



# Welding

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A Targeted Tuition Program for CSEA-represented New York State Operational Services Unit (OSU) and Division of Military and Naval Affairs (DMNA) Employees



Applications accepted until March 31, 2018

## What is It?

The Targeted Tuition Program for Welding provides tuition assistance to CSEA-represented New York State Operational Services Unit (OSU) and Division of Military and Naval Affairs (DMNA) employees who wish to take welding courses.

## Who's Eligible?

CSEA-represented New York State Operational Services Unit (OSU) and Division of Military and Naval Affairs (DMNA) employees receiving a New York State paycheck when applying for this benefit are eligible.

## How Many Targeted Tuition Benefits Can I Receive?

You can receive up to two targeted tuition benefits (vouchers **or** reimbursements) during this application period. A single targeted tuition benefit (voucher **or** reimbursement) can cover one non-credit welding course up to \$1,140 **or** one credit-bearing welding course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$285 per credit. Two targeted tuition benefits (vouchers **or** tuition reimbursements) can be combined and used for one non-credit welding course that is more than \$1,140 or for one credit-bearing welding course that is more than four credits.

## What Is Covered?

Only tuition is covered. Tuition costs in excess of the maximum provided are your responsibility. All fees and expenses, other than tuition, are also your responsibility.

## Do I Need Supervisory Approval?

You do not need supervisory approval to **apply** for these benefits. Supervisory approval is required, however, to attend a course during work hours without charge to accruals. You do not need supervisory approval to attend a course scheduled during non-working hours.

## Are Other Tuition Benefits Available?

Yes. All CSEA-represented New York State executive branch employees also have two standard tuition benefits available. Unlike the Targeted Tuition Program for Welding, standard tuition benefits do not have to be used specifically for welding courses. For more information about all of the tuition benefits available to you, visit [www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm](http://www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm) or call (800) 253-4332.

## How Does It Work?

The schools listed in this brochure all offer welding courses. These schools also participate in the Partnership's Tuition Benefits Program and have agreed to accept vouchers in lieu of payment from you

for course tuition. If you wish to attend a school that is not listed, you may apply for tuition reimbursement approval. If you are approved for tuition reimbursement, you will have to pay for your course, complete the course, and then provide a receipt and a completion certificate to be reimbursed directly.

## How Do I Get Started?

**Step 1:** Find a welding course you wish to take that is in session sometime between April 1, 2017 and March 31, 2018. We suggest you contact one or more of the participating providers listed in this brochure and request a catalog or course schedule, or check the school's website to see what welding courses are available.

**Step 2:** Complete the application form that is provided in this brochure and either mail or fax it to the Partnership. **Please submit two separate application forms if you are taking two welding courses or if your welding course exceeds \$1,140 or is more than four credits.**

**Step 3:** Receive your tuition benefit(s).

**Step 4:** Register for your course(s).

**Step 5:** If you receive a tuition voucher(s), give the voucher(s) to the school so the school can bill the Partnership directly for your course tuition. If you are approved for tuition reimbursement, pay for the course(s), complete the course(s), and follow the directions provided on the approval form(s) to submit required documentation to be reimbursed directly.

## What If I Have More Questions?

If you have questions about the program, contact the Partnership at (518) 486-7814 or (800) 253-4332.

## Participating Voucher Schools

These schools have agreed to accept Partnership vouchers in lieu of payment from you. If you do not wish to pay the tuition for your welding course(s) and wait for reimbursement, attending a course at one of these schools is an excellent option.

School Name	Contact Person	School Code	Website
Alfred State College	Wendy Dresser-Recktenwald (607) 587-4015	608	<a href="http://www.alfredstate.edu">www.alfredstate.edu</a>
Alfred State College Center for Community Education & Training	Tammy Woods Edwards (607) 587-4017	609	<a href="http://www.alfredstate.edu/ccet">www.alfredstate.edu/ccet</a>

