EDUCATION AND CAREER CATALOG

1199SEIU League Training and Upgrading Fund (TUF)
1199SEIU Greater New York Education Fund (GNYEF)

3rd Edition
Contact Us

1199SEIU Training and Employment Funds (TEF)
(212) 643-9340

1199SEIU League Training and Upgrading Fund (TUF)
(212) 643-9340

1199SEIU League Job Security Fund and Employment Center
P: (212) 629-5505; F: (212) 629-7410

1199SEIU Greater New York Education Fund (GNYEF)
(212) 643-9340

1199SEIU Citizenship Program
(646) 473-8915

Certification through Tuition Assistance Continuing Education Reimbursement
(212) 284-9210

Digital Literacy Programs
(212) 894-4363

Counseling Hotline
(212) 284-9210

Health Careers College Core Curriculum (HC4) Program
(212) 284-9239

High School Equivalency Programs
(212) 894-4362 | (212) 894-4363

Institute for Continuing Education
(212) 894-4390

Nursing Programs
(212) 494-0563

College Preparatory Programs
(212) 494-0536

Service Payback Program
(212) 284-9210

Spanish Language Programs
(212) 284-4364

Tuition Assistance Programs
(212) 284-9210

Workplace Skills Programs
(212) 284-9281

Admissions and Counseling Department
(212) 284-9210 | Training@1199Funds.org

For workshop and orientation listings and online registration, visit:
www.hwapps.org/1199TUF
Table of Contents

Letter from the Executive Director ............................................................................................................. 4
Letter to the Membership about the Education and Career Catalog .......................................................... 5
Academic and Career Guidance .................................................................................................................. 6
   General Counseling Workshops for Academic and Career Planning ......................................................... 7
   High-demand Healthcare Professions ..................................................................................................... 8
Pre-college Programs ................................................................................................................................... 10
   High School Equivalency Program ......................................................................................................... 12
      Test Assessing Secondary Completion (TASC) Preparation and Foundations ....................................... 13
      National External Diploma Program (NEDP) ......................................................................................... 13
      High School Equivalency Test (HiSET) ............................................................................................... 13
   Digital Literacy Programs ....................................................................................................................... 14
   English as a Second Language (ESL) Program ....................................................................................... 15
   Learning Center Tutorial Program ......................................................................................................... 15
   1199SEIU Citizenship Program ............................................................................................................. 16
   College Preparatory Program ................................................................................................................ 17
Occupational Certificate Programs ............................................................................................................. 18
   Occupational Certificate Reimbursement ............................................................................................... 19
   High-demand Technical Certificate Programs ..................................................................................... 20
   Certification and Licensing Exam Prep Courses .................................................................................... 21
   Licensed Practical Nursing (LPN) Program ............................................................................................ 22
   Workplace Skills ................................................................................................................................... 23
   Foreign Language Programs .................................................................................................................. 24
College-level Programs ................................................................................................................................ 26
   Health Careers College Core Curriculum (HC4) Program ..................................................................... 28
   Service Payback Education Program .................................................................................................... 29
   Tuition Assistance for Degree Programs ................................................................................................ 30
   Nursing Programs .................................................................................................................................. 32
Continuing Education Unit (CEU) Programs .............................................................................................. 34
   Fund-sponsored Seminars ..................................................................................................................... 34
   Continuing Education Reimbursement .................................................................................................. 35
Locations ...................................................................................................................................................... 36
Glossary ......................................................................................................................................................... 38
Location and Contact Information .............................................................................................................. 39
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 nourishment, 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 League Training and Upgrading Fund (TUF) and the 1199SEIU Greater New York Education Fund (GNYEF) 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 staff at the Training Funds* are dedicated to helping you define your career goals, and then 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 and Employment Funds
*TUF and GNYEF
Letter to the Membership about the Education and Career Catalog

Getting ahead in a healthcare 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) and the Greater New York Education Fund (GNYEF) will guide and support you on how best to apply your education benefits so you can obtain your career goal.

A challenging environment also presents new opportunities that include a wide variety of emerging health professions you should explore in this changing healthcare industry. That is why, after much research, focus and preparation from our team at the Training Funds*, we are proud to present this catalog as a tool to help you map your academic journey. Read it carefully and purposefully. It is your guide to the next steps in your education.

In this catalog you will find many different programs to fit your specific educational needs. We have programs to help you to complete high school, and others to help you pursue a technical/vocational certification, as well as programs to help you get into college. We also support thousands of members each year in working on their undergraduate and graduate-level degrees. Whatever your educational level is, our staff is ready to help you take the next step.

Remember to reach out to any of our counselors to help you through this process. Keep connected by ‘LIKING’ us on the 1199SEIU League Training and Upgrading Fund Facebook page for the latest information on class offerings, tuition assistance and more. You can find us at: facebook.com/1199SEIUTUF.

On behalf of the staff, counselors, instructors and partnering employers, we wish you much success and fulfillment during this important time in your life.

* TUF and GNYEF

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

Denise Cherenfant
Director, Nursing Education-1199SEIU Training and Employment Funds & 1199SEIU Registered Nurse Training and Job Security Fund
The Admissions and Counseling Team at the Training Funds* serve thousands of 1199SEIU members each year by placing them on the right track for future professional growth. Our counselors are available at the Training Funds’ sites throughout the NYC metropolitan area, via email, on the Counseling Hotline and even at your healthcare institution/facility.

We offer one-on-one counseling sessions to highlight new career opportunities, establish the steps you need to take to accomplish your academic and career goals and assist in identifying the programs and services that will best meet your needs. We can also help you understand the strengths and skills that will assist you in overcoming possible challenges.

*TUF and GNYEF
General Counseling Workshops for Academic and Career Planning

The 1199SEIU League Training and Upgrading Fund (TUF) and the 1199SEIU Greater New York Education Fund (GNYEF) offer many workshops throughout the year that can help you plan your career path.

For workshop information, please visit www.hwapps.org/1199TUF.

**CAREER PLANNING WORKSHOP**

If you are unsure what you would like to study, and want to learn more about emerging professions or explore careers to find your best match, you should attend the Career Planning Workshop.

**LICENSED PRACTICAL NURSE (LPN) TUITION ASSISTANCE WORKSHOP**

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

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

**TUITION ASSISTANCE FOR DEGREE PROGRAMS WORKSHOP**

The Tuition Assistance for Degree Programs 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 TUF and GNYEF.

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 did, we strongly recommend you take this workshop, as benefit rules may have changed.

