



Tuition Benefits Program 2016

For CSEA-represented NYS Executive
Branch Employees



Applications accepted April 1, 2016 to December 31, 2016

Table of Contents

Purpose	1
Eligibility	1
Advisement	1
Course Criteria	1
Types of Benefits	2
Tuition Coverage Limits	2
Applying for Your Benefits	2
Using Your Tuition Benefits	3
Changing Schools or Benefit Type	3
Changing Courses	3
Dropping Courses	3
Canceling Benefits	3
Additional Questions	4
Other Financial Aid	4
Taxes	4
Additional Education Resources	5
Participating Schools	5
Credit-by-Examination Fee Reimbursement for CLEP, DSST, TECEP, and Excelsior College Exams	20
Certification and Licensure Examination Fee	20
Application Forms	21



Purpose

The Tuition Benefits Program provides educational benefits to CSEA-represented New York State (NYS) employees, enabling them to achieve greater career mobility, qualify for promotional opportunities, improve job skills, and prepare for future state workforce needs through the following:

Tuition Voucher - Payment for tuition at participating schools listed in this catalog.

Tuition Reimbursement - Authorized repayment of tuition to students upon successful completion of coursework at accredited schools.

Credit-by-Examination Fee Reimbursement - Repayment of fees (up to a maximum of \$350 per exam) to students for any number of College-Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), Thomas Edison College Examination Program (TECEP), and Excelsior College exams.

Certification and Licensure Examination Fee Reimbursement - Repayment for any number of certification or licensure exam fees up to a maximum of \$350 per exam.

The 2016 Tuition Benefits Program provides two standard benefits (tuition vouchers **OR** tuition reimbursements), an unlimited number of Credit-by-Examination Fee Reimbursement benefits, and an unlimited number of Certification and Licensure Examination Fee Reimbursement benefits.

Eligibility

You are eligible if you are a CSEA-represented NYS employee (ASU, ISU, OSU, or DMNA) **receiving a New York State paycheck when applying**, or a CSEA-represented NYS employee who has been laid off in the past year and is on a Civil Service Preferred List. CSEA-represented NYS employees who are otherwise eligible but are on approved non-disciplinary leave without pay or on workers' compensation leave may also be eligible with proper documentation. Documentation must specify the type of leave, as well as the start and anticipated end dates. It must be signed by a human resources officer and attached to your tuition benefits application form.

Advisement

Many schools have specific requirements you must meet before registering for a course. We suggest that you seek academic advisement by calling the school directly for information on their programs and requirements. You may call a Partnership advisor at (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) for general advisement and assistance with applying for tuition benefits. Partnership advisors are available for individual confidential advisement in the areas of educational planning, alternative approaches to furthering your education, educational financing, and adult education basics.

When completing a tuition benefits application, please refer to pages 7 through 19 for the school code and types of courses (graduate credit, undergraduate credit, and non-credit) for which tuition benefits may be used. The name of the person at the school to whom questions should be directed is listed as well.

Course Criteria

Eligible courses must be in session sometime between April 1, 2016, and December 31, 2016. All courses must be vocational, trade, technical, or business-related, and relevant to a NYS occupation or NYS workforce need. Many colleges offer basic skills courses in English, reading, writing, and math, or offer Adult Basic Education, High School Equivalency, and English for Speakers of Other Languages (ESOL) courses. These courses are often free, but the Partnership can cover the course if tuition is charged. Non-credit courses on subjects not relevant to any NYS workforce need **are not eligible**, including but not limited to the following:

- Bartending
- Gaming (for example, billiards and poker)
- Modeling and appearance enhancement
- Pet care, pet grooming, and pet obedience training
- Physical education (for example, kickboxing, karate, martial arts, dance, and Pilates)
- Real estate salesperson, agent, and broker
- Reiki, yoga, meditation, and hypnosis
- Starting your own business



Types of Benefits

Tuition Voucher

Schools that are participating in the Tuition Voucher Program have agreed to accept vouchers in lieu of payment from students and will bill the Partnership directly for course tuition. Some schools may have multiple campuses, but only selected campuses accept vouchers. Schools participating in the Tuition Voucher Program are listed on pages 7 through 19.

Tuition Reimbursement

You should apply for the Tuition Reimbursement Program if:

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

The school must be recognized as an accredited educational institution or proprietary school.

Credit-by-Examination Fee Reimbursement

Reimbursement of CLEP, DSST, TECEP, and Excelsior College exams (up to a maximum of \$350 per exam) is available in addition to your standard tuition benefits. See page 20 for a more detailed description of this program, or call (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region), or email Partnership advisors at advisors@nyscseapartnership.org.

Certification and Licensure Examination Fee Reimbursement

Reimbursement for an unlimited number of certification or licensure exam fees (up to a maximum of \$350 per exam) is available in addition to your standard tuition benefits. See page 20 for a more detailed description of this program, or call (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region), or email Partnership advisors at advisors@nyscseapartnership.org.

