“Education is for improving the lives of others and for leaving your community and world better than you found it.”

Marian Wright Edelman
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LETTER FROM THE EXECUTIVE DIRECTOR

As a healthcare worker and 1199SEIU member, you have the awesome responsibility to perform some of our society’s most essential work. Whether you’re providing comfort and encouragement, facilitating medical tests or supporting back-end operations like lab work or insurance payments, the work that you do helps ensure people receive the care they need—often during the most difficult times in their lives.

The 1199SEIU Training and Upgrading Fund and the 1199SEIU Greater New York Education Fund were created by the Union and management to retain talent in the healthcare industry, and to offer opportunities to you and other 1199SEIU members so you can fulfill your dreams and aspirations.

We exist specifically to help you reach your career goals and ambitions.

We know that when we support healthcare workers with education and training, everyone benefits—you, your family, the patients and residents you care for, and our entire community. That’s why the 1199SEIU Training and Upgrading Fund staff are dedicated to helping you define your career goals and pursue an education program that will put you on the right path to achieving them.

This catalog is intended to provide an overview of the many programs available to you, but it should only be the beginning of your journey. We look forward to providing you with the highest quality services to attain your career goals. We are here to serve and support you!

-Sandi Vito
Executive Director,
1199SEIU Training & Employment Funds

LETTER TO THE MEMBERSHIP

FOR THE 1199SEIU LEAGUE TRAINING & UPGRAADING FUND GENERAL CATALOG

Getting ahead in a health care career can be challenging in today’s competitive environment, especially while simultaneously juggling work and family responsibilities.

The 1199SEIU League Training and Upgrading Fund (TUF) will guide and support you on how best to apply your education benefits to help you attain your career goal. A challenging environment also presents new opportunities that include a wide variety of emerging health professions you should explore in changing health care industry. That is why, after much research, focus and preparation from our team at TUF, we are proud to present this catalog as a tool to help you map through your academic journey. Read it carefully and purposfully. It is your roadmap to the next steps in your education.

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-Florence Wong
Director, 1199SEIU Training & Upgrading Fund
Greater New York Education Fund

1199SEIU Training and Upgrading Fund Routes toSuccess

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<td>Member needs High School Equivalency</td>
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<td>TUITION ASSISTANCE VOUCHER</td>
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<td>Member has completed their Nursing Program and is interesting in pursuing a Graduate Degree</td>
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<td>TUITION ASSISTANCE VOUCHER</td>
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<td>Member has applied approved Licensed Practical Nursing LPN School</td>
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ADMISSIONS & COUNSELING

Get involved in the educational process. Get the help you need to apply for school.

TUITION ASSISTANCE WORKSHOP

Exit to Employment

1199SEIU Training and Upgrading Fund Routes to Success

Thank you for your hard work and dedication to helping others. We are here to support you in your journey to achieve your career goals.

Florence Wong
Executive Director
1199SEIU Training & Upgrading Fund

GETTING AHEAD IN A HEALTH CARE CAREER CAN BE CHALLENGING IN TODAY’S COMPETITIVE ENVIRONMENT, ESPECIALLY WHILE SIMULTANEOUSLY JUGGLING WORK AND FAMILY RESPONSIBILITIES.

THE 1199SEIU LEAGUE TRAINING AND UPGRAADING FUND (TUF) WILL GUIDE AND SUPPORT YOU ON HOW BEST TO APPLY YOUR EDUCATION BENEFITS TO HELP YOU ATTAIN YOUR CAREER GOAL.

A CHALLENGING ENVIRONMENT ALSO PRESENTS NEW OPPORTUNITIES THAT INCLUDE A WIDE VARIETY OF EMERGING HEALTH PROFESSIONS YOU SHOULD EXPLORE IN CHANGING HEALTH CARE INDUSTRY.

THANK YOU FOR YOUR HARD WORK AND DEDICATION TO HELPING OTHERS. WE ARE HERE TO SUPPORT YOU IN YOUR JOURNEY TO ACHIEVE YOUR CAREER GOALS.

FLORENCE WONG
EXECUTIVE DIRECTOR
1199SEIU TRAINING & EMPLOYMENT FUNDS
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– Sandi Vito
Executive Director,
1199SEIU Training & Employment Funds

1199SEIU Training and Upgrading Fund Routes to Success

Step 1: Member needs High School Equivalency

- COLLEGE PREP

Step 2: Prerequisites have been accepted into your chosen degree program

- H4

Step 3: Member has completed their prerequisites

- TUITION ASSISTANCE WORKSHOP

Step 4: Member has completed their Bachelor’s degree and is interested in pursuing a Graduate Degree

- TUITION ASSISTANCE WORKSHOP

Step 5: Member has completed their graduate degree and accepted into a Nursing Program

- TUITION ASSISTANCE WORKSHOP

Step 6: Member has applied to approved Licensed Practical Nursing LPN School

- Licensed Practical Nursing (LPN) School

Step 7: Member has completed their certificate

- OCCUPATIONAL CERTIFICATE REIMBURSEMENT
Welcome to the 1199SEIU League Training and Upgrading Fund General Catalog!

Our mission at the 1199SEIU League Training and Upgrading Fund is to provide you with high quality education and training to prepare you for career advancement. We are here to support you.

Depending on your current status, different sections of this catalog will be more useful to you than others. Please read below to see where you should begin your search.

Pre-College Programs

- If you do not have a high school diploma ➜ High School Completion programs (Page 16).
- If English is your second language and you have trouble understanding or being understood, verbally or in writing ➜ English as a Second Language Program (Page 20).
- If computers are a mystery to you or you need to improve your skills in programs like Microsoft Word® and Excel® ➜ Computer Literacy Program (Page 18).
- If you would like to learn some basic communication skills in another language, such as Spanish, Russian, or Korean ➜ Foreign Language (Page 30).
- If it has been many years since you attended school and you are not sure if you can pass a college entrance exam ➜ College Prep Program (Page 22).

Occupational Certificate Programs

- If you are interested in a non-degree certificate such as Licensed Practical Nurse, Credentialed Alcohol & Substance Abuse Counselor (CASAC), or other Allied Health Certificate ➜ Occupational Certificate Programs (Page 24).

College Programs

- If you would like to become a registered nurse, respiratory therapist, community health care worker, occupational therapist, or other professional in the Allied Health field, you will need to earn a undergraduate degree ➜ College Programs (Page 32).
- If you have a bachelor’s degree and you would like to earn a graduate degree ➜ Tuition Assistance Degree Programs (page 36).

Continuing Education Programs

- If you are a health care professional who needs continuing education credits to maintain your certification or license and would like no out of pocket costs ➜ Fund Sponsored Seminars (Page 43).
- If you are a health care professional who needs continuing education to maintain your certification or license, and you want to pay for CEU programs up front and be reimbursed ➜ Continuing Education Reimbursement (Page 43).
- If you are working in a professional or technical program and are in need of certification or re-certification ➜ Certification/Licensing Exam Preparatory Courses (Page 27).
ACADEMIC & CAREER GUIDANCE

GET READY!
Now is the time for you to make a difference in health care!
Your first step toward new job opportunities begins with our Admissions and Counseling team.

The 1199SEIU League Training and Upgrading Fund’s Admissions and Counseling Team touches the lives of thousands of 1199SEIU members each year. Our counselors are available at Training Fund sites in the NYC metropolitan area, online, on the Counseling Hotline, or even at your health care facility.

Every person’s journey through higher education and professional development will be unique. We offer one-on-one counseling sessions to highlight new career opportunities, help you establish the steps you will need to take in order to accomplish your academic and career goals, and assist in researching available programs and services that best meet your needs. We can also help you understand the strengths and skills that you will need to overcome challenges you may face.

Admissions and Counseling serves 1199SEIU members by placing them on the right track for future professional growth.

FOLLOW US ON FACEBOOK!
The 1199SEIU League Training and Upgrading Funds (TUF) Facebook page will keep you updated about special announcements and events available to you.

By clicking “Like” and following our page, you will learn about:
- Upcoming free workshops – including Upgrade Strategies and Exit to Employment
- Members just like you!
- Benefits – including tuition assistance and skills training
- Spotlight on healthcare careers; and
- Other special Training Fund announcements!

Like us at: Facebook.com/1199SEIUTrainingandUpgradingFund

GENERAL COUNSELING WORKSHOPS FOR ACADEMIC & CAREER PLANNING

1199SEIU League Training and Upgrading Fund has many workshops that can help you plan your career road map, some of which are mandatory.

Workshops are offered throughout the year and registration is completed exclusively online.

To register, please visit workshops1199.eventbrite.com. Under “Live Events” select the workshop location you wish to attend. Then select a date and time that is available. If you have questions go to “contact the organizer” tab located on the bottom right of the CAREER PLANNING WORKSHOP

If you are unsure what you would like to study, or want to learn more about emerging professions, you should attend the Career Planning Workshop.