**UPGRADE STRATEGIES WORKSHOP**

The Upgrade Strategies Workshop provides an updated look at the current job market. The workshop helps you with self-marketing techniques, resume preparation, goal reevaluation and action plan formulation. A Resume/Interview Methods Lab is offered for members interested in improving their resume and interview skills.

All degree-program graduates are required to attend a single session of this workshop, with the exception of registered nurses and licensed practical nurses.

**LICENSED PRACTICAL NURSE (LPN) AND REGISTERED NURSE (RN) GRADUATE EXIT TO EMPLOYMENT WORKSHOP**

The LPN and RN Graduate Exit to Employment Workshop helps you with resume and cover-letter writing, job-search strategies, interviewing skills and job-placement resources.

All graduates of certificate or college level nursing programs are required to take this two-session workshop.
High-demand Healthcare Professions

OCCUPATIONAL CERTIFICATES

- **Credentialed Alcoholism and Substance Abuse Counselors (CASAC)** perform diagnostic assessments, evaluations and interventions, and provide 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 accepted in other states and internationally.

- **Community Health Workers (CHW)** teach people about behaviors that promote wellness. They develop programs and materials that 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 and associate-level degrees to doctorate-level degrees.

- **Emergency Medical Technicians (EMT) and Paramedics (Advanced Training)** are first responders who administer medical care in emergency situations. This includes performing various medical procedures and assessments, as well as transporting individuals in need of medical attention to healthcare 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 healthcare 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.

PROFESSIONS REQUIRING A COLLEGE DEGREE

- **Medical Laboratory Technologists and Technicians (MLTT)** collect samples and perform tests to analyze bodily fluids, tissues and other substances. Medical laboratory technicians work under the supervision of a medical laboratory technologist or laboratory manager. Both perform tests and procedures that physicians or other healthcare personnel order. However, medical laboratory technologists perform more complex tests. The education requirement for medical laboratory technicians is an associate degree. The educational requirement for medical laboratory technologists is a bachelor’s degree.

- **Occupational Therapists (OT)** treat those with illnesses, injuries or disabilities through the therapeutic use of everyday activities. Occupational therapists help people develop, recover and improve their skills needed for daily living and functioning. They show people how to use appropriate, adaptive equipment in order to function independently. Occupational therapists work in the offices of physical and speech therapists, hospitals, nursing
homes and home health services. The education requirement for occupational therapists is a master’s degree.

**Occupational Therapy Assistants (OTA)** work under the direction of occupational therapists in treating those with illnesses, injuries or disabilities through the therapeutic use of everyday activities. Occupational therapy assistants collaborate with occupational therapists to develop a treatment plan for each person and carry out the plan so the person develops, recovers and improves his or her skills needed for daily living and functioning. Occupational therapy assistants mostly work in occupational therapist offices and in hospitals. The educational requirement for occupational therapy assistants is an associate degree.

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

**Physical Therapist Assistants (PTA)** provide treatment according to a plan developed by and under the supervision of a licensed physical therapist. Physical therapist assistants help those who have medical problems or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. They work in physical therapy offices or in hospitals. Physical therapist assistants must complete an associate degree.

**Physician Assistants (PA)** 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. Physician assistants work in physician offices, hospitals and other healthcare settings. Physician assistants typically need a master’s degree from an accredited program.

**Radiologic Technologists (RT)** 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. Radiologic technologists work in hospitals, physician offices and imaging clinics. Associate degree programs are the most common route of study. 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).

**Respiratory Therapists (RT)** care for those 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. Respiratory therapists work in hospitals, nursing care facilities or travel to peoples’ homes. They need at least an associate degree, but employers often prefer those with a bachelor’s degree.

**Social Workers (SW)** are classified as 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. Social workers work in a variety of settings, including mental health clinics, schools, hospitals and private practices. A master’s degree and state-issued license are required to practice as a social worker in New York State.

**Surgical Technologists (ST)**, 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 degree, with some schools offering a post-secondary certificate.
Pre-college Programs

HIGH SCHOOL EQUIVALENCY
DIGITAL LITERACY
ENGLISH AS A SECOND LANGUAGE (ESL)
LEARNING CENTER
1199SEIU CITIZENSHIP
COLLEGE PREPARATORY

Pre-college Programs provide you with foundational skills that equip you to successfully transition to vocational or college-based programs. There are many Pre-college Programs available to you through the Training Funds,* including English as a Second Language, Digital Literacy, College Prep, High School Equivalency, Citizenship and Spanish Language. All programs require participants to be at least 21 years of age.

*TUF and GNYEF

For additional information call
High School Equivalency Program
(212) 894-4362
National External Diploma Program
(212) 894-4363
High School Equivalency Test
(For New Jersey residents only)
(973) 275-6340
Digital Literacy Program
(212) 284-9254
1199SEIU Citizenship Program
(646) 473-8915
English as a Second Language Program
(212) 494-0533
College Preparatory Program
(212) 494-0536
Learning Center
Manhattan: (212) 643-9340
Albany: (518) 434-1301
Bronx: (718) 562-3667
Brooklyn: (718) 797-2109
Long Island: (516) 229-6700
New Jersey: (973) 275-6340
Staten Island: (718) 448-7482
White Plains: (800) 437-8409
TO BE ELIGIBLE FOR PRE-COLLEGE PROGRAMS, YOU MUST BE:

- An 1199SEIU Bargaining Unit Member
- 21 years of age or older
- *For the 1199SEIU Citizenship Program you must be a legal permanent resident of the U.S. for at least five years, or residing in the U.S. for at least three years, if married to a U.S. citizen

<table>
<thead>
<tr>
<th>Program</th>
<th>Currently employed for at least one (1) full year at an institution that contributes to the Fund on your behalf</th>
<th>High School Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Equivalency - NEDP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>High School Equivalency - TASC / HiSET</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Digital Literacy Programs</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Learning Center</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Tutorial Programs</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>*1199SEIU Citizenship Program</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>College Preparation Program - onsite</td>
<td>N/A</td>
<td>✓</td>
</tr>
<tr>
<td>College Preparation Program - at a college</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
The High School Equivalency (HSE) Program helps students earn their high school equivalency diploma 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 use a traditional, classroom-based curriculum, whereas NEDP is competency-based, and requires that students work independently and demonstrate mastery of specific skill sets. We offer our members who live in New Jersey the opportunity to take the High School Equivalency Test (HiSET).
TEST ASSESSING SECONDARY COMPLETION (TASC) PREPARATION AND FOUNDATIONS

The Test Assessing Secondary Completion (TASC) prep program helps participants improve reading comprehension, essay writing and math skills while increasing their knowledge of science and social studies in a classroom environment.