Tuition Coverage Limits

The 2016 Tuition Benefits Program provides two standard benefits (tuition vouchers **OR** tuition reimbursements), an unlimited number of Credit-by-Examination Fee Reimbursement benefits, and an unlimited number of Certification and Licensure Examination Fee Reimbursement benefits.

A single tuition benefit (voucher **OR** reimbursement) can cover:

- **ONE** credit-bearing course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$275 per credit, **OR**
- **ONE** non-credit course up to \$1,100, **OR**
- **ONE** Excelsior College fee up to a maximum of \$1,100.

Two tuition benefits (tuition vouchers **OR** tuition reimbursements) can be combined and used for one non-credit course that is more than \$1,100, or for one credit-bearing course that is more than four credits, or for one Excelsior College fee that costs more than \$1,100.

Tuition costs in excess of the maximum provided are the student's responsibility. All fees and expenses, other than tuition, are the student's responsibility.

Applying for Your Benefits

Application forms are included in the back of this catalog. **If you are applying for two tuition benefits, you must use a separate application form for each benefit.** Applications for this program year will be accepted until December 31, 2016, and applications must be RECEIVED (not postmarked) by December 31, 2016.

The Partnership's address and fax numbers are printed on the application form. You will receive a response within 10 business days. If you do not, please call (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) to inquire about your application. If you fax your application form, **please do not mail the original**, as it may be considered an additional application.



If you are applying for a **voucher** (payment provided directly to the participating school):

1. Complete the application as requested.
2. Include the correct school code and name from pages 7 through 19 in this catalog. Each school listing includes a specific school code that is required on the application form. **Please note that some schools have different school codes assigned to them for graduate credit-bearing, undergraduate credit-bearing, and non-credit courses, and are listed separately.** It is important that you use the correct school code on your application because schools accept vouchers only for certain types of courses.

If you are applying for **reimbursement** (payment provided directly to you, the student):

1. Complete the application as requested.
2. Use "TRP" (**T**uition **R**eimbursement **P**rogram) for the school code and include the school's full name and website address.
3. Do not include course completion documentation at this time.

Using Your Tuition Benefits

Tuition Voucher

If you receive a voucher for a participating school, you must follow the school's registration instructions and schedule, and you must submit the original voucher to the school when you register or pay for your course. By doing so, you give permission to the school to bill the Partnership. If you do not formally register at the school, you may not be allowed to attend the course. If you do not submit the original voucher to the school, you may be billed by the school.

Tuition Reimbursement

If you receive reimbursement approval, you must return the completed approval form to the Partnership after completing the course. A copy of your receipt from the school detailing tuition charges (separate from fees), tuition payment and a copy of your transcript or grade report indicating course completion must be included. Reimbursement of tuition will be mailed to you within 60 days.

Changing Schools or Benefit Type

If you want to attend a school other than the one for which you were originally approved, or change the benefit type, return the **original approval form** by December 31, 2016, with the "Changing Schools or Benefit Type" section completed on the back of the form. If you no longer have the original approval form, contact the Partnership at (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) for other instructions on changing schools or benefit type. Please note that changing schools or benefit type can be approved only if no charges were incurred against the original benefit (voucher **OR** reimbursement approval).

Changing Courses

Changing courses does not require prior approval from the Partnership as long as the new course meets the course criteria on page 1.

Dropping Courses

If you register for a course but withdraw within the school's 100% refund period (if one is available), the Partnership will not be required to pay for your participation in the course and your tuition benefit may still be valid for you to use at that school. Information regarding the availability, dates, and time periods for a 100% refund as well as information on a school's drop procedures can be obtained by contacting the school directly. If you drop your course outside the 100% refund period, the Partnership will pay the school as required, and the tuition benefit will be considered used.

Canceling Benefits

If you are unable to use your tuition benefit during the eligible time frame (April 1, 2016, to December 31, 2016) and want to cancel it, you must return the **original approval form** by December 31, 2016, with the "Canceling a Tuition Benefit" section completed on the back of the form.

If you no longer have the original approval form, contact the Partnership at (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) for other instructions on canceling your benefit.

Please note:



- Cancellations can be approved only if no charges were incurred against the original benefit (voucher **OR** reimbursement approval).
- Tuition benefits cannot be carried over from one program year to the next.

Additional Questions

Call (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) if you have questions. Partnership advisors may also be contacted by email at advisors@nyscseapartnership.org.

Other Financial Aid

You may be eligible for state or federal student financial aid if you are enrolled in a college degree or certification program. The following resources may also be of interest to you:

Tuition Assistance Program (TAP)

The New York State Tuition Assistance Program (TAP) helps eligible New York residents pay tuition at approved schools in New York State. Depending on the academic year in which you begin study, an annual TAP award can be up to \$5,165. Because TAP is a grant, it does not have to be paid back. Contact your school's financial aid office or visit www.hesc.ny.gov for more information.