Members often come into the Training Fund with only a vague idea of what type of career they wish to pursue. Some say “Nursing” almost reflexively, as the profession pays well and allows people to work directly with patients. However, you may find it helpful to explore other professions to find the best match for you.

TUITION ASSISTANCE WORKSHOP
The Tuition Assistance Workshop outlines the eligibility guidelines that govern the Tuition Assistance Programs (vouchers and reimbursements). This workshop updates you on new initiatives, programs and services. You will receive step-by-step instructions on how to access academic and financial assistance from the Training Fund and the 1199SEIU Greater New York Education Fund.

All students entering degree programs who need tuition assistance (reimbursement or a voucher) must attend this workshop. If you have used Tuition Assistance benefits in the past, but it has been more than two years since you used them, we strongly recommend you take this workshop since the benefit rules may have changed.

LPN TUITION ASSISTANCE WORKSHOP
The LPN Tuition Assistance Workshop gives you a realistic overview of the LPN job market, approved LPN schools, as well as tuition assistance procedures and requirements.

A single workshop session is required for all students...
applying to an LPN certificate program.

UPGRADE STRATEGIES WORKSHOP
The Upgrade Strategies Workshop (formerly the Graduate Outcomes Workshop) provides an updated look at the job industry. The workshop helps you with self-marketing techniques, resume preparation, goal reevaluation, and creating an action plan. We also have a Resume/Interview Methods Lab for members interested in improving their resume and interview techniques.

All degree program graduates are required to attend a single session of this workshop, with the exception of RNs and LPNs.

LPN & RN GRADUATE EXIT TO EMPLOYMENT WORKSHOP
The LPN & RN Graduate Exit to Employment Workshop reviews resume and cover letter writing, job search strategies, interviewing skills, and job placement resources.

All graduates of LPN and RN Programs are required to take this two-session workshop.

HIGH DEMAND HEALTH CARE PROFESSIONS

OCCUPATIONAL CERTIFICATES
(Information about Occupational Certificate Programs begins on page 24.)

CREDENTIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELORS (CASAC) perform diagnostic assessments, evaluations, interventions, referrals, and alcoholism and/or substance abuse counseling in individual and group settings. This credential is also useful for social workers, psychologists, psychiatrists, rehabilitation counselors, mental health counselors, marriage and family therapists, and school counselors. This credential is also accepted in other states and internationally.

COMMUNITY HEALTH WORKERS (CHW) teach people about behaviors that promote wellness. They develop programs and materials to encourage people to make healthy decisions. Community health workers interact with families, caregivers, patients, social workers, school counselors and officials, nurses, other medical professionals, and insurance company representatives. The position may involve travel to agencies and communities in the local area. There are a variety of career paths ranging from certifications, associate-level degrees, and doctorate-level degrees.

EMERGENCY MEDICAL TECHNICIAN (EMT) AND PARAMEDICS (ADVANCED TRAINING) are first responders administering medical care in emergency situations. This includes performing various medical procedures and assessments, as well as transporting individuals in need of medical attention to health care facilities. There are various levels of training, and the specific roles and responsibilities are determined based on training received. State recognized certification is needed to work in this field.

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) technicians install, maintain and repair heating, air conditioning, and refrigeration units. HVAC is the technology system responsible for controlling the temperature in buildings (for example, air flow and filtering, heating/cooling, and humidity).

MEDICAL CODERS (MC) capture accurate and timely medical data. Medical information personnel (coders, registrars, technicians, and record clerks) fulfill this need as key players in the health care workplace. They organize and manage medical data by ensuring its quality, accuracy, accessibility and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, databases, and registries, and to maintain patient medical and treatment histories. A variety of career paths, most of which are certification based, are available along with related degrees in health information technology.

SURGICAL TECHNOLOGISTS (STS), also called operating room technicians, assist in surgical operations. They prepare operating rooms, arrange equipment, and help doctors and nurses during surgery. Surgical Technologists work in hospitals and outpatient surgery centers. The education requirement for Surgical Technologists is an associate’s degree, with some schools offering a post-secondary certificate.
PROFESSIONS REQUIRING A COLLEGE DEGREE

(Information about Information about College-Level Programs begins on page 12.)

MEDICAL LABORATORY TECHNOLOGISTS AND TECHNICIANS (MLTT) collect samples and perform tests to analyze bodily fluids, tissue and other substances. Medical laboratory technicians work under the supervision of a technologist or laboratory manager. Both perform tests and procedures that physicians or other health care personnel order. However, technologists perform more complex tests. Medical Laboratory Technicians are at the associate’s degree level and Medical Laboratory Technologists are at the bachelor’s degree level.

OCCUPATIONAL THERAPISTS (OTs) treat patients with illnesses, injuries or disabilities through the therapeutic use of everyday activities. OTs help patients develop, recover, and improve the skills needed for daily living and functioning. Therapists show patients how to use appropriate, adaptive equipment in order to function independently. OTs work in the offices of physical and speech therapists, hospitals, nursing homes and home health services. A master’s degree is required to work as an Occupational Therapist (OT).

OCCUPATIONAL THERAPY ASSISTANTS (OTAs) work under the direction of occupational therapists in treating patients with injuries, illnesses or disabilities through the therapeutic use of everyday activities. They collaborate with occupational therapists to develop a treatment plan for each patient and carry out the plan so patients recover and improve the skills needed for daily living and working. The OTAs mostly work in occupational therapist offices and in hospitals. The educational requirement to become an OTA is an associate’s degree.

PHYSICAL THERAPISTS (PTs) diagnose and treat people who have medical or other health-related conditions or injuries that limit their ability to move or perform functional activities. They help patients recover from physical injuries, diseases, or disabilities, and aim to relieve patients’ pain, improve their body movement, restore function, and limit impairment. PTs’ work in private offices, clinics, hospitals, and nursing homes. PTs are required to have a postgraduate degree from an accredited physical therapy program. Physical therapy programs usually award a Doctor of Physical Therapy (DPT). However, some schools award a Master of Physical Therapy (MPT).

PHYSICAL THERAPIST ASSISTANTS (PTAs) provide treatment according to a plan developed by and under the supervision of a licensed physical therapist. They help people of all ages who have medical problems or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. Physical Therapy Assistants work in physical therapy offices or in hospitals. PTAs must complete a two-year college degree program to obtain an associate’s degree.

PHYSICIAN ASSISTANTS (PAs) practice medicine under the direction and supervision of physicians and surgeons. They are trained to examine patients, diagnose injuries and illnesses, and provide treatment. They work in all areas of medicine, including primary care and family medicine, emergency medicine, and psychiatry. PAs work in physician offices, hospitals and other health care settings. Most PAs have a bachelor’s degree and they must complete an accredited educational program.

RESPIRATORY THERAPISTS (RTs) care for patients who have trouble breathing from chronic respiratory illnesses, such as asthma or emphysema. Patients range from premature infants with underdeveloped lungs to elderly patients who have diseased lungs. They work in hospitals, nursing care facilities or travel to patients’ homes. Respiratory Therapists need at least an associate’s degree, but employers often look more favorably on those with a bachelor’s degree.

SOCIAL WORKERS (SWs) There are two main types of social workers. Direct-service social workers help people solve and cope with problems in their everyday lives. Clinical social workers diagnose and treat mental, behavioral, and emotional issues. They also provide individual, group, family and couples therapy. They work in a variety of settings, including mental health clinics, schools, hospitals, and private practices. A bachelor’s degree is required in order to be a direct-service social worker, while clinical social workers must have a master’s degree in order to practice.

RADIOLOGIC TECHNOLOGISTS (RTs) specialize in X-Ray, Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) equipment. They may be called CT Technicians or MRI Technicians, depending on their certification. RTs work in hospitals, physician offices and imaging clinics. Associate degree programs are the most common route of study for technologists. As of January 2015, new certification law requires that all candidates for primary pathway certification must have a degree to sit for the certifying examination administered by the American Registry of Radiologic Technologists (ARRT).
FREQUENTLY ASKED QUESTIONS

What kind of education should I pursue?
To explore education and career options, you can:
- Attend a Career Planning Workshop by registering at www.workshops1199.eventbrite.com
- Make an appointment with a Training/Education Fund career and academic counselor by calling (212) 284-9210

What kind of higher-education degree programs can I take advantage of?
The Training and Education Funds support payment for allied health and job-related education. For information about specific programs covered, review this catalog or call a Training Fund Counselor at (212) 284-9210.

What do I need to do to enroll in college and take advantage of Tuition Assistance?
Contact a Training/Education Funds academic and career counselor by calling (212) 284-9210. You can also enroll in the Tuition Assistance workshop by registering at www.workshops1199.eventbrite.com.

If you have never attended college before or been out of school for a period of time, the Training Funds recommend the Health Careers College Core Curricula (HC4). See page 30 for more information or call (212) 284-9210.

Do I need to maintain a specific grade point average to maintain my Tuition Assistance benefits?
Yes. The Training or Education Funds do not reimburse for grades of less than a “C” or for “W” (Withdrawal) or “Inc” (Incomplete).