The program prepares students to pass the official TASC exam. Classes are offered three times per week at various sites.

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

The National External Diploma Program (NEDP) is self-instructional. Students learn at their own pace, with guidance from tutors and assessors.

Participants utilize prior learning, life skills and workplace experiences to complete eight (8) units of learning. Course content includes:

- Reading comprehension, writing and math
- Oral communication, twenty-first century workplace skills and financial literacy
- Geography, history and scientific literacy

No examination is taken. Instead, participants are required to submit a portfolio of work after successfully completing all learning units. Registration is year-round.

HIGH SCHOOL EQUIVALENCY TEST (HiSET)

The HiSET exam is a five-part test that states use to issue a high school equivalency diploma. The exam allows out-of-school students and adult learners to demonstrate that they have the same academic knowledge and skills as high school graduates. This program is available to New Jersey residents only.

For additional information, call
Test Assessing Secondary Completion (TASC) Preparation and Foundations
(212) 894-4362
National External Diploma Program (NEDP)
(212) 894-4363
High School Equivalency Test (HiSET)
(For New Jersey residents only)
(973) 275-6340

To sign up for a High School Equivalency Orientation online, visit:
https://1199tuf.hwapps.org/courses/hse/
Digital Literacy Programs

Computer and digital literacy skills are required by everyone seeking to advance their education and career. Our Digital Literacy Programs include:

**INTRODUCTION TO TECHNOLOGY**
Basic technology concepts including hardware, software, operating systems, the Internet and email.

**MICROSOFT WORD* – BASIC AND INTERMEDIATE LEVELS**
Word processing instruction. Topics include: key-boarding, formatting, using spell check, creating tables and mail merges.

**MICROSOFT EXCEL* – BASIC AND INTERMEDIATE LEVELS**
Working with spreadsheets. Topics include: formulas, graphics, charts, filtering and sorting functions and creating reports

**TOOLS FOR ONLINE LEARNING SUCCESS**
The fundamentals of online learning. Topics include: learning management systems, virtual whiteboards, conferencing platforms, discussion boards.

For additional information call
(212) 894-4363

To sign up for Digital Literacy courses online, visit:
https://1199tuf.hwapps.org/courses/introduction-to-digital-literacy/

*Microsoft Word, Excel, Powerpoint, MSN and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
English as a Second Language (ESL) Program

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 healthcare topics into classroom teaching. Upon completion of the program, you will have acquired essential skills and knowledge of the English language for career and academic advancement.

For additional information, call (212) 494-0533

Learning Center Tutorial Program

At all New York metro area Training Funds’ sites, Learning Centers offer educational support, tutoring services, workshops and access to a variety of academic resources to participants enrolled in programs such as English as a Second Language (ESL), Test Assessing Secondary Completion (TASC), National External Diploma Program (NEDP), College Prep, HC4, Citizenship and Nursing. Special assistance with literacy is also provided.

To take advantage of the Learning Centers or tutoring services, contact your counselor, teacher, program manager, or call:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manhattan</td>
<td>(212) 634-9340</td>
</tr>
<tr>
<td>Bronx</td>
<td>(718) 562-3667</td>
</tr>
<tr>
<td>Brooklyn</td>
<td>(718) 797-2109</td>
</tr>
<tr>
<td>Long Island</td>
<td>(516) 229-6700</td>
</tr>
<tr>
<td>New Jersey</td>
<td>(973) 275-6340</td>
</tr>
<tr>
<td>Staten Island</td>
<td>(718) 448-7482</td>
</tr>
<tr>
<td>White Plains</td>
<td>(800) 437-8409</td>
</tr>
</tbody>
</table>

*TUF and GNYEF
The 1199SEIU Citizenship Program is jointly administered by the 1199SEIU Training and Employment Funds and the 1199SEIU Benefit and Pension Funds. 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 AS A SECOND LANGUAGE (ESL) FOR CITIZENSHIP CLASSES**
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 test. 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.

**THREE (3)-SESSION CIVICS AND HISTORY PREP CLASSES**
These classes are for students who need to refresh their civics knowledge. They provide an overview of U.S. history and government, and a review of the 100 questions on the United States Citizenship and Immigration Services (USCIS) naturalization test. The class is offered every month in Manhattan, for three consecutive Fridays or Saturdays. If you have completed your N-400 application and have received your fingerprint notice, you should attend these classes.

**CITIZENSHIP REFRESHER CLASS**
This class is for students who need to review the naturalization process as it relates to the USCIS interview and test. The focus is mainly on interviewing strategies and techniques. You will have an opportunity to watch a mock USCIS interview on video. This is a three-hour class held in Manhattan. If you have completed your N-400 application and received your interview appointment, you should attend this class.

**LEGAL COUNSELING**
Assistance with the immigration and naturalization process is provided for you and your eligible family members.

For additional information, call (646) 473-8915
College Preparatory Program

The College Prep program prepares participants with the knowledge, skills and competencies required to successfully perform college-level work.

The program offers two pathways to college. One pathway prepares students to take college entrance exams by attending prep classes at different Training Funds* sites.

Alternatively, participants take 3-credit math and English courses on the campuses of various City University of New York (CUNY) colleges. By succeeding in these courses, participants earn acceptance to college in lieu of traditional entrance examinations.

College Prep also offers Pre-Nursing Exam Prep classes, for candidates seeking to become Licensed Practical Nurses (LPN) or Registered Nurses (RN).

For additional information, call
(212) 494-0536

To sign up for a College Preparatory Orientation online, visit:
https://1199tuf.hwapps.org/courses/college-preparatory-program-orientation/

*TUF and GNYEF
Every year, hundreds of 1199SEIU healthcare workers successfully complete occupational certificate programs to upgrade into new jobs. Certificate programs provide you with practical and instructional training to prepare for new professions, and often result in 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 Funds* help you gain new credentials through our occupational certificate reimbursement programs. Most programs are reimbursed at $750 per year, but a select few have higher reimbursement rates.