Aid for Part-Time Study

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

Federal Pell Grant Program

Federal Pell Grants are awarded to undergraduate students who have not yet earned a bachelor's or professional degree. PELL Grants are based on financial need as demonstrated on the *Free Application for Federal Student Aid (FAFSA)*. FAFSA applications are available either in college financial aid offices or online at www.fafsa.ed.gov.

Federal Tax Benefits for Education

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

For more information about any of the financial aid programs described, call (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region), or email a Partnership advisor at advisors@nyscseapartnership.org.

Taxes

In general, job-related educational assistance benefits are not taxable, with the following clarifications:

- Currently no tax withholding is required on educational assistance benefits provided to employees up to a \$5,250 limit during the calendar year.
- Educational assistance benefits that exceed \$5,250 may be taxable, unless they can be excluded as a "working condition fringe benefit."

However, these exemptions can change from one tax year to another. If educational assistance benefits exceed \$5,250, applicable income tax will be withheld from December paychecks. Please speak to your accountant or tax advisor for further guidance.



Additional Education Resources

Educational Advisement Services

In addition to advice on using tuition benefits, Partnership advisors are available to work with you in the following areas:

- **Financing Your Education** - Information about various financial aid programs, federal tax credits, and scholarship searches.
- **Academic Advisement** - Assistance with choosing courses and schools best suited to your needs, suggesting alternative ways to earn college credits, deciding whether or not to pursue a college degree, and choosing a college major.
- **Adult Education Basics, ESOL, and High School Equivalency** - Referral information, advisement, and financial assistance to improve math, reading, and writing skills; study English for Speakers of Other Languages (ESOL); or obtain a high school diploma.

Contact a Partnership advisor at (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) to learn about all options available to you.

Education Guides: A Resource for New York State Employees

This is a series of handouts on topics that are useful for educational planning and career management. Partnership advisors work with employees in all of these areas. Single copies of each guide are available by calling (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region), or can be downloaded from the Catalogs, Applications, and Publications page at www.nyscseapartnership.org.

- Guide 1: Returning to Learning
- Guide 2: Non-Traditional Approaches to Further Education
- Guide 3: Credit-By-Examination
- Guide 4: Tax Credits for Education
- Guide 5: Scholarships
- Guide 6: Informational Interviewing
- Guide 7: Networking

Support Services for Students with Disabilities

Many colleges offer assistance to students who have a physical or learning disability. If you have a disability and are interested in taking courses, call the Partnership at (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) or email us at access@nyscseapartnership.org or check the appropriate box on the tuition benefits application form. You may also call the school directly to arrange services. We suggest you do this as soon as possible.

StateJobsNY

StateJobsNY (www.statejobsny.com) is a service provided by the NYS Governor's Office of Employee Relations. This website allows current state employees to identify transfer and promotional opportunities, and allows state agencies to publicize their vacancies to this specialized market.

Participating Schools

On pages 7 through 19, you will find regional lists of schools that participate in the Tuition Voucher Program. The school name, contact person, and school code (required on the application form) are included for each participating school. It is important that you use the correct school code on your application, because schools accept vouchers only for certain types of courses.

For example, **graduate schools** accept vouchers for **graduate** courses. Most schools will not allow students to register for graduate courses unless they already possess a bachelor's degree.

Undergraduate schools accept vouchers for **undergraduate credit** courses. Undergraduate credit courses are offered at community colleges and universities where college credit is awarded upon course completion. Students taking undergraduate credit courses typically possess a high school diploma or GED and are often taking courses to obtain an associate's or bachelor's degree.



Non-credit schools accept vouchers for **non-credit** courses. Non-credit courses are generally offered at BOCES or college continuing education departments. Non-credit courses do not award college credits, but sometimes award continuing education units (CEUs).

Links to the websites of each participating school are also available on the Partnership's website at www.nyscseapartnership.org.



LONG ISLAND REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
Access Careers	Not Available	Code 103 Mini Sawhney (516) 433-0034	Not Available
Commercial Driver Training, Inc.	Not Available	Code 276 Kim Carsten (631) 249-1330	Not Available
Eastern Suffolk BOCES	Not Available	Code 224 Donna Singer (631) 286-6585	Not Available
Electrical Training Center, Inc.	Not Available	Code 357 Barbara Deacon (631) 226-8021	Not Available
Farmingdale State College	Code 647 Maria Orellana (631) 420-2560	Not Available	Not Available
Franklin Career Institute	Not Available	Code 375 Admissions (516) 481-4444	Not Available
Hofstra University Continuing Education	Not Available	Code 400 June Mullan (516) 463-5014	Not Available
Nassau BOCES	Not Available	Code 173 Cathy Breuer (516) 622-6954	Not Available
Nassau CC	Code 497 Office of Lifelong Learning (516) 572-7472	Code 498 Office of Lifelong Learning (516) 572-7472	Not Available
Suffolk CCC (Ammerman)	Code 599 Admissions (631) 451-4000	Not Available	Not Available
Suffolk CCC (Eastern)	Code 596 Admissions (631) 548-2512	Not Available	Not Available
Suffolk CCC (Grant)	Code 593 Admissions (631) 851-6719	Not Available	Not Available
SUNY at Stony Brook	Code 680 Office of Student Accounts (631) 632-2455	Code 681 School of Professional Development (631) 632-7022	Code 680 Office of Student Accounts (631) 632-2455

If you are applying for a benefit for 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.