Students must maintain an minimum GPA of 2.0.

How do I know if I am eligible?
- For most programs, you must meet the following criteria:
  - Worked for a period of one year in bargaining unit(s) for which the employer is making contributions.
  - Be a regular employee (Wage Class 1 or 2). To determine your wage class, visit: http://nces.ed.gov/collegenavigator OR The Health Careers Website http://www.healthcareersinfo.net.
  - Special circumstances sometimes apply, including educational leave, lay-off, or grant funded programs that support new employees. In rare cases, employer payment delinquency. To determine your eligibility status, the Training and Education Funds can usually retrieve your records from our database. A counselor can work with you to check your eligibility status or assistance you in getting required documents from your employer (in the unusual event your information is not in the Benefits Fund database). To determine eligibility, call 212-284-9210.

Do I need to apply for financial aid if I am going for a higher-education degree?
Yes, you must show proof of having completed the Free Application for Federal Student Aid (FAFSA) at www.fafsa.... Need-based grants are applied to tuition expenses before Fund tuition coverage commences. Some exceptions may apply, such as graduate school since no financial aid is available. However, it is recommended you file a FAFSA as it provides discounts for loans. Contact a counselor for additional information.

What should I know about my tax liability?
The Internal Revenue Service (IRS) requires education or training benefits to be treated as taxable income when those benefits are used for the pursuit of career advancement and valued at or above $5,250 in a calendar year. If the benefits you receive meet this threshold, you will receive a W-2 form in the mail during tax season.

The Trustees reserve the right, in their sole discretion, to change or discontinue benefits and/or programs at any time. Applicants should consult Fund staff for current description of benefits and eligibility.
TEN QUESTIONS AN ADULT STUDENT SHOULD ANSWER BEFORE ENROLLING IN AN ACADEMIC PROGRAM…

1. Is the career path I am choosing one that I will find personally fulfilling and can see myself working in for the next ten years?

2. Have I spoken to people who work in my future career about the work, read articles about the opportunities and challenges in the field, and decided that it is the right fit for me?

3. Have I researched several programs that can put me on the right education path for my career of choice and do I feel comfortable that I can meet the academic challenges the programs present?

4. Is my family (children, siblings, parents, spouse, and other dependents) supportive of me returning to school, and have we made a plan for how to take care of their needs while I am studying and at school?

5. Am I physically and mentally prepared to return to school, and do I have a plan to manage any challenges that might arise?

6. Will my work schedule interfere with my class schedule or my study time?

7. Am I able to maintain my work schedule while setting aside time to study and attend my classes?

8. Do I have a backup plan to pay for school without assistance from the Training Fund?

9. Are the schools I am considering accredited by an organization recognized by the Federal Government?

10. Are the academic programs I am considering recognized by the health care industry who will be my potential employers?

The Admissions and Counseling Department will discuss strategies to deal with education, work/life balance with you (212) 284-9210.
Congratulations, you are about to embark on a journey with the most successful Adult Basic Education program in New York City! The 1199SEIU League Training and Upgrading Fund's Pre-College Programs provide you with foundational skills that equip you to successfully complete vocational or college-based programs. There are many foundational Pre-College Programs available to you through the Training Fund, including English as a second language, computer literacy, college prep, high school completion, citizenship, and Spanish language. The Training Fund wants to place you at the level that is most appropriate for you. Therefore, we require that you take an assessment test for each program.

**PROGRAMS OFFERED BY THE PRE-COLLEGE DEPARTMENT**
- High School Equivalency Program
- Computer Literacy Programs
- Citizenship
- English as a Second Language (ESL)
- College Preparatory Classes
- Learning Center Tutorial Program

**HIGH SCHOOL EQUIVALENCY PROGRAM**

The High School Equivalency (HSE) program offered by the 1199SEIU League Training and Upgrading Fund equips participants to earn High School Equivalency diplomas issued by the New York State Education Department. The HSE program offers two options: the Test Assessing Secondary Completion (TASC), which replaced the GED, and the National External Diploma Program (NEDP). TASC prep classes utilize a traditional, classroom-based curriculum, while NEDP is competency-based and requires that students work independently, and demonstrate mastery of specific skill sets.

1. **ORIENTATION**
2. **ASSESSMENT**
3. **REGISTRATION**
4. **FOUNDATIONS**
5. **TASC TESTING**
6. **PORTFOLIO SUBMISSION**
7. **FORMAL TEST ACCESSING SECONDARY COMPLETION (TASC) TESTING**
8. **HIGH SCHOOL EQUIVALENCY SUCCESSFULLY COMPLETED**

**STEP 1**
TEST ASSESSING SECONDARY COMPLETION (TASC) PREPARATION & FOUNDATIONS

LOCATIONS
Manhattan, Brooklyn, Bronx, White Plains, Hicksville
- Manhattan - 330 West 42nd Street
- Brooklyn - 25 Elm Place
- Bronx - 2501 Grand Concourse, 3rd Floor
- White Plains - 99 Church Street
- Hicksville - 100 Duffy Avenue, 3rd Floor

Schedules
- Spring semester – January - May
- Fall semester – September - December

Requirements for Eligibility
- You must be twenty-one (21) years old or older, and a 1199SEIU member or family member.

The preparatory program for the Test Assessing Secondary Completion (TASC) is designed to prepare you to pass the official TASC exam. The program provides you with a strong foundation for future studies in college and/or continuing education courses. Classes are held two mornings or evenings per week, and are conveniently located in Manhattan, Brooklyn, and the Bronx.

You will improve your skills in reading comprehension, essay writing, basic math, algebra and geometry, and add to your knowledge of social studies and science. The length of time it takes to be ready for the official TASC test varies.

The program is broken down into two sections: Foundations and TASC Prep.

Foundations courses focus on the basic skills of reading, writing and math.

TASC Prep classes are for students who test at or a 9th grade reading and math skill level.

After your application is processed, you must attend a High School Orientation, Assessment and Registration (OAR) session.

TO APPLY

Complete a General Enrollment Form

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<th>Application Deadlines</th>
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<tr>
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<td>√ December-August</td>
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<td>√ September-December</td>
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</tbody>
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National External Diploma Program (NEDP)

LOCATIONS
Manhattan, Brooklyn, Bronx, Staten Island, White Plains
- Manhattan - 330 West 42nd Street
- Brooklyn - 25 Elm Place
- Bronx - 2501 Grand Concourse, 3rd Floor
- Staten Island - 790 Port Richmond Avenue
- White Plains - 99 Church Street
- Albany - 155 Washington Ave., Albany NY 12210

Requirements for Eligibility
- You must be an 1199SEIU member employed full time at a TUF contributing agency for at least 1 year.
- You must be twenty-one (21) years old or older.

The National External Diploma Program (NEDP) is an individualized program for motivated, self-directed learners. It allows for independent, computer-based work, and flexible scheduling of appointments with assessors. NEDP is suited for individuals who may not be able to attend a traditional class on a regular basis.

Overview:
- The NEDP measures both academic and life skills acquired through life and work experiences. These include:
  - Reading, Writing and Mathematics
  - Oral Communication, Critical Thinking, Occupational Awareness and Financial Literacy
  - Cultural, Civic and Consumer Awareness
  - Geography, History and Scientific Literacy

The National External Diploma Program is designed especially for adults. It is:
- Self-paced
- Confidential
- Not restricted to a classroom
- Flexible
- Available year-round

After your application is processed, you must attend a High School Orientation, Assessment and Registration (OAR) session.

Assessment Requirements:
- You must take the Test of Adult Basic Education (TABE), which is designed to assess reading and math skills.
- You must obtain a minimum TABE score of 9 or better to enroll in NEDP.
- Foundations courses are available if you need additional reading, writing or math assistance before enrolling.

Please Note: Apply early as program seats are filled on a first come, first served basis.
TO APPLY

Complete a General Enrollment Form

Application Deadlines

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<th>FALL</th>
<th>SUMMER</th>
<th>SPRING</th>
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<tr>
<td>July 1</td>
<td>May 1 – May 31</td>
<td>November 15 – January 15</td>
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Requirements for Eligibility

- For General Enrollment, you must be at least twenty-one (21) years old and an 1199SEIU member for one year.

Being ‘tech savvy’ is now a necessity! All of the High Demand Professions listed on pages 7-9 have major technology competency requirements. Computer literacy is a skill set that health care workers need to possess.

The Training and Upgrading Fund offers computer training beginning with keyboarding for the novice and continuing through to Microsoft Excel instruction. Computer classes are integrated into the Pre-College Programs (High School Completion, College Prep, and Pre-Nursing Prep) as a technology component for each program. Other specialized computer courses are available upon request.

The Computer Literacy curriculum consists of 3 focus areas: Computer Basics, Microsoft Word® and Microsoft Excel®. You are assessed throughout each track to ensure progress in the program and achievement of a Certificate of Completion. The areas of instruction include:

**Computer Basics**

- You are introduced to the fundamentals of computer technology, the Internet and using Blackboard® as a means of communication.