School Name	Contact Person	School Code	Website
<b>BOCES Erie #1</b>	Patricia Riegle (716) 821-7027	137	<a href="http://www.e1b.org/adulted">www.e1b.org/adulted</a>
<b>BOCES Genesee/ Livingston/Steuben/ Wyoming</b>	John Cima (585) 344-7720	158	<a href="http://www.gvboces.org">www.gvboces.org</a>
<b>BOCES Orange-Ulster</b>	Mariaanna Meyer (845) 781-6715 ext. 2	185	<a href="http://www.ouboces.org">www.ouboces.org</a>
<b>BOCES Oswego</b>	Adult Education Office (315) 963-4256	191	<a href="http://www.citiboces.org">www.citiboces.org</a>
<b>BOCES Southern Westchester</b>	Will Guterman (914) 592-0849	210	<a href="http://www.swboces.org">www.swboces.org</a>
<b>Broome-Tioga BOCES</b>	Lynette Bryan (607) 763-3616	113	<a href="http://www.btboces.org">www.btboces.org</a>
<b>Capital Region BOCES</b>	Sharon Hornbach (518) 862-4709	258	<a href="http://www.capregboces.org">www.capregboces.org</a>
<b>Cattaraugus/Allegany BOCES</b>	Nancy Salvucci (716) 376-8384	265	<a href="http://www.caboces.org">www.caboces.org</a>
<b>Cayuga CC</b>	Student Development (315) 255-1743 ext. 2230	263	<a href="http://www.cayuga-cc.edu">www.cayuga-cc.edu</a>
<b>CUNY New York City College of Technology</b>	Nadia Kennedy (718) 260-5780	329	<a href="http://www.citytech.cuny.edu">www.citytech.cuny.edu</a>
<b>Delaware-Chenango- Madison-Otsego BOCES</b>	Adult & Continuing Education (607) 335-1245	131	<a href="http://www.dcmoboces.com">www.dcmoboces.com</a>
<b>Dutchess BOCES-ALI</b>	Elizabeth Hayter (845) 483-3640	134	<a href="http://www.dcboces.org/adults">www.dcboces.org/adults</a>
<b>Eastern Suffolk BOCES</b>	Donna Singer (631) 286-6585	224	<a href="http://www.esboces.org">www.esboces.org</a>
<b>Erie 2 CC BOCES</b>	Janeil Rey (716) 805-3126	140	<a href="http://www.e2ccb.org">www.e2ccb.org</a>
<b>Greater Southern Tier BOCES</b>	Dena Zoerman (607) 739-7905 ext. 1388	209	<a href="http://www.gstboces.org/adulted">www.gstboces.org/adulted</a>
<b>Jamestown CC Cattaraugus Campus</b>	Lori Jordan (716) 376-7525	425	<a href="http://www.sunyjcc.edu">www.sunyjcc.edu</a>
<b>Jamestown CC North County Center</b>	Elizabeth Booth (716) 363-6500	422	<a href="http://www.sunyjcc.edu">www.sunyjcc.edu</a>
<b>Madison-Oneida BOCES</b>	Diane Wendt (315) 793-8696	176	<a href="http://www.moboces.org">www.moboces.org</a>
<b>Mohawk Valley CC</b>	Rachel Libby (315) 792-5479	482	<a href="http://www.mvcc.edu">www.mvcc.edu</a>
<b>Monroe #1 BOCES</b>	Dennis Moore (585) 383-6492	166	<a href="http://www.monroe.edu/communityed.cfm">www.monroe.edu/communityed.cfm</a>