LONG ISLAND REGION PARTICIPATING PROVIDER CODES (CONTINUED)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
SUNY College at Old Westbury	Code 662 Lena Farrugia (516) 876-3446	Code 662 Lena Farrugia (516) 876-3446	Code 662 Lena Farrugia (516) 876-3446
Western Suffolk BOCES	Not Available	Code 227 Adult Career & Technical Education (631) 667-6000 ext. 320	Not Available

If you are applying for a benefit for 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.



METROPOLITAN REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
Access Careers	Not Available	Code 106 Tony Patel (718) 643-9060	Not Available
Big Apple Training, Inc.	Not Available	Code 112 Admissions (718) 231-3600	Not Available
Borough of Manhattan CC	Code 453 Peter Roberts (212) 220-8000 ext. 5192	Code 452 Eula Henry (212) 346-8433	Not Available
CCNY Center for Worker Education	Code 308 Admissions (212) 925-6625 ext. 241	Code 308 Admissions (212) 925-6625 ext. 241	Code 308 Admissions (212) 925-6625 ext. 241
Cornell University ILR	Not Available	Code 291 Jasminy Joe (212) 340-2874	Not Available
CUNY John Jay College	Code 314 Gerald Garvey/Erica Pabon (212) 237-8473	Not Available	Code 314 Gerald Garvey/Erica Pabon (212) 237-8473
CUNY Lehman College	Code 321 Dean John M. Holloway (718) 960-8242	Code 320 Maryann Drago-Dowling (718) 960-8077	Code 321 Dean John M. Holloway (718) 960-8242
CUNY Queens College	Code 332 JSM Center for Worker Education (718) 997-3060	Code 331 Selena Chu (718) 997-5706	Code 332 JSM Center for Worker Education (718) 997-3060
CUNY School of Professional Studies	Code 334 Thomas Jennings (646) 664-8501	Code 334 Thomas Jennings (646) 664-8501	Code 334 Thomas Jennings (646) 664-8501
Franklin Career Institute	Not Available	Code 375 Admissions (718) 535-3333	Not Available
Hostos CC	Code 402 Judy Lorell (718) 518-4354	Code 401 Magdalena Ramirez (718) 518-6719	Not Available
Kingsborough CC	Not Available	Code 434 Christine Beckner (718) 368-5056	Not Available
LaGuardia CC	Code 437 Admissions (718) 482-7206	Code 436 Serena Bowles (718) 730-7051	Not Available
Medgar Evers College	Code 471 Hermione Borges (718) 270-6084	Code 470 Sylvie Kinloch (718) 804-8847	Not Available
New York City College of Technology	Code 329 Robert Cermele/Andrew Douglas (718) 260-5009/(718) 260-4966	Code 329 Robert Cermele/Andrew Douglas (718) 260-5009/(718) 260-4966	Not Available
Queensborough CC	Code 545 Registrar's Office (718) 631-6212	Not Available	Not Available

If you are applying for a benefit for 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.



METROPOLITAN REGION PARTICIPATING PROVIDER CODES (CONTINUED)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
SAM Consulting Services, Inc.	Not Available	Code 588 Admissions Office (718) 648-3997	Not Available
The College of Staten Island	Code 338 Paulette Brower-Garrett (718) 982-2082	Code 337 Patricia Lape (718) 982-2182	Code 338 Paulette Brower-Garrett (718) 982-2082
York College	Code 342 William Perkins (718) 262-2175	Code 341 Julissa Perez (718) 262-2791	Not Available
Universal Emergency Care Training	Not Available	Code 694 Dr. Roy A. London (718) 855-7366	Not Available

If you are applying for a benefit for 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.