*TUF and GNYEF
TO APPLY, YOU MUST PROVIDE:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Acceptable Documents</th>
<th>Occupational/High-demand Certificate Program Reimbursement</th>
<th>Certification &amp; Licensing Exam Courses</th>
<th>Licensed Practical Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of successful completion</td>
<td>Certificate or letter from the institution, indicating successful completion.</td>
<td>✓</td>
<td>N/A</td>
<td>✓</td>
</tr>
<tr>
<td>Proof of cost and payment</td>
<td>Itemized bill/invoice from your school that indicates your name, the school name, tuition charge, fees by name and payment.</td>
<td>✓</td>
<td>N/A</td>
<td>✓</td>
</tr>
<tr>
<td>Financial aid</td>
<td>1) Updated bill/invoice from your school, indicating the financial aid received; or 2) A financial aid award or denial letter from your school; or 3) A Fund Financial Aid Disclosure Form; or 4) An ineligibility letter from FAFSA or the school.</td>
<td>✓</td>
<td>N/A</td>
<td>✓</td>
</tr>
</tbody>
</table>

Occupational Certificate Reimbursement

This benefit covers all non-degree healthcare industry programs that provide you with practical skills to enhance your current work or help you gain certification in the field 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 (CNA), Certified Medical Coder (CMC), Credentialed Alcoholism and Substance Abuse Counselor (CASAC), Medical Assistant (MA) and Pharmacy Technician (PT).

This Occupational Certificate Reimbursement is a reimbursement-based benefit for programs that you identify and take on your own (The Training Funds* do not offer the actual occupational certificate programs). We highly recommend that you contact us first for guidance on exploring potential schools and programs.

PLEASE NOTE

The Training Funds* do not offer reimbursement for the following:

- Examination fees;
- Preparation course fees;
- Graduate-level entrance exam such as the GMAT, GRE and MCAT;
- Lodging, travel, meals;
- Course materials;
- Membership;
- Licensure or Certification fees.

The Board of Trustees determines reimbursements.

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

Before beginning any program, you must meet with a counselor in order to obtain pre-approval for additional financial support.

To make an appointment with a counselor, call the Counseling Hotline at (212) 284-9210 or email Training@1199Funds.org.

The reimbursement rates listed below are only available to TUF members. Greater New York Education Fund members are still reimbursed at the standard rates. For more information on those rates, see page 18.

### TECHNICAL CERTIFICATE PROGRAMS AND THEIR MAXIMUM TUF REIMBURSEMENT RATES

<table>
<thead>
<tr>
<th>Program</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credentialed Alcoholism and Substance Abuse Counselor (CASAC)</td>
<td>$3,300</td>
</tr>
<tr>
<td>Emergency Medical Technician (EMT) and Paramedic (advanced training)</td>
<td>$4,200</td>
</tr>
<tr>
<td>Heating, Ventilation and Air Conditioning (HVAC)</td>
<td>$3,200</td>
</tr>
<tr>
<td>Medical Coder (MC) (support is offered if you are not a certified coder and do not work as a coder)</td>
<td>$1,500</td>
</tr>
<tr>
<td>Surgical Technologist (ST)</td>
<td>$13,900</td>
</tr>
</tbody>
</table>
Certification and Licensing Exam Prep Courses

The Training Funds* provide a variety of review courses for healthcare professionals seeking preparation for state and/or national certification examination or licensure. These courses are for healthcare 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. Exam eligibility may vary or change, some courses may require you to pay additional out of pocket expenses. Examples of course offerings are listed below:

**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 of education/training and 6,000 hours of appropriate work experience are required.

**Central Sterile Technician:** International Association of Healthcare Central Service Materiel Management (IAHCSMM) 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.

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

**Pharmacy Technician:** Pharmacy Technician 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 (CST). The examination is 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.

*TUF and GNYEF

To obtain general information about this program, email or call

(212) 894-4390 | Institute@1199Funds.org
Licensed Practical Nursing (LPN) Program

The Training Funds* provide tuition assistance, counseling, tutoring and other academic support services to eligible 1199SEIU members who want to become Licensed Practical Nurses (LPNs).

If you are enrolling in the Licensed Practical Nursing Program and work or live in New York City, Long Island or Westchester County, you may only attend Training Funds’* Trustee-approved LPN schools.

If you are an eligible member who opts to enroll in LPN programs through the City University of New York (CUNY), you can apply for a voucher to cover tuition costs. If you are an eligible member who opts to enroll in an LPN program through a private college or vocational school, you can apply for tuition reimbursement.

You must speak with a counselor prior to starting any LPN program if you want to apply for tuition reimbursement. If you are a first-time applicant or have not participated in the Tuition Assistance Program in more than two years, you must also attend the 1199SEIU LPN Tuition Assistance Workshop.

*TUF and GNYEF

PLEASE NOTE

Nursing homes and health centers are now hiring LPNs—hospitals are not hiring LPNs. If you want to work in a hospital, this may not be the appropriate career choice for you.
If you are interested in attending a Workplace Skills training, or for more information, please call
(212) 284-9281

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 healthcare facilities and offsite locations. When training is held at offsite locations, you may attend during either your work time or personal time.
Foreign Language Programs

This program offers Spanish language training to non-Spanish-speaking healthcare workers as a response to the increasing Latino patient population. You develop conversational skills to communicate effectively with Spanish-speaking patients and their families. The curriculum is contextualized to enhance your awareness and sensitivity to cultural values and attitudes.

BEGINNERS SPANISH
This class is designed for students who have little or no knowledge of Spanish. The class immerses you in the basics of the Spanish language and culture. You are engaged in language activities in order to learn basic structures and vocabulary. Particular emphasis is placed on listening and speaking. In this class, you develop basic conversational skills required in health-related settings.

INTERMEDIATE SPANISH
You must have a basic knowledge of Spanish to enter this class. The primary goal is to teach you to communicate according to healthcare-related situations. You are involved in group learning activities that help you develop the Spanish communication skills necessary to interact effectively in healthcare environments. These skills enhance your awareness of and sensitivity to the patients you serve.

ADVANCED SPANISH
You must have intermediate knowledge of Spanish to enter this class. You are involved in group learning activities in order to develop the skills necessary to communicate in Spanish at an advanced level in healthcare-related environments. Particular emphasis is placed on speaking, listening, reading and writing skills built upon your own experiences in the healthcare industry.
LANGUAGE OF CARE FOR HEALTHCARE STAFF

The Language of Care Program offers contextualized language training to enable healthcare staff to more effectively communicate with non-English-speaking patients and their families.

The programs offer a variety of on-site training models, depending on the language, the organization’s needs and participants’ availability. Training is offered in Spanish, Mandarin, Cantonese, Korean and Russian.