School Name	Contact Person	School Code	Website
<b>Monroe 2-Orleans BOCES</b>	Registration Office (585) 349-9100	235	<a href="http://www.monroe2cwd.edu">www.monroe2cwd.edu</a>
<b>Monroe CC</b>	Marianne Dorsey (585) 292-2154	488	<a href="http://www.monroecc.edu">www.monroecc.edu</a>
<b>Morrisville State College</b>	Admissions (315) 684-6086	656	<a href="http://www.morrisville.edu">www.morrisville.edu</a>
<b>Nassau BOCES</b>	Cathy Breuer (516) 622-6954	173	<a href="http://www.adultednassau.org">www.adultednassau.org</a>
<b>Onondaga-Cortland-Madison BOCES (Liverpool)</b>	Matthew Tarolli (315) 453-4466	179	<a href="http://www.ocmboces.org">www.ocmboces.org</a>
<b>Orleans-Niagara BOCES</b>	Lori Gill (716) 731-6800 ext. 3007	188	<a href="http://www.onboces.org">www.onboces.org</a>
<b>Otsego Northern Catskill BOCES</b>	Terri Chichester (607) 431-2562	192	<a href="http://www.oncboces.org">www.oncboces.org</a>
<b>Putnam-North Westchester BOCES</b>	Gloria Vazquez (914) 248-2430	200	<a href="http://www.pnwboces.org">www.pnwboces.org</a>
<b>Rockland BOCES</b>	Christopher D'Ambrese (845) 348-3500	206	<a href="http://www.rocklandboces.org">www.rocklandboces.org</a>
<b>St. Lawrence-Lewis BOCES</b>	Office of Adult & Continuing Education (888) 360-7693	216	<a href="http://www.sllboces.org/page/2001">www.sllboces.org/page/2001</a>
<b>Sullivan County BOCES</b>	Linda Blanton (845) 295-4915	230	<a href="http://www.scboces.org">www.scboces.org</a>
<b>SUNY College of Technology at Canton</b>	Student Service Center (315) 386-7616	626	<a href="http://www.canton.edu">www.canton.edu</a>
<b>SUNY Delhi</b>	Cindy Healey (607) 746-4627	638	<a href="http://www.delhi.edu">www.delhi.edu</a>
<b>Ulster BOCES</b>	Gigi Fusco (845) 331-5050	234	<a href="http://www.ulsterboces.org">www.ulsterboces.org</a>
<b>Ulster County CC</b>	Doreen Arnesen (845) 339-2025	690	<a href="http://www.sunyulster.edu/continuing_education">http://www.sunyulster.edu/continuing_education</a>
<b>Washington-Saratoga-Warren BOCES</b>	Kelly Brough (518) 581-3555	208	<a href="http://www.wswheboces.org">www.wswheboces.org</a>
<b>Wayne-Finger Lakes BOCES</b>	Theresa Laird (315) 332-7479	236	<a href="http://wflbocesadulted.org">http://wflbocesadulted.org</a>
<b>Western Suffolk BOCES</b>	Adult Career & Technical Education (631) 667-6000 ext. 320	227	<a href="http://www.wilsontech.org">www.wilsontech.org</a>

## Tuition Reimbursement

If you wish to attend a school that does not accept Partnership vouchers, or if you have already paid for your welding course(s), you can apply for tuition reimbursement approval. The school must be recognized as an accredited educational institution or proprietary school. If you receive reimbursement approval, you must follow the directions provided on the approval form(s) to submit the documentation required to be reimbursed directly **after** course completion; this documentation includes a copy of your receipt from the school detailing tuition charges and payments and a copy of your transcript or grade report proving course completion.

Reimbursement of tuition will then be mailed to you directly. **You must complete your course(s) in order to receive reimbursement.**





CSEA-REPRESENTED NEW YORK STATE OPERATIONAL SERVICES UNIT (OSU) AND DIVISION OF MILITARY AND NAVAL AFFAIRS (DMNA) EMPLOYEES WELDING TARGETED TUITION PROGRAM APPLICATION FORM

To be eligible to apply, you must be a NYS employee in the OSU or DMNA bargaining unit who has received a NYS paycheck at the time the application is received by the Partnership (after first paycheck and before last paycheck). Complete this form and mail it to the NYS & CSEA Partnership, Corporate Plaza East, Suite 502, 240 Washington Avenue Extension, Albany, NY 12203, or fax to (518) 486-1989 or (518) 473-0056. Call (518) 486-7814 or (800) 253-4332 if you have questions about any of the information requested. Please submit two separate application forms if you are taking more than one welding course, or if your welding course exceeds \$1,140 or is more than four credits. All applications must be received (not postmarked) by March 31, 2018.

NYS EMPLID: N [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] OR

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

CSEA ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ NYS Agency Name: \_\_\_\_\_

Email address: \_\_\_\_\_

School Code: [ ] [ ] [ ] School Name: \_\_\_\_\_

Fill in the three-digit code for the school you have selected and include the school's name on the line provided. If you are applying for reimbursement at a school or location that does not accept Partnership vouchers or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code and include the school's name and website address. Do not send payment/completion documentation at this time.

Course Name: \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course Cost: \_\_\_\_\_

All of the information contained in this application is true and accurate to the best of my knowledge and belief. I hereby authorize the school named above to release to the Partnership final grades and other course information regarding my participation.

Signature and Date: \_\_\_\_\_







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