School Name: _____

Subject Area: _____

By checking this box, I agree that all of the information contained in this application is true and accurate to the best of my knowledge and belief. I hereby authorize the school named above to release to the Partnership final grades and other course information regarding my participation.

Date: _____

Save and Email the Completed Application as an Attachment to:

tuitionapplications@nyscseapartnership.org

Fax: (518) 486-1989 | **Call:** (800) 253-4332 (option 1) with any questions

Mail: Corporate Plaza East – Suite 502, 240 Washington Avenue Extension Albany, New York 12203

Click here if you have a disability that requires a reasonable accommodation in order to participate in a course.

Scan for easy access to provider websites.

www.nyscseapartnership.org