Prior to every training, an assessment is conducted in order to customize the curriculum to the needs of a specific department and institution or facility.

The program also includes a cultural awareness component, which helps participants become more acquainted with some of the basic cultural beliefs and customs of the language group, especially as they relate to healthcare issues.

The recommended basic training is 40 to 60 hours total, which may be completed in twice-weekly 3-hour sessions or weekly 7-hour sessions.

For additional information, call
(212) 894-4364
College-level Programs

Many healthcare careers require a college degree. New York’s healthcare system has been enriched by tens of thousands of 1199SEIU healthcare professionals who have earned degrees with the support of the Training Funds.

Choosing a school and which degree to pursue can be complicated. Some careers require only an associate’s degree, while others require bachelor’s or even master’s degrees. Every college has individual requirements about the number and types of credits needed to earn each degree. The Training Funds are here to help you plan your path wisely.

Before enrolling in any program, you should meet with the Training Funds’ Admissions and Counseling Team to identify which degree and school are right for you, find out the coursework your degree will require and learn what resources are available to help you pay for college.

The next several pages describe all college-level benefits and programs that are offered by the Training Funds.*

*TUF and GNYEF

For additional information, contact

HC4 Program
(212) 643-9340 | HC4Program@1199Funds.org

Service Payback Education Program
(212) 284-9210 | ServicePayback@1199Funds.org

Tuition Assistance
(212) 284-9210

Training Fund Nursing Department
(212) 494-0563
TO BE ELIGIBLE FOR COLLEGE-LEVEL PROGRAMS, YOU MUST BE:

- An 1199SEIU Bargaining Unit Member
- Wage Class I or II status
- Currently employed for at least one (1) full year at an institution that contributes to the Fund on your behalf, prior to the program start date

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Acceptable Documents</th>
<th>HC4</th>
<th>Tuition Voucher</th>
<th>Tuition Reimbursement</th>
<th>Nursing</th>
<th>Service Payback Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. high school diploma or equivalency</td>
<td>U.S. high school diploma/transcript or evaluated foreign equivalent.</td>
<td>✓</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Itemized tuition and fees (for tuition reimbursement, proof of payment is also required)</td>
<td>Itemized bill/invoice from your college that indicates your name, the semester, college name, tuition charge and itemized fees by name. For tuition reimbursement, the bill/invoice must also indicate payment of tuition and fees.</td>
<td>N/A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Proof of college level placement (required for first-time applicants enrolled in undergraduate programs)</td>
<td>Updated college transcript or degree audit/evaluation, or examination report indicating that you have passed or are exempt from taking college placement examinations.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Academic history and course registration</td>
<td>Updated college transcript or degree audit/evaluation that includes all courses taken, grades and cumulative GPA. The courses for which Tuition Assistance is being requested must be indicated. For tuition vouchers, a course registration printout may be submitted in addition to this, which shows registered courses.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Financial aid (required for undergraduate and occupational certification programs)</td>
<td><strong>Tuition voucher:</strong> Printout from the FAFSA website, as proof that your application was successfully processed. <strong>Tuition reimbursement:</strong> 1) Updated bill/invoice from the college indicating the financial aid received; or 2) A financial aid award or denial letter from the college; or 3) A Fund Financial Aid Disclosure Form; or 4) An ineligibility letter from FAFSA or the college.</td>
<td>N/A</td>
<td>N/A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

WHEN TO SUBMIT DOCUMENTS FOR TUITION ASSISTANCE

<table>
<thead>
<tr>
<th>Intake Period for Tuition Vouchers</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>August 1 - September 30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter and Spring semesters</td>
<td>November 1 - January 31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer semester</td>
<td>May 1 - June 30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intake Period for Tuition Reimbursements</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>December 1 - January 31*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter and Spring semesters</td>
<td>May 1 - June 30*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer semester</td>
<td>August 1 - September 30*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Non-traditional Semesters

Submit within 60 days of course completion

*New applicants must come in to receive pre-approval before the start of class.

WHEN TO APPLY FOR THE HC4 PROGRAM

<table>
<thead>
<tr>
<th>Intake Period for Health Careers College Core Curriculum (HC4)</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>Begins July 15**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring semester</td>
<td>Begins October 15**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Space is available on a first-come, first-served basis.

TO APPLY YOU MUST PROVIDE

- U.S. high school diploma or equivalency
- Itemized tuition and fees (proof of payment is also required)
- Proof of college level placement (required for first-time applicants enrolled in undergraduate programs)
- Academic history and course registration
- Financial aid (required for undergraduate and occupational certification programs)
The Health Careers College Core Curriculum (HC4) Program is a supported program for adult learners, with little or no experience in higher education, 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 20 to 36 credits before transitioning to coursework in their chosen majors.

HC4 courses are offered through Lehman College (CUNY), and the College of Staten Island (CSI).

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 their major.

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

For additional information, call (212) 284-9239
Service Payback Education Program

When funding is available, the Training Funds* offer the Service Payback Education Program, which provides 1199SEIU members with a salary stipend to cover the release time provided by the employer to help them advance in their programs of study. This program offers financial and tuition support to help members reduce the time to degree completion by attending school on a full-time basis while keeping a part-time work schedule. Participants must be enrolled in college-level programs that lead to degrees identified by employers as shortage areas, that require students to attend school full-time to complete a degree, and must have completed their general education and prerequisite courses and been admitted to the program major.

Through the Service Payback Education Program, the Training Funds* cover up to three (3) days per week of salary, healthcare benefits and tuition costs. The Funds also work with the member, the Union and the employer to secure release time and accommodations in the member’s work schedule.

In exchange, upon completion of the degree, members are required to seek and obtain employment with a Training Funds’ contributing employer.

*TUF and GNYEF

For additional information, call Admissions and Counseling (212) 284-9210
Tuition Assistance for Degree Programs

Tuition Assistance benefits are available to members pursuing undergraduate, graduate or professional degrees.

Tuition assistance is provided in the form of either a voucher or a reimbursement of your costs, depending on the school you attend. **Program approval is necessary for participation in these programs and must be obtained before beginning classes.**

It is important that you speak with a Tuition Assistance Counselor prior to starting any college program. This conversation will help you explore options and provide you with valuable 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. Reimbursement rates vary depending on program, school and degree level. Generally, the Training Funds* will approve programs leading to a degree that is directly related to your current employment or enables your career advancement in a healthcare-related field.