**Microsoft Word**

- Using the basic features of Microsoft Word you learn to create, edit, save, print documents and more.
- You learn to create and design flyers and tables, as well as more complex features such as mail merges, macros and templates.

**Microsoft Excel**

- You learn to create and work with spreadsheets, tables and columns, use formulas and functions, as well as build and edit graphs and charts.
- Additionally, you learn how to use the pivot table feature, v-lookup, filter and sort features, and present a worksheet as a report.

**Education Eligibility Requirements**

- You must be at least twenty-one (21) years old.
- You must be a union worker or eligible family member.
- You must be a legal, permanent resident of the United States for five or more years, or for three or more years if you are married to a U.S. citizen.
- Other United States Citizenship and Immigration Services (USCIS) requirements apply.

The 1199SEIU Citizenship Program is sponsored by the 1199SEIU Training and Employment Funds (TEF) and the 1199SEIU National Benefit Fund (NBF). The purpose of this free program is to help 1199SEIU members and their eligible family members with the immigration and naturalization process to become U.S. citizens.

**English for Citizenship**

These classes are offered for non-native speakers of English who need to increase their English skills in order to prepare for the United States Citizenship and Immigration Services (USCIS) interview and the English/Civics exam. This content-based class helps you develop your speaking, listening, reading and writing abilities as you are exposed to information about U.S. Government and history. The classes are offered in Manhattan on Friday evenings or Saturday mornings, and are held during the Spring and Fall semesters for new students and Summer semester for continuing students.

**3-Session Civics & History Prep**

These classes are for students who need to refresh their civics knowledge. They provide an overview of the history and government of the U.S., and a review of the 100 USCIS questions. They are offered every month for three consecutive Fridays or Saturdays in Manhattan. If you have completed your N400 application and have received your fingerprint notice, you should attend this class.
ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

Requirements for Eligibility
- You must be at least twenty-one (21) years old.
- You must take a placement test (There are no union restrictions for ESL classes).

The English as a Second Language (ESL) Program is designed for adult ESL learners who need to improve their listening, speaking, reading, and writing skills. The program offers eight levels of instruction, ranging from beginner to advanced. A contextualized, theme-based approach is used to incorporate health care topics into classroom teaching. Upon completion of the program, you will have acquired essential skills and knowledge of the English language for career advancement.

Classes are held 2 evenings per week or Saturday mornings, and are conveniently located in Manhattan, Brooklyn, and the Bronx.

TO APPLY

Complete a General Enrollment Form

Application Period
- FALL SEMESTER
- SUMMER SEMESTER (continuing students only)
- SPRING SEMESTER

Submit required documentation
- FALL SEMESTER
- SUMMER SEMESTER
- SPRING SEMESTER

To take advantage of the Learning Centers or Tutoring Services, contact your counselor, teacher, program manager or call:
- Manhattan: (212) 294-0573
- Brooklyn: (718) 797-4372
- Bronx or general inquiries: (212) 494-0531
If you are interested in attending college, you should be aware that many colleges require placement exams. To perform well enough on these exams, to be accepted into your desired college or LPN certificate program.

Requirements for Eligibility:
- You must submit a copy of your high school diploma or high school equivalency diploma.
- You must submit previous college transcripts.
- If it applies, you must submit previous CUNY official test scores.

Foreign Documentation Requirements:
- Collect your foreign academic documents.
- Contact the Training Fund’s Admissions and Counseling Office and receive academic and career advisement.
- We will use an outside vendor to translate/evaluate your documentation.

Class Breakdown:
If you are interested in attending one of New York City’s CUNY institutions, you must pass their entrance examination. Our College Preparatory Program prepares students to pass all three sections of this exam. It focuses on reading comprehension, essay writing, algebra, and standardized test taking strategies. Students should expect up to 120 hours (2 semesters) of instruction with a 2 to 3 day per week class schedule.

After completing and submitting a General Enrollment Form (page 51), you will be invited to attend an orientation. If you do not have previous CUNY Assessment Test scores, you will need to take an assessment test during your orientation. Your assessment test scores will be used to determine appropriate class placement. You will need to provide a copy of your high school or high school equivalency diploma, as well as updated copies of all transcripts from any colleges or institutions of higher education you have previously attended.

Length of Class:
- Intensive, 60-120+ total hours, 2-3 days a week

Schedule of Classes:
- 9:30am -12:30pm (morning class)
- 5:30pm - 8:30pm (evening class)
Every year, hundreds of 1199SEIU health care workers successfully complete occupational certificate programs to upgrade into new jobs. Certification programs provide you with practical and instructional training to prepare for new jobs and often lead to industry recognized credentials, such as Certified Nurse’s Aide, Certified Medical Coder, Substance Abuse Counselor, Medical Assistant, Pharmacy Technician and Licensed Practical Nurse.

The Training Fund helps you gain new professional credentials through our occupational certificate reimbursement programs. Most programs are reimbursed at $750 per year, but a select few have higher reimbursement rates.

Please refer to the “How do I know if I am eligible” section on page 11 for eligibility requirements.

This benefit covers all non-degree health care industry programs that provide you with practical skills to enhance your current work or help you gain certification in fields in which you want to work. Many of these programs will prepare you to pass a recognized certification examination. Examples of these certifications include Certified Nurse’s Aide, Certified Medical Coder, Substance Abuse Counselor, Medical Assistant and Pharmacy Technician.

The Training Fund does not offer these programs. This is a reimbursement-based benefit for programs that you identify and take on your own. We highly recommend that you contact us first for guidance exploring potential schools and programs, but this contact is not mandatory.

HOW TO APPLY
An application for occupational certificate reimbursement must include a completed General Enrollment Form, proof you have successfully completed the program (certificate of completion, letter of attendance, etc.), and an invoice-proof of payment. Submit your application within 90 days after successfully completing the program.

HOW TO SUBMIT APPLICATIONS:
IN-PERSON: At any Training Fund location, or
E-MAIL: continuingedta@1199SEIUfunds.org

Please Note: The Training Fund does not offer reimbursement for examination fees, preparation course fees for any graduate-level entrance examinations such as GMAT, GRE and MCAT, lodging, travel, course materials, or membership, licensure or certification fees. The Board of Trustees determines reimbursements.
AND UPGRADING FUND

HIGH-DEMAND TECHNICAL CERTIFICATE PROGRAMS

Please refer to the “How do I know if I am eligible” section on page 11 for eligibility requirements.

Certificate programs for some technical and service workers are approved at higher reimbursement rates due to high-demand in the health care industry. Pre-approval is required for higher rates. To obtain pre-approval for the additional funds, you must meet with a counselor before enrolling in any program. The 1199SEIU League Training and Upgrading Fund reimburses you after you successfully complete one of the following approved programs.

TECHNICAL CERTIFICATE PROGRAMS AND MAXIMUM REIMBURSEMENT RATES

- Credentialed Alcoholism and Substance Abuse Counselor (CASAC) $3,300
- Emergency Medical Technician (EMT) and Paramedics (advanced training) $4,200
- Heating, Ventilation, and Air Conditioning (HVAC) $3,200
- Medical Coding (MC): Support is offered if you are not a certified coder and do not work as a coder $1,500
- Surgical Technician (ST) $13,900

HOW TO APPLY

Before beginning your program, you must meet with a counselor in order to obtain pre-approval for additional financial support. Requests for Technical Certificate Reimbursement must include a completed General Enrollment Form, a copy of a signed pre-approval form, proof you successfully completed the program (certificate of completion, letter of attendance, etc.), and an invoice/proof of payment. Submit your application and supporting documents within 60 days of successfully completing the program.

HOW TO SUBMIT APPLICATIONS

All applications must be submitted in person at any Training Fund site.

GNY members are not eligible for reimbursements greater than the standard $750 rate for Technical Certificate Programs.

CERTIFICATION & LICENSING EXAM PREP COURSES

The 1199SEIU Training and Upgrading Fund provides a variety of review courses for health care professionals seeking certification preparation for state and/or national examinations. These courses are for health care professionals who are currently working in their field or have completed the course work and need the certification or licensure to be upgraded to a new job title. Courses include instructional training and test taking strategies for certification and licensure examinations. You do not incur out-of-pocket expenses for review courses, but you must pay the examination fees. Current course offerings are listed below. Requirements may vary or change; a Fund Counselor will provide updates, if relevant.

Anesthesia Technician: American Society of Anesthesia Technologists and Technician’s (ASATT) examination. Two years of work experience as an anesthesiology technician is required.

Clinical Lab Technician/Technologist: New York State Licensure and American Society for Clinical Pathology (ASCP) examination. Examination requirements vary depending on specialization.

Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Trainee: CASAC Trainee Certification examination. 350 clock hours (6,000 hours) of appropriate work experience are required.