SOUTHERN REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
Big Apple Training, Inc.	Not Available	Code 112 Admissions (914) 437-7373	Not Available
BOCES Southern Westchester	Not Available	Code 210 Will Guterman (914) 592-0849	Not Available
Commercial Driver Training, Inc.	Not Available	Code 276 Lisa Miliziano (845) 336-2300	Not Available
Dutchess BOCES-ALI	Not Available	Code 134 Elizabeth Hayter (845) 483-3640	Not Available
Dutchess CC	Code 353 Dr. Kristel Pfeil Kemmerer (845) 431-8952	Code 352 Tim Vermillion (845) 431-8907	Not Available
Marist College	Code 458 Office of Undergraduate Admissions (845) 575-3226	Code 458 Office of Undergraduate Admissions (845) 575-3226	Code 458 Office of Undergraduate Admissions (845) 575-3226
Nyack College	Code 528 Admissions Office (800) 876-9225	Not Available	Code 528 Admissions Office (800) 876-9225
Orange County CC	Code 533 Robin Knosp (845) 341-4947	Code 533 Robin Knosp (845) 341-4947	Not Available
Orange-Ulster BOCES	Not Available	Code 185 Mariaanna Meyer (845) 781-6715 ext. 2	Not Available
Purchase College/SUNY	Code 677 School of Liberal Studies & Continuing Education (914) 251-6500	Code 677 School of Liberal Studies & Continuing Education (914) 251-6500	Not Available
Putnam-Northern Westchester BOCES	Not Available	Code 200 Gloria Vazquez (914) 248-2430	Not Available
Rockland BOCES	Not Available	Code 206 Christopher D'Ambrese (845) 348-3500	Not Available
Rockland CC	Code 554 Jerry Vitale (845) 574-4390	Code 554 Jerry Vitale (845) 574-4390	Not Available
Sullivan County BOCES	Not Available	Code 230 Linda Blanton (845) 295-4915	Not Available
Sullivan County CC	Code 602 Dr. Robert Schultz (845) 434-5750 ext. 4270	Code 602 Dr. Robert Schultz (845) 434-5750 ext. 4270	Not Available

If you are applying for a benefit for 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.



SOUTHERN REGION PARTICIPATING PROVIDER CODES (CONTINUED)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
SUNY New Paltz	Code 66o Helise Winters (845) 257-2894	Code 659 Helise Winters (845) 257-2894	Code 66o Helise Winters (845) 257-2894
Ulster BOCES	Not Available	Code 234 Gigi Fusco (845) 331-5050	Not Available
Ulster County CC	Code 689 Melanie Quick (845) 687-5106	Code 69o Aleta Pahl (845) 339-2025	Not Available
Westchester CC	Code 7o1 Donna Levy (914) 6o6-6598	Code 7o1 Donna Levy (914) 6o6-6598	Not Available

If you are applying for a benefit for 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.



CAPITAL REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
Capital Region BOCES	Not Available	Code 258 Sharon Hornbach (Health Careers) (518) 862-4709 Nancy Jones (Adult Education) (518) 862-4707	Not Available
Clinton CC	Code 275 Admissions (518) 562-4170	Code 275 Admissions (518) 562-4170	Not Available
Columbia-Greene CC	Code 284 Gail Shader (518) 828-4181 ext. 3361	Code 283 Phyllis Carito (518) 828-4181 ext. 3350	Not Available
Computer Visions	Not Available	Code 279 Pamela (Smith) Lansing (518) 437-1600	Not Available
CSEA WORK Institute	Not Available	Code 708 (866) 478-5548	Not Available
Empire State English	Not Available	Code 363 Kimberly Andersen (518) 729-5407	Not Available
Fulton-Montgomery CC	Code 377 Admissions (518) 736-3622 ext. 8301	Code 377 Admissions (518) 736-3622 ext. 8301	Not Available
Hudson Valley CC	Code 404 Richard E. Bennett III (518) 629-7338	Code 403 Marilyn Bossalini (518) 629-4827	Not Available
Microknowledge, Inc.	Not Available	Code 478 Nancy Gonzalez (518) 786-1181	Not Available
Mildred Elley	Code 480 Admissions (518) 786-0855	Code 480 Admissions (518) 786-0855	Not Available
North Country CC	Code 527 Michelle St. Louis (518) 891-2915 ext. 1278	Not Available	Not Available
Sage College of Albany/Graduate School	Code 557 Kim Higgins (518) 244-2342	Code 557 Kim Higgins (518) 244-2342	Code 557 Kim Higgins (518) 244-2342
Schenectady County CC	Code 560 Registrar (518) 381-1348	Code 560 Registrar (518) 381-1348	Not Available
Siena College	Code 563 School of Liberal Arts (518) 783-2325	Not Available	Not Available
SUNY Adirondack	Code 104 Sarah Jane Linehan (518) 743-2264	Code 104 Continuing Education (518) 743-2238	Not Available

If you are applying for a benefit for 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.



CAPITAL REGION PARTICIPATING PROVIDER CODES (CONTINUED)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
SUNY Cobleskill	Code 632 Margaret Grippin (518) 255-5516	Not Available	Not Available
SUNY Plattsburgh	Code 671 Student Accounts (518) 564-3120	Not Available	Code 671 Student Accounts (518) 564-3120
The CDL School, Inc.	Not Available	Code 272 Andrea Hanley or Jamie Bernard (518) 427-8000	Not Available
University at Albany	Code 605 Office of General Studies and Summer Sessions (518) 442-5140	Not Available	Code 605 Office of General Studies and Summer Sessions (518) 442-5140
Washington-Saratoga- Warren BOCES	Not Available	Code 208 Catherine Goodwin (518) 581-3523	Not Available
Wildwood Programs, Inc.	Not Available	Code 705 Melinda Burns (518) 640-3352	Not Available

If you are applying for a benefit for 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.