**If you are a first-time applicant or have not participated in the Tuition Assistance Program in more than two years, you must attend the Tuition Assistance for Degree Programs 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 can sign up for a Tuition Assistance Workshop at: [https://1199tuf.hwapps.org](https://1199tuf.hwapps.org).

*TUF and GNYEF

### WHEN TO SUBMIT DOCUMENTS FOR TUITION ASSISTANCE

<table>
<thead>
<tr>
<th>Intake Period for Tuition Vouchers</th>
<th>Intake Period for Tuition Reimbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>August 1 - September 30</td>
</tr>
<tr>
<td>Winter and Spring semesters</td>
<td>November 1 - January 31</td>
</tr>
<tr>
<td>Summer semester</td>
<td>May 1 - June 30</td>
</tr>
<tr>
<td></td>
<td><strong>Intake Period for Tuition Reimbursements</strong></td>
</tr>
<tr>
<td>Fall semester</td>
<td>December 1 - January 31*</td>
</tr>
<tr>
<td>Winter and Spring semesters</td>
<td>May 1 - June 30*</td>
</tr>
<tr>
<td>Summer semester</td>
<td>August 1 - September 30*</td>
</tr>
</tbody>
</table>

*New applicants must receive pre-approval before the start of class.
TUITION VOUCHER
The Tuition Voucher program allows you 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), Monroe College, and select Touro Colleges when pursuing your undergraduate or graduate degree. The benefit lets you take courses without paying up-front tuition costs. The Training Funds* provide you with a voucher that covers Fund-approved tuition costs for required courses. Required courses are for-credit courses that satisfy program requirements leading to an undergraduate or graduate degree. Tuition vouchers are only paid for courses in which students receive a grade of “C” or higher for undergraduate or graduate courses.

Before enrolling in any program, you must discuss your plans with a Tuition Assistance Counselor to ensure that your program is approved for a voucher. Generally, the Training Funds* will approve programs leading to a degree that is directly related to your current employment or enables your career advancement in a healthcare-related field.

TUITION REIMBURSEMENT
This program is similar to the Tuition Voucher program. However, instead of paying the college directly, the program reimburses you after you have successfully completed accredited college courses. The Tuition Reimbursement program reimburses you for pre-approved tuition costs you have incurred for up to 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 healthcare-related field.

The Tuition Assistance benefit covers up to six credits of tuition per semester (maximum 24 credits per calendar year). *Wage Class I members receive 100 percent of the benefit and Wage Class II members receive 60 percent of the benefit. Where applicable, tuition assistance is provided at the resident rate only.

If you are a Greater New York (GNY) member, you may receive a voucher or reimbursement at the base CUNY tuition rate. The benefit will cover 21 credits or the cost of 21 credits at the base undergraduate CUNY rate (whichever is less) per calendar year. *Wage Class I and II members receive 100 percent of the benefit. Where applicable, tuition assistance is provided at the resident rate only.

Both vouchers and reimbursements are only paid for courses in which students receive a grade of “C” or above.

FEES AND OTHER COSTS
With regard to fees, you may receive Tuition Assistance for Fund-approved fees when attending a CUNY or SUNY college. Maximum reimbursement for Fund-approved fees at private colleges is $135 per semester.

If you are a Greater New York (GNY) member, you may receive Tuition Assistance for Fund-approved fees up to $50 per semester. You may also receive reimbursement for required textbooks up to $150 per semester (maximum $300 per year). *Reimbursement for textbooks is available only for semesters in which you have met all of the requirements for tuition assistance.

*TUF and GNYEF

If you are a Training and Upgrading Fund (TUF) member in Downstate New York, the rate of reimbursement differs for some programs, including business degrees and graduate programs. The rules vary by program and are subject to change.

Please contact an academic and career counselor at (212) 284-9210 to discuss the education benefit amounts available for your program of study.
Nursing Programs

Tuition assistance for members enrolled in a Nursing Program is provided in the form of a voucher if you attend CUNY, select colleges of SUNY, Monroe College or select Touro Colleges, as direct payment for select private colleges or through tuition reimbursement for other accredited colleges approved by the Training Funds*. Please refer to the Tuition Assistance Degree Programs section (page 30) for more information about the Tuition Voucher program and Tuition Reimbursement program. The Training Funds* also provide case management, academic advisement and support for 1199SEIU members enrolled in the following types of nursing programs:

RN: Registered Nurse Degree Programs
AAS: Associate of Applied Science in Nursing
BSN: Bachelor of Science in Nursing, including “RN to BSN.”
MSN: Master of Science in Nursing, including Nurse Practitioner and other advanced nursing degrees.

In response to industry trends and to assist nursing students in successfully completing their RN degrees, the Training Funds* have implemented the following programs and services:

ACCELERATED NURSING

In some instances, applicants enrolled in nursing majors need to take more than the six allocated credits per semester. The accelerated program affords the opportunity to seek tuition assistance for 9 to 12 credits per semester, depending on the program. Students receive no more than 24 credits per calendar year. This program allows you to obtain your bachelor’s degree in nursing with limited to no additional out-of-pocket expenses. To qualify for this program, you must meet and maintain the GPA requirements below.

AAS in Nursing Programs
3.0 or higher = up to 9 credits per semester
BSN, RN to BSN, MSN, and other advanced nursing degree programs
2.75 or higher = up to 9 credits per semester
3.0 or higher = up to 12 credits per semester

BACHELOR OF SCIENCE IN NURSING STIPEND AND TUITION PROGRAM

Employment opportunities are increasingly available only to RNs who have or are enrolled in Bachelor of Science in Nursing programs (BSN). The 1199SEIU Training and Upgrading Fund offers up to two days of stipend release time to assist BSN students with managing the demands of their nursing programs and work schedules. Stipend and continued health benefits are available to any member enrolled in the final 60 credits of a Bachelor of Science in Nursing degree who is taking 9 or more credits. To receive the stipend, you must meet the program’s eligibility requirements, which include obtaining work-release time and having a GPA of 2.75 or higher. Contact the nursing team for current information on the stipend release time program.

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 Funds* contract directly with the colleges and programs to pay tuition and fees on behalf of cohort participants. The Training Funds* also negotiate with providers to ensure the curriculum is designed for working adults in alignment with industry needs. RN cohorts/groups are available for BSN or RN-to-BSN and some advanced degree programs. The fund also coordinates on-line groups of students which are similar to cohorts for BSN and some advanced degree programs in nursing. Each cohort has an assigned case manager to help them navigate the challenges of their nursing programs.