Central Sterile Technician: International Association of Healthcare Central Service Material Management (IACCSMM) certification examination. 400 hours of hands-on experience are required.

Imaging Technologist: Examination requirements vary depending on specialization. These programs are for people who have already earned an undergraduate degree in this field.

Medical Coders: Certified Coding Specialist (CCS) examination. Two years of work experience in the field is required.

Pharmacy Technician: Pharmacy Technicians Certification Board (PTCB) examination.

Social Worker: Licensed Master Social Worker (LMSW). Requires a Master’s Degree in Social Work.

Surgical/Operating Room Technician: Certified Surgical Technologist. Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Completion of a program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) is required.

PROGRAM ENTRY REQUIREMENTS

These courses are designed for health care professionals who are currently working in their field or have completed course work and need to pass an exam to enter the field, and practice their profession or occupation.

Please refer to the “How do I know if I am eligible” section on page 11 for eligibility requirements.

PROGRAM DURATION

Course length varies depending on the profession and the preparation needed. Most courses offered are less than six months long.

Applications are accepted throughout the year. Classes begin as soon as enough applicants and resources are available.

HOW TO APPLY

In order to participate in these programs you must submit an interest form to the Institute for Continuing Education via email or regular mail using the addresses below.

EMAIL: institute@1199funds.org
MAIL: 1199SEIU League Training and Upgrading Fund Institute for Continuing Education, 330 West 42nd St. NY, NY 10036

To obtain an interest form—or general information about the program—send an email to the above address or call (212)894-4390.
Licensed Practical Nursing (LPN)

Training Fund offers tuition assistance of up to $11,000 to eligible 1199SEIU members seeking to obtain LPN certification through Training Fund-approved LPN programs.

How to Get Started
If you are interested in attending LPN school, you must speak with a counselor prior to beginning any program. This conversation helps you explore options, receive valuable academic advice, and obtain guidance based on your academic history and career goals. If you are a first-time applicant or have not participated in the Tuition Assistance Program in over two years, you must also attend the 1199SEIU LPN Tuition Assistance Workshop.

When to Apply
Fall Semester - August 1st - September 30th
Winter & Spring Semesters - November 1st - January 31st
Summer Semester - May 1st – June 30th

Required Documents
- Proof of LPN Tuition Assistance Workshop attendance.
- Proof that you passed, or are exempt from taking, the appropriate College Entrance/Placement Exam.
- Updated Transcript and curriculum, or degree audit (you must maintain at least a 2.0 GPA).
- Itemized bill that contains your full name, school name, semester for which the voucher is being requested, classes, credits, and itemized tuition and fees.
- Proof of your processed Free Application for Federal Student Aid (FAFSA).
- Proof of LPN Exit to Employment Workshop attendance when applying for your final semester.

Please note: The Board of Trustees determines the allocation of funds for training programs on an annual basis.

Workplace Skills training enables you to adapt to a quickly changing healthcare industry. Enhancing your existing skills, or learning new ones, may qualify you for job upgrades and provide you enhanced job security. Skills training offers you real-world learning experiences and competency-based instruction. Examples of recently sponsored programs include ICD-10, Electronic Health Records, Computer Education, and Care Coordination Fundamentals. When funding is available, facility-based training includes a variety of skills and occupations based on areas of need identified by labor-management committees.

Please note: The Board of Trustees determines the allocation of funds for training programs on an annual basis.

Labor-management committees submit training proposals for review and approval. Training is held at health care facilities and off-site locations. You must use your personal time when training is held at off-site locations. If interested, ask to speak with a representative from the Workplace Skills Department.
For more information contact: 212-284-9295
Many health care careers require a college degree. The New York health care system has been enriched by tens of thousands of 1199SEIU health care professionals who have earned degrees with the support of the Training Fund. The Training Fund can help you reach your professional and educational aspirations.

It is important to choose majors and degrees with care. Some jobs require only an associate’s degree, while others require bachelor’s or even master’s degrees. Every college has specific, individual requirements about the number and types of credits needed to earn each degree. Before enrolling in any program, you should consult with the Training Fund’s Admissions and Counseling Team to identify which major and degree are right for you, and what requirements you will need to fulfill to complete your degree. Most 1199SEIU members attend school part-time so it may take you longer to complete a degree than full-time students.

The Health Careers College Core Curriculum (HC4) Program is the best program for members returning to college after many years with little or no college experience. You can earn up to 32 college credits and then transfer out of HC4 to a variety of other Training Fund supported programs. The next several pages describe all college level benefits offered by The Training Fund.
HEALTH CAREERS COLLEGE CORE CURRICULUM (HC4) PROGRAM

The Health Careers College Core Curriculum (HC4) Program is a successful, supported, entry-to-college program for adult learners seeking to obtain an associate’s or bachelor’s degree in various allied health fields. The HC4 Program works with a variety of college partners and enables members to take the “core” prerequisite courses needed to complete most allied health degrees. HC4 students typically earn between 20 - 36 credits before transitioning to coursework in their chosen major. HC4 courses are offered through the New York City College of Technology (City Tech), Lehman College, the College of Staten Island (CSI), Westchester Community College and Nassau Community College.

Tuition is paid directly to colleges by 1199 SEIU Training and Upgrading Fund.

Schedules Part-time students may take no more than two courses per semester.

Times 9:30am – 12:50pm and 5:30 – 8:50pm.

Requirements for Eligibility
- You must have passed all parts of the CUNY Skills Assessment Test.
- Full-time (wage class 1) or part-time (wage class 2) employee.
- Employed a minimum of one year.
- United States High school diploma, or equivalency.*
- If born after 1956, must provide proof of immunization for measles, mumps, and rubella.
- Non-refundable admission fee.
- Official, sealed transcripts from all current and previous colleges (if applicable).**

Please refer to the “How do I know if I am eligible” section on page 11 for more information on eligibility requirements.

*If you are NOT a United States citizen and/or if your high school diploma or high school diploma equivalency are NOT from New York State, you will be required to submit additional documentation.

**Mailed directly to the relevant HC4 college. Unofficial copies should be submitted for assessment during registration.

CUNY PATHWAYS

The City University of New York (CUNY) has introduced Pathways, across its 19 undergraduate colleges. Pathways, a general education and transfer initiative, seeks to reinforce CUNY’s high educational standards and facilitate seamless transfers among CUNY colleges. The centerpiece of Pathways is the Common Core – general education requirements that undergraduate students are required to meet, regardless of what their majors are.

HC4 courses will fulfill many of the CUNY Pathways Common Core requirements and count toward the general education credits required for degree completion.

For more information on CUNY Pathways, please consult a Training Fund Counselor and ask for a copy of the Pathways brochure that the Training Fund developed for our members.

LOCATIONS
Bronx, Brooklyn, Manhattan, Staten Island, Lehman College, New York City College of Technology and the College of Staten Island

Bronx - 250 Bedford Park Blvd, Lehman Campus
Brooklyn - 25 Elm Place
Manhattan - 330 West 42nd Street (or other Manhattan sites)
Staten Island - 790 Port Richmond Avenue and 280 Victory Blvd. CSI Campus
White Plains - 99 Church Street

TO APPLY

Complete a General Enrollment Form

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<td>SUMMER SEMESTER (continuing CSI and Lehman students only)</td>
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<td>SPRING SEMESTER</td>
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HC4 COURSES

Courses offered through HC4 also meet most of the CUNY Pathways General Education requirements (please see below). HC4 courses currently being offered include:

- English Composition I & II
- Math (various courses)
- General Psychology
- Developmental Psychology
- Sociology
- Introduction to Ethics (CSI)
- United States: Issues, Ideas and Institutions
- General Biology
- Microbiology
- Chemistry
- Human Anatomy and Physiology I & II

CUNY PATHWAYS

The City University of New York (CUNY) has introduced Pathways, across its 19 undergraduate colleges. Pathways, a general education and transfer initiative, seeks to reinforce CUNY’s high educational standards and facilitate seamless transfers among CUNY colleges. The centerpiece of Pathways is the Common Core – general education requirements that undergraduate students are required to meet, regardless of what their majors are.

HC4 courses will fulfill many of the CUNY Pathways Common Core requirements and count toward the general education credits required for degree completion.
THE TUITION ASSISTANCE DEGREE PROGRAMS

Please refer to the “How do I know if I am eligible” section on page 11 for information on eligibility requirements.

These benefits are for members pursuing a college degree at the undergraduate level (associate’s or bachelor’s) or graduate level (master’s or doctorate), and professional degrees (such as PharmD or JD).

Tuition assistance is provided in the form of a voucher or a reimbursement of your costs depending on the school you attend. Prior approval is necessary for these programs.

How to Get Started
It is important that you speak with a counselor prior to starting any college program. This conversation will help you explore options, and provide you with valuable advice and guidance based on your academic history and career goals. You must discuss your plans with a counselor to ensure that your program is approved for Tuition Assistance. The Training Fund does not provide Tuition Assistance for some non-health care majors. Additionally, reimbursement rates vary depending on program, school, and degree level. Generally, the Training Fund will approve programs leading to a degree directly related to your current employment or enabling your career advancement in a health care related field.