CENTRAL REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
Binghamton University	Code 611 LuAnne Dirico (607) 777-6950	Not Available	Code 611 LuAnne Dirico (607) 777-6950
BOCES Oswego	Not Available	Code 191 Adult Education Office (315) 963-4256	Not Available
Broome CC	Code 242 Marty Guzzi (607) 778-5527	Code 242 Marty Guzzi (607) 778-5527	Not Available
Broome-Tioga BOCES	Not Available	Code 113 Lynette Bryan (607) 763-3616	Not Available
Cayuga CC	Code 263 Student Development (315) 255-1743 ext. 2230	Code 263 Student Development (315) 255-1743 ext. 2230	Not Available
Cazenovia College	Code 261 Sherri Benedict (315) 655-7288	Not Available	Not Available
Columbia College	Code 280 (315) 455-0690	Not Available	Code 280 (315) 455-0690
Delaware-Chenango-Madison-Otsego BOCES	Not Available	Code 131 Adult & Continuing Education (607) 335-1245	Not Available
Greater Southern Tier BOCES	Not Available	Code 209 Dena Zoerman (607) 739-7905 ext. 1388	Not Available
Herkimer County CC	Code 386 John Lasher (315) 866-0300 ext. 8580	Not Available	Not Available
Jefferson CC	Code 428 Thomas Finch (315) 786-2235	Not Available	Not Available
Madison-Oneida BOCES	Not Available	Code 176 Diane Wendt (315) 793-8696	Not Available
Mohawk Valley CC	Code 482 Rachel Libby (315) 792-5479	Code 482 Rachel Libby (315) 792-5479	Not Available
Morrisville State College	Code 656 Admissions (315) 684-6086	Not Available	Not Available
Onondaga CC	Code 530 Sheila A. Mevec (315) 498-2350	Not Available	Not Available

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CENTRAL REGION PARTICIPATING PROVIDER CODES (CONTINUED)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
Onondaga-Cortland-Madison BOCES (Liverpool)	Not Available	Code 179 Matthew Tarolli (315) 453-4466	Not Available
Prevention Network/OCCA	Not Available	Code 531 Monica Richardson (315) 471-1359	Not Available
St Lawrence-Lewis BOCES	Not Available	Code 216 Office of Adult & Continuing Education (888) 360-7693	Not Available
SUNY College of Technology at Canton	Code 626 Student Service Center (315) 386-7616	Code 626 Student Service Center (315) 386-7616	Not Available
SUNY Cortland	Code 635 Jeff Denmon (607) 753-2313	Not Available	Code 635 Jeff Denmon (607) 753-2313
SUNY Delhi	Code 638 Nancy Hughes (607) 746-4570	Code 638 Nancy Hughes (607) 746-4570	Code 638 Nancy Hughes (607) 746-4570
SUNY Oneonta	Code 665 Continuing Education Office (607) 436-2548	Not Available	Code 665 Continuing Education Office (607) 436-2548
SUNY Oswego	Code 668 Donna Chillemi (315) 312-2230	Code 684 Tammy Anderson (315) 934-4900	Code 668 Donna Chillemi (315) 312-2230
SUNY Polytechnic Institute	Code 683 Gina Liscio (315) 792-7500	Not Available	Code 683 Gina Liscio (315) 792-7500
SUNY Potsdam	Code 674 Sheila Scott (315) 267-2096	Not Available	Code 674 Sheila Scott (315) 267-2096
Tompkins-Cortland CC	Code 686 Enrollment Services (607) 844-6580	Code 686 Continuing Education (607) 844-6586	Not Available
Utica School of Commerce	Code 699 Admissions (315) 733-2300	Code 699 Admissions (315) 733-2300	Not Available

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WESTERN REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
Alfred State College	Code 608 Wendy Dresser-Recktenwald (607) 587-4015	Code 609 Tammy Woods Edwards (607) 587-4017	Not Available
BOCES Erie #1	Not Available	Code 137 Patricia Riegle (716) 821-7027	Not Available
BOCES Genesee-Livingston-Steuben-Wyoming	Not Available	Code 158 John Cima (585) 344-7720	Not Available
Buffalo State College	Code 620 Dr. Margaret Shaw-Burnett (716) 878-5907	Code 620 Dr. Margaret Shaw-Burnett (716) 878-5907	Code 620 Dr. Margaret Shaw-Burnett (716) 878-5907
Campus Linc, Inc.	Not Available	Code 256 Dimas Duque (716) 688-8688 ext. 209	Not Available
Cattaraugus-Allegany BOCES	Not Available	Code 265 Nancy Salvucci (716) 376-8384	Not Available
Cornell University ILR (Buffalo)	Code 290 Art Wheaton (716) 852-1444 ext. 116	Code 290 Art Wheaton (716) 852-1444 ext. 116	Not Available
Corning CC	Code 296 Enrollment Advisement Center (607) 962-9875	Not Available	Not Available
Erie 2 CC BOCES	Not Available	Code 140 Gretchen Varney (716) 805-3126	Not Available
Erie CC (All Campuses)	Code 368 Brittini Brown (716) 851-1505	Not Available	Not Available
Finger Lakes CC	Code 287 One Stop Center (585) 785-1000	Code 287 One Stop Center (585) 785-1000	Not Available
Genesee CC	Code 380 Sandra Hofert (585) 343-0055 ext. 6508	Code 380 Sandra Hofert (585) 343-0055 ext. 6508	Not Available
Hilbert College	Code 394 Peter Burns (716) 649-7900 ext. 330	Not Available	Code 394 Peter Burns (716) 649-7900 ext. 330
Jamestown CC Cattaraugus Campus	Code 425 Lori Jordan (716) 376-7525	Code 425 Lori Jordan (716) 376-7525	Not Available
Jamestown CC North County Center	Code 422 Elizabeth Booth (716) 363-6500	Code 422 Elizabeth Booth (716) 363-6500	Not Available