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 National League of Nursing (NLN), Health Education Systems Inc. (HESI) or Test for Essential Academic Skills (TEAS). The Training Funds* advise 1199SEIU members against enrolling in 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 other nursing programs. Contact a Tuition Assistance Counselor to obtain a copy of the Training Funds’* Unapproved School List. The Training Funds* do not provide Tuition Assistance to 1199SEIU members who attend AAS RN programs on the Unapproved School 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.

*TUF and GNYEF

**PLEASE NOTE**

When recruiting or promoting nurses, employers currently are only considering RNs who have a bachelor’s degree.

**For additional information about nursing programs, call**

Training Fund Nursing Department
(212) 494-0563
http://1199tuf.hwapps.org/tuf-nursing/

**ADDITIONAL NURSING STUDENT SUPPORT**

**Tutoring Services:** Tutoring is available to help you successfully complete courses. You are encouraged to use the services provided by your college and program.

**Pharmacology Workshop:** This is a comprehensive, three-week, nine-session workshop. The workshop covers drug calculations, classification, interaction, side effects, medication administration, scope of practice and other related topics.

Nursing students in their final semester or nearing the end of their program should contact the Training Funds’* Nursing Team about the following post-graduate services:

**NCLEX-RN® Review:** This eight-day review prepares graduate RNs for their 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.
Continuing Education Unit (CEU) Programs

FUND-SPONSORED SEMINARS
CONTINUING EDUCATION REIMBURSEMENT

The 1199SEIU League Training and Upgrading Fund provides support to 1199SEIU members interested in enhancing or maintaining their professional credentials.

Fund-sponsored Seminars

The Institute for Continuing Education develops and offers accredited continuing education seminars for technical and professional healthcare practitioners at no out-of-pocket expense. The seminars focus on trends and emerging issues facing the industry. Seminars are provided to satisfy recertification and licensing requirements, or as refresher courses for those who want to expand and improve their working knowledge.

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 Dietitian, Clinical Lab Tech, Registered Nurse, Licensed Practical Nurse, Nurse Practitioner, Pharmacist, Pharmacy Tech, Case Manager, Credentialed Alcoholism and Substance Abuse Counselor, Emergency Medical Technician/Paramedic, Medical Coder, Physical Therapist/Physical Therapist Assistant, Physician Assistant, Imaging Tech, Respiratory Therapist, Surgical Tech, Anesthesia Tech, Central Service/Sterile Processing, Occupational Therapist, Certified Occupational Therapist Assistant and Social Worker. All other healthcare professionals receive certificates of attendance.

To see upcoming seminars, please visit: 1199SEIUBenefits.org/institute/seminars-and-symposiums/.
TO APPLY, YOU MUST PROVIDE:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Acceptable Documents*</th>
<th>Fund-sponsored Seminars</th>
<th>Continuing Education Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of cost</td>
<td>Invoice, email/letter, web page printout or brochure from the training institution indicating the name of the CE activity and the tuition or registration cost.</td>
<td>N/A</td>
<td>✓</td>
</tr>
<tr>
<td>Proof of payment</td>
<td>Receipt, invoice or email/letter from the training institution indicating payment of the tuition or registration fee.</td>
<td>N/A</td>
<td>✓</td>
</tr>
<tr>
<td>Proof of successful completion/attendance**</td>
<td>Certificate or letter from the institution indicating successful completion. For workshops, seminars and conferences, only proof of attendance is required.</td>
<td>N/A</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Documents must include your name, the training institution/vendor and the title of your continuing education activity, where applicable.

**Proof of completion is required for courses and programs. For workshops conferences, and seminars, only proof of attendance is required.

HOW DO I SUBMIT MY APPLICATION?

Online Portal
www.1199SEIUbenefits.org

By Mail
1199SEIU Training and Upgrading Fund
Attn: Tuition Assistance Department
P.O. Box 1016, New York, NY 10108-1016

In Person
Find a location nearest to you, on page 36

All applications must be submitted within 90 days of completion

Continuing Education Reimbursement

Many healthcare 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 technical, professional and therapeutic continuing education conferences, workshops, seminars and programs that are healthcare- or job-related are eligible for reimbursement.

Tuition Costs: Wage Class I employees receive up to a $750 reimbursement. Wage Class II employees receive up to a $450 reimbursement (60 percent of the full benefit). GNY employees who are Wage Class I or II can expect up to a $750 reimbursement. A maximum of $750 per calendar year (January through December) is reimbursable.

Fees and Other Costs: The Training Funds* do not reimburse for examination fees, preparation courses for any graduate-level entrance examinations (GMAT, GRE, MCAT, etc.), lodging, travel, meals, licensure or certification renewal, subscriptions, course materials or membership fees. The Board of Trustees determines reimbursements.

*TUF and GNYEF

For more information, contact
Fund-sponsored Seminars
(212) 894-4390 | Institute@1199Funds.org
Continuing Education Reimbursement
(212) 284-9210
## Locations