This "prior approval" must be obtained before beginning classes.

If you are a first-time applicant or have not participated in the Tuition Assistance Program in over two years, you must attend the 1199SEIU Tuition Assistance Workshop. This is your orientation to the program. It provides you with an opportunity to learn about program policies and procedural updates, as well as find out how to get the most out of the program. You also gain information about special schools, degrees, and majors supported by the Training Fund. Sign up for Tuition Assistance Workshop at http://workshops1199.eventbrite.com.

Tuition Voucher
You are encouraged to take advantage of the low-cost, high-quality education offered through the colleges of the City University of New York (CUNY), select colleges of the State University of New York (SUNY), and select schools of Touro College when pursuing your degree at the undergraduate or graduate level. The Tuition Voucher program allows you to take courses without paying upfront tuition costs. The Training Fund provides you with a voucher that covers a maximum of six credits per term. To be reimbursed, courses must be required for your major and degree. Your program of study must also be related to your current employment or enable advancement in a health care related field.

Before enrolling in any program, you must discuss your plans with a counselor to ensure that your program is approved for Tuition Assistance. The Training Fund does not cover Tuition Assistance for some non-health care majors. Additionally, reimbursement rates vary depending on program, school, and degree level. Generally, the Training Fund will approve programs leading to a degree directly related to your current employment or enabling your career advancement in a health care related field.

Tuition Reimbursement
This program is similar to the Tuition Voucher program. But instead of paying the college, the program reimburses you after you have successfully completed accredited college courses. The Tuition Reimbursement program reimburses you for the pre-approved tuition costs you have incurred for a maximum of six credits per term. To be reimbursed, courses must be required for your major and degree. Your program of study must also be related to your current employment or enable advancement in a health care related field.

Documents Necessary for First Semester of Participation in Tuition Assistance

• Copy of the 1199SEIU League Training and Upgrading Fund’s Tuition Assistance Workshop Certificate.
• The up-to-date curriculum of your intended major/program.
• Proof that you have passed all college entrance examinations.
• All other “Generally Required Documents” (see below).
• Copy of signed, Pre-approval Form. Vouchers do not require pre-approval.

Generally Required Documents (Required Annually in the Fall Semester)

• Completed General Enrollment Form.
• Itemized tuition bill that includes your full name, school name, the semester you are requesting reimbursement for, the classes you are requesting reimbursement for, the number of credits earned, itemized tuition and fees, and the amount of your payment in full. (Your bill only needs to show the course you are expecting reimbursement for. It does not need to have a zero balance.)
• Proof of successfully processed Free Application for Federal Student Aid (FAFSA) for the appropriate academic year. You only need one that covers the academic year. This can be in the form of any of the following:
  ➜ A Training Fund Financial Aid Disclosure Form (available at 1199SEIU Training Fund offices).
  ➜ Updated invoice indicating financial aid received (available from your college).

Note: You do not need to show proof of a Financial Aid Application if you are enrolled in a graduate program. However, we recommend using FAFSA for the best rates on student loans.
• Completed W-4 form. Any tuition benefit that exceeds $5,250 per calendar year is subject to federal and state taxes.
Generally Required Documents (cont.):

- Updated transcript/degree audit that includes your full name, school name, the degree and major you are pursuing, class codes and descriptions, and grades for completed classes and course registration. If available from your school a degree audit will show progress toward graduation, along with completed courses and courses still left to complete, and helps facilitate the advisement process. Please note the following about maintaining your Grade Point Average (GPA):
  - Reimbursement and voucher students must earn grades of C or better, or P for pass/fail courses. Voucher students must maintain a minimum GPA of 2.0.
  - Accelerated RN Program students must maintain a minimum GPA of 2.5.

FINAL SEMESTER REQUIREMENT:

Copy of the 1199SEIU League Training and Upgrading Fund UpgradeStrategies Workshop. The workshop must be completed before your final semester. (See Page 6 for a description.)

PLEASE NOTE:

- You may submit unofficial copies of all documents. Check with a counselor about eligibility and reimbursement amount.
- All financial aid you receive will be deducted from reimbursements.
- The Training Fund will not reimburse for the same course twice.
- The Training Fund will not reimburse for a second degree at the same level.
- If you are a graduate student attending a private school and are pursuing a major in health management, business management, administration or finance, then you will be reimbursed at the graduate-level tuition rate for public universities.
- You must check with Training Fund staff to determine which non-health care majors are approved for reimbursement before enrolling or registering for a program.
- Students enrolled in online degree programs or programs that are not on a semester schedule must be pre-approved and submit all documents within 60 days of completing their course work.
- Tuition Reimbursement processing takes approximately 6 to 8 weeks from the date all of your supporting documents are received. Do not rely on your tuition reimbursement to fund your next semester.
- Nursing students see page 40.
- Other rules may apply.
Please refer to the “How do I know if I am eligible” section on page 11 for more information on eligibility requirements.

Program Description

Tuition assistance to assist members involved in a Nursing Program is provided in the form of a voucher if you are enrolled in CUNY, SUNY or TOURO, and through tuition reimbursement for accredited college approved by the Training Fund. Please refer to the Tuition Assistance Degree Programs section for more information about the Tuition Voucher Program and Tuition Reimbursement Program. The Training Fund also provides case management, academic advisement and support for 1199SEIU members enrolled in the following types of RN programs:

- LPN - RN
- Associate of Applied Science in Nursing
- AAS- BSN
- Bachelor of Science in Nursing
- MSN
- Associate of Applied Science in Nursing

Please Note:

In recent years, when recruiting or promoting nurses, employers are only considering RNs who have a bachelor’s degree.

In response to industry trends, and to assist our nursing students in successfully completing their RN degrees, the Training Fund has implemented the following programs and services:

Accelerated Nursing (All Regions): In some instances, applicants enrolled in nursing majors need to take more than the six allocated credits per semester. The accelerated program affords you an opportunity to seek tuition assistance for courses totaling 9-12 credits per semester, but no more than 24 credits per year. This program allows you to obtain your nursing degree without the burden of additional out-of-pocket expenses. To qualify for this program, you must maintain a GPA of 2.5 or higher.

Bachelor’s Degree Stipend and Tuition Program: Employment opportunities are increasingly available only to RNs who have or are enrolled in Bachelors of Science in Nursing programs (BSN). In recognition of changing industry standards, the 1199SEIU Training and Upgrading Fund offers an accelerated BSN program, which includes up to two days stipend and full-time tuition up to 30 credits per year. Stipend and continued health benefits are available to any member enrolled in the last 60 credits of a Bachelor’s of Science in Nursing degree and who are taking 12 or more credits per semester. To receive the stipend, you must obtain work release time and have a GPA of 2.75 or higher. A nursing program counselor will assist you with accessing this program or obtaining release time. You may reach an RN education counselor at (212) 494-0563.

Nursing Cohorts (New York City Only): Cohort Programs are designed to help you accomplish your educational goals in a supportive environment. You will attend nursing programs with other 1199SEIU members. The Training Fund contracts directly with the colleges and programs to pay tuition and fees on behalf of cohort participants. The Training Fund also negotiates with providers to ensure the curriculum is designed for working adults. RN cohorts are available for BSN or RN to BSN programs. Each cohort has an assigned case manager to help them navigate the challenges of their nursing programs.

If you would like additional information about nursing cohorts, please contact the Training Fund Nursing Department by calling (212)494-0563.

Additional Nursing Student Support

The Training Fund also provides support for nursing students and graduates in the following ways:

- **Tutoring Services:** Tutoring is available if you require additional support to successfully complete courses. Wherever possible, you are encouraged to utilize the services provided at your college and program.
- **Pharmacology Workshop:** This is a comprehensive three week, 9-session workshop. The workshop covers drug calculations, classification, interaction, side effects, medication administration, scope of practice, and other related topics. This workshop is available every Spring semester and Fall semester.

Nursing students in their final semester or nearing the end of their program should contact the Training Fund Nursing Team about post-graduate services. The following services are available:

- **RN NCLEX Reviews:** This eight-day review prepares graduate RNs for the licensing examinations. The review is extensive and covers all the primary sections of the state board examination, such as Pharmacology, Medical/Surgical, Pediatrics and Psychiatry.

Exit to Employment Workshop:

This program includes resume preparation, interview skills, and job placement assistance.

The major concentration/clinical phase of most RN Programs lasts two years (or four semesters), in addition to time spent completing the required prerequisites. All RN Programs require applicants to pass an entrance examination such as NLN, HESI or TEAS. The Training Fund advises 1199SEIU members against enrolling in AAS Nursing Programs that are not accredited by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE). The credits from most AAS RN Programs without professional accreditation from ACEN or CCNE are not transferable to BSN Programs. Contact a counselor to obtain a copy of the Training Fund Unapproved School List. The Training Fund does not provide tuition assistance to 1199SEIU members attending AAS RN Programs on the unapproved list of diploma RN Programs.