If you are applying for a benefit for 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.



WESTERN REGION PARTICIPATING PROVIDER CODES (CONTINUED)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
Monroe #1 BOCES	Not Available	Code 166 Dennis Moore (585) 383-6492	Not Available
Monroe 2-Orleans BOCES	Not Available	Code 235 Registration Office (585) 349-9100	Not Available
Monroe CC	Code 488 Marianne Dorsey (585) 292-2154	Code 488 Marianne Dorsey (585) 292-2154	Not Available
National Council on Alcoholism & Drug Dependence	Not Available	Code 500 Jennifer Faringer (585) 719-3480	Not Available
Niagara County Community College	Code 515 Admissions Office (716) 614-6200	Code 515 Admissions Office (716) 614-6200	Not Available
Orleans-Niagara BOCES	Not Available	Code 188 Lori Gill (716) 731-6800 ext. 3007	Not Available
Saint Bernard's School of Theology	Not Available	Not Available	Code 570 Dr. D. N. Premnath (585) 271-3657 ext. 291
Stenographic Institute of Western NY	Not Available	Code 591 Maria Stoelting (716) 839-1322	Not Available
SUNY Geneseo	Code 653 Sandra Argentieri (585) 245-5621	Not Available	Code 653 Sandra Argentieri (585) 245-5621
The College at Brockport/SUNY	Code 614 Karen Schuhle-Williams (585) 395-5720	Not Available	Code 614 Karen Schuhle-Williams (585) 395-5720
The State University of New York at Fredonia	Code 650 Eric Skowronski (716) 673-3177	Not Available	Code 650 Eric Skowronski (716) 673-3177
Trocaire College	Code 688 Terry Horner (716) 826-1200 ext. 2485	Code 688 Terry Horner (716) 826-1200 ext. 2485	Not Available
University at Buffalo	Code 623 Office of Student Accounts (716) 645-1800	Not Available	Code 623 Office of Student Accounts (716) 645-1800

If you are applying for a benefit for 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.



NON-TRADITIONAL AND STATEWIDE PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
Excelsior College	Excelsior College accepts vouchers for most of their fees and for non-credit courses using school code 547 . Excelsior College does not accept vouchers for their credit-bearing courses. Admissions Office (888) 647-2388 ext. 2.		
New Horizons of Albany-Tech Valley	Not Available	Code 502 Darren Wood (518) 452-6444 ext. 408	Not Available
SUNY Empire State College (ESC) Center for Distance Learning	Code ESC Jean Parker (800) 847-3000 ext. 2300	Not Available	Not Available
SUNY Empire State College (ESC) Graduate	Not Available	Not Available	Code ESC Ruth Maynard (800) 847-3000 ext. 2207
SUNY Empire State College Regional Centers	<p>Code ESC Long Island Samantha James (516) 876-4861</p> <p>Metropolitan Carl Burkart (212) 647-7800 ext. 1203</p> <p>Hudson Valley Gary Lacy (914) 948-6206</p> <p>Northeast Joshua Martin (518) 783-6203 ext. 5953</p> <p>Central Patti Pierce/Khimberle Guy (315) 472-5730 ext. 3161/3152</p> <p>Genesee Valley Audrey Lynch (585) 224-3200 ext. 3210</p> <p>Niagara Jane Cudmore (716) 686-7800 ext. 3836</p> <p>Van Arsdale Leetoya Young (646) 230-1475</p>	Not Available	Not Available

If you are applying for a benefit for 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.



Credit-by-Examination Fee Reimbursement for CLEP, DSST, TECEP, and Excelsior College Exams

You can receive reimbursement for an unlimited number of exams, including test center fees, (up to a maximum of \$350 per exam) offered through the College-Level Examination Program (CLEP), DSST, Thomas Edison College Examination Program (TECEP), and Excelsior College in addition to your standard benefits. Interested applicants must speak to a Partnership advisor for information and an application form. Call (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) or email an advisor at advisors@nyscseapartnership.org.

CLEP is a national credit-by-examination program that allows students to earn credit for what they already know. Exams cover material taught in courses that most students take as requirements in the first two years of college. Visit CLEP at www.collegeboard.com/clep.