<table>
<thead>
<tr>
<th>Site</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALBANY</strong></td>
<td>155 Washington Avenue</td>
<td>(518) 434-1301</td>
</tr>
<tr>
<td></td>
<td>Albany, NY 12210</td>
<td></td>
</tr>
<tr>
<td><strong>BRONX</strong></td>
<td>2501 Grand Concourse</td>
<td>(718) 562-3667</td>
</tr>
<tr>
<td></td>
<td>3rd Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bronx, NY 10468</td>
<td></td>
</tr>
<tr>
<td><strong>BROOKLYN</strong></td>
<td>25 Elm Place</td>
<td>(718) 797-2109 or (718) 797-2149</td>
</tr>
<tr>
<td></td>
<td>Ground Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brooklyn, NY 11201</td>
<td></td>
</tr>
<tr>
<td><strong>LONG ISLAND</strong></td>
<td>100 Duffy Avenue</td>
<td>(516) 229-6775</td>
</tr>
<tr>
<td></td>
<td>3rd Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hicksville, NY 11801</td>
<td></td>
</tr>
<tr>
<td><strong>MANHATTAN</strong></td>
<td>330 West 42nd Street</td>
<td>General Information</td>
</tr>
<tr>
<td></td>
<td>2nd Floor</td>
<td>(212) 643-9340</td>
</tr>
<tr>
<td></td>
<td>New York, NY 10036</td>
<td>Counseling Hotline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(212) 284-9210</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuition Assistance Hotline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(212) 284-9210</td>
</tr>
<tr>
<td><strong>NEW JERSEY</strong></td>
<td>76 South Orange Avenue</td>
<td>(973) 275-6340</td>
</tr>
<tr>
<td></td>
<td>LL04</td>
<td></td>
</tr>
<tr>
<td></td>
<td>South Orange, NJ 07079</td>
<td></td>
</tr>
<tr>
<td><strong>STATEN ISLAND</strong></td>
<td>790 Port Richmond Avenue</td>
<td>(718) 448-7482</td>
</tr>
<tr>
<td></td>
<td>Staten Island, NY 10302</td>
<td></td>
</tr>
<tr>
<td><strong>WHITE PLAINS</strong></td>
<td>99 Church Street</td>
<td>(800) 437-8409</td>
</tr>
<tr>
<td></td>
<td>4th Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Plains, NY 10601</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Address</td>
<td>Phone Numbers</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>ALBANY</td>
<td>155 Washington Avenue</td>
<td>(518) 434-1301</td>
</tr>
<tr>
<td></td>
<td>Albany, NY 12210</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRONX</td>
<td>2501 Grand Concourse</td>
<td>(718) 562-3667</td>
</tr>
<tr>
<td></td>
<td>3rd Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bronx, NY 10468</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BROOKLYN</td>
<td>25 Elm Place</td>
<td>(718) 797-2109 or (718) 797-2149</td>
</tr>
<tr>
<td></td>
<td>Ground Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brooklyn, NY 11201</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LONG ISLAND</td>
<td>100 Duffy Avenue</td>
<td>(516) 229-6775</td>
</tr>
<tr>
<td></td>
<td>3rd Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hicksville, NY 11801</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANHATTAN</td>
<td>330 West 42nd Street</td>
<td>(212) 643-9340</td>
</tr>
<tr>
<td></td>
<td>2nd Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New York, NY 10036</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW JERSEY</td>
<td>76 South Orange Avenue</td>
<td>(973) 275-6340</td>
</tr>
<tr>
<td></td>
<td>LL04</td>
<td></td>
</tr>
<tr>
<td></td>
<td>South Orange, NJ 07079</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATEN ISLAND</td>
<td>790 Port Richmond Avenue</td>
<td>(718) 448-7482</td>
</tr>
<tr>
<td></td>
<td>Staten Island, NY 10302</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHITE PLAINS</td>
<td>99 Church Street</td>
<td>(800) 437-8409</td>
</tr>
<tr>
<td></td>
<td>4th Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Plains, NY 10601</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Office Hours**
- Monday: 9:00am - 5:00pm
- Tuesday: 9:00am - 5:00pm
- Wednesday: 9:00am - 5:00pm
- Thursday: 9:00am - 5:00pm
- Friday: Closed

**Tuition Assistance / Counseling Hours**
- Monday: 9:00am - 5:00pm
- Tuesday: 9:00am - 5:00pm
- Wednesday: 9:00am - 5:00pm
- Thursday: 9:00am - 7:00pm
- Friday: 9:00am - 5:00pm

**Extended Hours**
- Monday: 9:00am - 5:00pm
- Tuesday: 9:00am - 5:00pm
- Wednesday: 9:00am - 5:00pm
- Thursday: 9:00am - 5:00pm
- Friday: 9:00am - 5:00pm
Glossary

**AAS** - Associate in Applied Sciences.

**ASCP** - American Society for Clinical Pathology, which administers certification examinations for different types of clinical laboratory technicians.

**CCS** - Certified Coding Specialist is the qualification 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 taken for personal development, a certification or to maintain certification or licensing.

**CEU** - Continuing Education Units; varies by the accrediting agency but, usually, one (1) CEU is equal to one hour of instruction.

**CNET test** - Center for Nursing Education Testing, a pre-test for Licensed Practical Nursing (LPN) students.

**Cohort** - A group of students that enters a program together, and takes all classes and graduates together, as a way of providing mutual support.

**CUNY** - City University of New York.

**Curriculum** - All of the courses of study required for a particular program.

**ESL** - English as a Second Language.

**GEF** - General Enrollment Form, the basic application used to apply for programs in TUF.

**GPA** - Grade Point Average, a measure of your cumulative performance in a college-level course; it ranges from 0.00 to 4.00.

**GNYEF** - 1199SEIU Greater New York Education Fund.

**HESI test** - Health Education System, Inc., which provides a variety of pre-and post-tests for nursing students.

**HHC** - New York City Health + Hospitals Corporation.

**IAHCSMM** - International Association of Healthcare Central Service Materiel Management, which administers the certification examination that qualifies certified central sterile technicians.

**LMSW** - Licensed Master of Social Work.

**NBSTSA** - National Board of Surgical Technology and Surgical Assisting, which qualifies certified surgical technicians.

**NCLEX-RN** - National Council Licensing Examination, the required examination for all seeking to practice as Registered Nurses.

**NEDP** - National External Diploma Program, 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, through which members learn about programs, are assessed for academic competencies and register for classes.

**Prerequisites** - All of the foundational courses required for a particular program of study.

**PTCB** - Pharmacy Technician Certification Board, which administers the examination that qualifies certified pharmacy technicians.

**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** - 1199SEIU Training and Employment Funds.

**Training Funds** - Refers to TUF and GNYEF.

**TUF** - 1199SEIU League Training and Upgrading Fund.

**USCIS** - United States Citizenship and Immigration Services.

**Wage Class** - For most members, corresponds with the amount of hours worked and the qualification for benefits.
Contact Information

1199SEIU Training and Employment Funds (TEF)  
1199SEIU League Training and Upgrading Fund (TUF)  
1199SEIU League Job Security Fund and Employment Center  
1199SEIU Greater New York Education Fund (GNYEF)  

TUF and GNYEF by Program

1199SEIU Citizenship Program  
Certification through TA CE Reimbursement  
Digital Literacy Programs  
Health Careers College Core Curriculum (HC4) Program  
High School Equivalency Programs  
Institute for Continuing Education  
Nursing Programs  
College Preparatory Programs  
Service Payback Program  
Spanish Language Programs  
Tuition Assistance Programs  
Workplace Skills Programs

Admissions and Counseling Department  
For workshop listings  

Other National Benefit Fund (NBF) Contact Numbers

Healthcare Benefits  
Child-care Benefits  
Pension and Retirement Benefits  
Financial and Social Services

If you have questions about the benefits and services that the 1199SEIU Funds provide, visit 1199SEIUBenefits.org. You can also contact us by phone at (646) 473-9200.
Follow us on Facebook!
facebook.com/1199SEIUTUF