In order to be eligible for final reimbursement, all RN graduates must attend the two-day Exit to Employment workshop that prepares you for the employment process.
CONTINUING EDUCATION PROGRAMS

1199SEIU TRAINING AND UPGRA딩 FUND

CONTINUING EDUCATION UNIT (CEU) PROGRAMS

Please refer to the “How do I know if I am eligible” section on page 11 for information on eligibility requirements.

Fund Sponsored Seminars

The Institute for Continuing Education (ICE) develops and offers accredited continuing education seminars for technical and professional health care practitioners at no out-of-pocket expense. The seminars focus on trends and emerging issues facing the professions and provide accredited CEUs.

Both discipline-specific and interdisciplinary seminars are offered onsite in New York City. Many are also offered via live videocast at various 1199SEIU-related facilities, and as live webcasts via the Internet. Professions that are most often covered and receive credit for the Fund Sponsored Seminars are Dietitians, Clinical Lab Techs, Registered Nurses, Licensed Practical Nurses, Nurse Practitioners, Pharmacists, Pharmacy Techs, Case Managers, CASACs, EMT/Paramedics, Medical Coders, Physical Therapists/PTAs, Physician Assistants, Imaging Techs, Respiratory Therapists, Surgical Techs, Anesthesia Techs, Central Service/Sterile Processing, Occupational Therapists and Social Workers. All other health care professionals receive certificates of attendance.

Continuing Education Reimbursement

Many health care workers must earn Continuing Education Units (CEUs) to keep their licenses current, while others seek new information in their field. 1199SEIU members may be reimbursed up to $750 per year for CEUs. Fees for conferences, workshops, seminars and programs that are health care or job-related are eligible for reimbursement. The Training Fund does not reimburse for examination fees, preparation courses for graduate-level entrance examinations, lodging, travel, course materials, or membership fees. Wage Class 1 employees receive up to a $750 reimbursement. Wage Class 2 employees receive up to a $450 reimbursement (60% of the full benefit). Wage Class 1 or 2 GNY employees can expect up to a $750 reimbursement per calendar year.

Submit Applications

In-person:
At any Training Fund location

Postal Mail:
1199SEIU League Training and Upgrading Fund
Tuition Assistance Department, P.O. BOX 1016,
New York, N.Y. 10108-1016

Email
continuinged@1199funds.org

How to Apply:
Requests for Continuing Education Reimbursement must include the following:

• A completed General Enrollment Form pg 51.
• Proof that you have successfully completed the program (certificate of completion, letter of attendance, etc.),
• An invoice and proof of payment.
• Submit your application within 90 days of successfully completing the program.
The 1199SEIU Health Care Training and Child Care Center in the Bronx offers an array of services to assist 1199SEIU members in achieving their education goals. The unique Campus Care Program provides low-cost childcare to those members attending classes at the Bronx site, Lehman College, or Monroe College during the evening and on Saturdays. 1199SEIU members may drop in for individualized educational counseling services on Tuesdays and Thursdays, or on Mondays by appointment only.

2501 GRAND CONCOURSE, 3RD FLOOR   BRONX, NY 10468
(P) (718) 562-3667
Office Hours: Counselors are available Monday-Thursday, 9am-5pm. Business hours of operation Monday-Friday, 9am-5pm
Public Transportation:
Subway 4 D Fordham Road stop
Bx12, Bx1, Bx2 Fordham Road & Grand Concourse stop

25 ELM PLACE   BROOKLYN, NY 11201
(P) (718) 797-2109  (F) (718) 797-2911 OR (718) 935-0287
Office Hours: Counselors are available Mondays 10am-6pm and Tuesdays, 9am-5pm. Business hours of operation Monday-Friday, 9am-5pm
Public Transportation:
All trains and buses to Downtown Brooklyn (Hoyt Schermerhorn, Hoyt, Nevins, DeKalb, Atlantic Mall, Jay Street and Borough Hall.

100 DUFFY AVENUE, 3RD FLOOR   HICKSVILLE, NY 11801
(P) (516) 229-6700  (F) (516) 229-6751
Office Hours: Monday – Friday, 9am–5pm by appointment only
Public Transportation:
Long Island Rail Road to the Hicksville stop, the site is a 5-minute walk from the train station. The following buses serve the Hicksville LIRR Station: N94, N78/79
1199SEIU TRAINING AND UPGRADING FUND

1199SEIU
HEALTH CARE TRAINING
MANHATTAN

330 WEST 42ND STREET, 2ND FLOOR  NEW YORK, NY 10036
(P) (212) 643-9340  (F) (212) 643-9422
Office Hours:  Monday–Friday, 9am - 5pm and Wednesday, 8:00am–7:00pm

Public Transportation:
- Subway 1 2 3 Times Square stop
- N R Q Times Square stop
- M34 8th Ave. & 42nd St. stop

- A C E 42nd street stop
- Bus M42 8th Ave. & 42nd St. stop
- M11 9th Ave. & 42nd St. stop

1199SEIU
HEALTH CARE TRAINING
STATEN ISLAND
TEF LEARNING CENTER

790 PORT RICHMOND AVENUE  STATEN ISLAND, NY 10302
(P) (718) 448-7482  (F) (718) 448-8106 OR (718) 448-8419
Office Hours:  Monday-Thursday, 8am – 7pm Friday, 8am – 4pm
Counseling hours:  Monday & Thursday, 9:30am-4pm.

Public Transportation:
- Subway X10 or X30 Express
- X30 stops at Forest & Jewett Ave.

- Bus X10 stops at Forest & Willowbrook Rd.
- S48 goes to the ferry

1199SEIU
HUDSON VALLEY/ CAPITAL AREA
- WHITE PLAINS & ALBANY

99 CHURCH STREET  WHITE PLAINS, NY 10601
(P) (800) 437-8409 OR (914) 993-6607
(F) (914) 993-6609
Office Hours:  Monday-Thursday, 10am – 4pm  Counseling hours: Tuesday & Thursday, 9:30am-5pm.

Public Transportation:
- Train Metro North Harlem Hudson line to the White Plains stop, the site is a 15-minute walk from the train station

155 WASHINGTON AVE. - BASEMENT  ALBANY, NY 12210
(P) (518) 434-1301

(Please call for appointment)
Contact Information

Training and Employment ............................................. (212) 643-9340
Training and Upgrading Fund ........................................ (212) 643-9340
Job Security Fund and Employment Center ....................... (P) (212) 629-5505 (F) (212) 629-7410

Training & Upgrading Fund by Program
Certification through TA CE Reimbursement .......................... (212) 643-9340
continuingeta@1199funds.org
Citizenship Program ..................................................... (212) 284-9295
Computer Literacy Programs ......................................... (212) 643-9340
Service Payback Program ............................................. (212) 284-9210
ServicePayback@1199funds.org

Health Careers College Core Curriculum (HC4) Program .... (212) 643-9340
HC4Program@1199funds.org
High School Completion Programs ................................. (212) 643-9340
Institute for Continuing Education .................................. (212) 894-4390
institute@1199funds.org

Nursing Programs ....................................................... (212) 494-0563
Pre-College Programs ................................................ (212) 643-9340
Spanish Language Program ......................................... (212) 284-9295
Tuition Assistance Programs ......................................... (212) 643-9340
continuingeta@1199funds.org

Workplace Skills Programs ........................................... (212) 643-9340

Other National Benefit Fund Numbers
Health Care ............................................................... (646) 473-9200
Child Care ................................................................. (212) 564-2220
Pension and Retirement .............................................. (646) 473-8666
Financial and Social Services ...................................... (646) 473-9200

Admissions and Counseling ........................................... (212) 284-9210
For counseling questions ............................................ training@1199funds.org
For workshop information .......................................... workshops1199.eventbrite.com

If you have questions about the benefits and services 1199SEIU Funds provide, visit 1199seiubenefits.org. You can also contact us by phone.