DSST is a credit-by-examination program offering students the opportunity to earn college credit for knowledge gained in the workplace, classroom, or through independent study. The exams cover physical sciences, social sciences, business, applied technology, humanities, and more. Visit DSST at www.getcollegecredit.com.

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

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

Certification and Licensure Examination Fee Reimbursement

You can receive reimbursement for an unlimited number of certification or licensure exam fees up to a maximum of \$350 per exam in addition to your standard benefits and your Credit-by-Examination Fee Reimbursements. Interested applicants must speak to a Partnership advisor for information and an application form.

Call (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) or email an advisor at advisors@nyscseapartnership.org.

This program is not intended to replace existing agency exam reimbursement programs. To be eligible for reimbursement, a certification or licensure exam must be job- or career-related, must lead to certification or licensure for an occupation that currently exists in New York State service and must be administered by an accredited organization. Examples include, but are not limited to, Credentialed Alcoholism and Substance Abuse Counselor (CASAC), Dental Hygienist, Certified Public Accountant (CPA), Licensed Practical Nurse and Registered Nurse, Physical Therapy Assistant, Commercial Pesticide Applicator/Technician, Boiler Inspector, and Wastewater Treatment Plant Operator. Exams for certification in specific software or hardware programs by Microsoft, Novell, Oracle, etc. may also be covered.

Costs and fees not reimbursed by this program include, but are not limited to:

- Civil Service examination fees
- Fees for examinations leading to certification in a career that does not exist in New York State service
- Fees for examinations leading to college credit for life experience
- Academic and application fees
- Study material (i.e., books, CDs, DVDs, etc.) and supplies
- License and certification renewals
- Examination fees that are reimbursable by the employee's agency

The IRS considers reimbursements under the Certification and Licensure Examination Fee Reimbursement Program taxable income; applicable income tax will be withheld from December paychecks.



CSEA-REPRESENTED NYS EXECUTIVE BRANCH EMPLOYEES
TUITION BENEFITS PROGRAM APPLICATION FORM
FOR PROGRAM YEAR 2016

To be eligible to apply, you must be a NYS employee in the ASU, ISU, OSU or DMNA bargaining units who has received a NYS paycheck at the time the application is received by the Partnership (after first paycheck and before last paycheck). Applications submitted during this application period must be used for courses that are in session during this application period. 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 (areas outside the Capital Region) if you have questions about any of the information requested. **You may apply for TWO tuition benefits between April 1, 2016 and December 31, 2016. A separate application form must be completed for each tuition benefit requested. All applications must be received (not postmarked) by December 31, 2016.**

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 from the Tuition Benefits Program catalog 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).

Subject Area: _____
(See the back of this application form for important course eligibility criteria).

Check all that apply:

- I have a disability that requires support services in order to participate in the course. I would like to be contacted by the Partnership's Accessibility Coordinator by phone or email.
- I want information on getting a high school diploma, learning English, or entry-level classes to prepare for college courses (all inquiries will be kept confidential).
- I am currently on non-disciplinary leave without pay or workers' compensation leave. Attached is verification from my human resources office including the type of leave, the start date, and anticipated end date.
- I am currently laid off from NYS service, was separated in the past year, and am on a Civil Service Preferred List (please note that this does not include seasonal employees*). Provide your date of separation from NYS service: _____.
***Seasonal employees must be receiving a NYS paycheck when applying for a tuition benefit.**

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: _____

INSTRUCTIONS

If you are applying for a **voucher** (payment provided directly to the participating school):

1. Complete the application as requested.
2. Include the correct school code and name from pages 7 through 19 in this catalog. Each school listing includes a specific school code that is required on the application form. **Please note that some schools have different school codes assigned to them for graduate credit-bearing, undergraduate credit-bearing, and non-credit courses, and are listed separately.** It is important that you use the correct school code on your application because schools accept vouchers only for certain types of courses.

If you are applying for **reimbursement** (payment provided directly to you, the student):

1. Complete the application as requested.
2. Use "TRP" (**T**uition **R**eimbursement **P**rogram) for the school code, and include the school's full name and website address.
3. Do not include course completion documentation at this time.

The Partnership's address and fax numbers are listed on the front of this application form. You will receive a response within 10 business days. If you do not, please call (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) to inquire about your application.

Please note: Eligible courses must be in session sometime between April 1, 2016, and December 31, 2016.

All courses must be vocational, trade, technical, or business-related, and relevant to a New York State occupation or New York State workforce need.

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

Non-credit courses on subjects not relevant to any New York State workforce need **are not eligible**, including but not limited to the following:

- Bartending
 - Gaming (for example, billiards and poker)
 - Modeling and appearance enhancement
 - Pet care, pet grooming, and pet obedience training
 - Physical education (for example, kickboxing, karate, martial arts, dance, and Pilates)
 - Real estate salesperson, agent, and broker
 - Reiki, yoga, meditation, and hypnosis
 - Starting your own business
-



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 - Reiki, yoga, meditation, and hypnosis
 - Starting your own business
-