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Glossary of Terms

AAS—Associate in Applied Sciences.
ASAAtt—American Society of Anesthesia Technologists and Technicians run the certification examination for people to qualify as anesthesiology technicians and technologists.
ASCP—American Society for Clinical Pathology runs certification examinations for different types of Clinical Laboratory Technicians.
CCS—Certified Coding Specialist is required to be a certified medical coder.
CE—Continuing Education, a program with courses that are not a part of a formal degree, nor adult basic education, but are done for personal development, a certification, or to maintain certification or licensing.
CEU—Continuing Education Units, varies by the accrediting agency, but generally, 1 CEU is equal to one hour of instruction.
CNET test—Center for Nursing Education Testing, a pre-test for Licensed Practical Nursing students.
Cohort—When a group of students enters a program, takes all classes and graduates together, as a way of providing mutual support.
CUNY—City University of New York.
Curriculum—All the courses of study offered required for a particular program of study.
ESL—English as a Second Language.
GEF—General Enrollment Form, the basic application used to apply for programs in the Training and Upgrading Fund.
GPA—Grade Point Average, which is a measure of your cumulative performance in a college-level course work, range of 0.00 to 4.00.
HEI test—Health Education System Inc, which provides a variety of pre- and post-tests for Nursing students.
HHC—Health Hospitals Corporation.
IAHCSMM—International Association of Health Care Central Service Material Management runs the certification examination for people to qualify as certified central sterile technicians.
LMSW—Licensed Masters of Social Work.
NBSTSA—National Board of Surgical Technology and Surgical Assisting, needed to become a certified surgical technician.
NCLEX—National Council Licensing Examination, required examination for all nurses looking to practice.
NEDP—National External Diploma Program is an alternative path to gaining high school equivalency rather than a gate-keeping examination like the TASC or GED examination.
NLN—National League of Nursing, which provides a variety of pre- and post-tests for Nursing students.
OAR—Orientation Assessment and Registration, when members are brought in to hear about the program, assessed for academic competencies, and registered for classes.
Prerequisites—All of the foundational courses required for a particular program of study.
PTCB—Pharmacy Technician Certification Board, which runs the examination to allow people to qualify to become a Certified Pharmacy Technician.
SUNY—State University of New York.
TA—Tuition Assistance, a department of TUF, that is responsible for processing your voucher or reimbursement.
TABE—Test of Adult Basic Education, an adult basic education test for reading comprehension and mathematics skills.
TASC test—Test Assessing Secondary Completion, a national high school equivalency examination in New York State. It replaces the GED.
TEAS test—Test of Essential Academic Skills, a pre-test for Nursing students.
TEF—Training and Employment Funds.
TUF—Training and Upgrading Fund.
USCI—United States Citizen and Immigration Services.
Wage Class—Generally corresponds with the amount of hours worked and the qualification for benefits.
REQUIREMENTS FOR PROGRAMS

**Eligibility**

- 1199SEIU Training Fund Eligible Members who are Wage Class 1 or Wage Class 2
- Open to 1199SEIU members & family members
- Open to the public
- U.S. Citizen or Legal Resident

**REQUIREMENTS**

- Copy of High School Diploma
- Program Entrance Examinations
- Certificate of Completion (ITU Workshop)
- Itemized Invoice
- Remitted Invoice
- Program Completion Certificate
- College Transcript
- FAFSA (proof of successfully processed Free Application for Federal Student Aid, for the appropriate academic year)

* Must be employed at an 1199SEIU contributing institution, as a Wage Class 1 or Wage Class 2 employee. Must maintain continuous, active employment for at least one year in a bargaining unit position for which an employer has agreed to contribute to TUF. For each program, additional eligibility criteria may apply.

**Copies of High school diploma, high school transcript/GED/TASC with scores attached, or evaluated foreign equivalent. Additional documentation is required for non-United States citizens and/or if high school diploma or GED is not from New York State.**

Eligibility Check:
- 1199SEIU member
- Not a union member
- Other Union affiliation (specify)
- Part-time (check one box)
- Full-time (check one box)
- Permanent
- Temporary
- Per Diem?

**Eligibility Requirements**

- Must be employed at an 1199SEIU contributing institution, as a Wage Class 1 or Wage Class 2 employee. Must maintain continuous, active employment for at least one year in a bargaining unit position for which an employer has agreed to contribute to TUF. For each program, additional eligibility criteria may apply.

Eligibility Check:
- 1199SEIU member
- Not a union member
- Other Union affiliation (specify)

Special Notes:
- Have you participated in Training and Employment Funds programs in the past?
- Do you speak a language other than English?
- Country of birth
- Do you speak a language other than English?
- Education level
- Social Security Number
- Citizenship status
- Marital status
- Number of Dependents
- Employment information

Eligibility Requirements:
- Must be employed at an 1199SEIU contributing institution, as a Wage Class 1 or Wage Class 2 employee. Must maintain continuous, active employment for at least one year in a bargaining unit position for which an employer has agreed to contribute to TUF. For each program, additional eligibility criteria may apply.

Eligibility Check:
- 1199SEIU member
- Not a union member
- Other Union affiliation (specify)

Personal Information

- First Name
- Middle Name
- Last Name
- Marital status
- Number of Dependents
- Employment information

Eligibility Requirements:
- Must be employed at an 1199SEIU contributing institution, as a Wage Class 1 or Wage Class 2 employee. Must maintain continuous, active employment for at least one year in a bargaining unit position for which an employer has agreed to contribute to TUF. For each program, additional eligibility criteria may apply.

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- Not a union member
- Other Union affiliation (specify)
REQUIREMENTS FOR PROGRAMS

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- Must be employed at an 1199SEIU contributing institution, as a Wage Class 1 or Wage Class 2 employee. Must maintain continuous, active employment for at least one year in a bargaining unit position for which an employer has agreed to contribute to TUF. For each program, additional eligibility criteria may apply.

- Copy of high school diploma, high school transcript/GED/TASC with scores attached, or evaluated foreign equivalent. Additional documentation is required for non-United States citizens and/or if high school diploma or GED is not from New York State.

- An itemized invoice including all charges (tuition & fees), full name, school, dates, and other class specifics such as credits and course name.

- College transcript (unofficial may be accepted), should have full name, school, degree, major, class codes and names, grades and cumulative GPA.

1. Personal Information

- **1. Birth date:** Month/Day/Year
- **2. First Name** √ **Middle Name** √ **Last Name** √
- **3.** Have you participated in Training and Employment Funds programs in the past? **Yes** √ **No**

4. Social Security Number

Note: Certain TEF programs will require the member to provide the complete Social Security Number.

5. Street Address √ Apt./Floor
- **City** √ **State** √ **Zip code**

8. Email

- **9. Marital status:**
  - Married √
  - Divorced √
  - Separated √
  - Single √
  - Domestic Partnership

13. Do you speak a language other than English? **Yes** √ **No**

14. Ethnicity

- American Indian/Alaskan Native
- Asian
- Black or African-American (Non-Hispanic)
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White (Non-Hispanic)

15. Union affiliation:

- 1199SEIU member
- Not a union member
- Other Union affiliation (specify)

16a. Per Diem? **Yes** √ **No**

16b. Job Status (check one box)

- Permanent
- Temporary
- Laid-off
- Retired

16c. Job Schedule

- Permanent
- Part-time (check one box)

17. Current employer name (If laid-off or retired, please enter former employer name)

18. Employer address

- **City**
- **State**
- **Zip**

19. Department

- **20. Job Title**

21. Work phone

- **22. Date of Hire:** Month/Day/Year

23. Average number of hours worked per week

24. Rate of pay ($)

- Hourly
- Yearly (choose one)

25. Have you been with your current employer for less than one year? **Yes** √ **No**

25b. Employment with previous employer:

- **Began:** Month/Day/Year
- **End:** Month/Day/Year
3 Education History

26. Where did you complete your highest level of education?
   ▶ U.S.  ▶ Non-U.S.____________________________________

27. What is the highest level of education you have completed?
   ▶ Elementary School (5th Grade)
   ▶ Middle School (8th Grade)
   ▶ High School (High School Diploma or GED)
   ▶ Spanish GED
   ▶ Post-Secondary Certificate(Certificate Program - Vocational or Occupational, LPN, CNA, CASAC, Other)
   ▶ Some College, Non-Completion
   ▶ Associate’s degree
   ▶ Bachelor’s degree
   ▶ Post-Bachelor/Graduate Certificate
   ▶ Master’s Degree
   ▶ Professional Degree (Pharmacy Doctor, Psychology Doctor, Doctor of Medicine, Doctor in Education)
   ▶ Doctoral Degree (Doctor of Philosophy - Ph.D.)

28. Do you have any foreign credential?  ▶ Yes  ▶ No  ▶

28a. If Yes, please list credentials

28b. Have they been evaluated?  ▶ Yes  ▶ No

28c. If Yes, what is the U.S. equivalent?

29. List any health-related training, certification or licensures that you have in the U.S.:

<table>
<thead>
<tr>
<th>Degree/Certificate Type</th>
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30. What is your career objective?

31. At what college would you like to pursue your career objective?

I hereby attest that the information given above is correct to the best of my knowledge. I also authorize the 1199SEIU Training and Employment Funds (TEF) to verify the above information. I understand that 1199SEIU TEF reserves the right to deny me eligibility if I present materially false information on this enrollment form. If selected for a program, I agree to abide by the regulations set forth by the 1199SEIU TEF and the institution where I am placed. I also authorize the 1199SEIU TEF to release all identifiable information to appropriate funding sources.

For Tuition Assistance Members ONLY: I agree to repay the 1199SEIU TEF for any tuition and fees paid to the college on my behalf for courses in which I receive a grade below a C (including a C-), or any other non-credit-bearing grade.

Print Full Name

X  
Signature

Date:  Month/Date/Year