

Administrative Skills Certificate Program

An online learning program for
CSEA-represented NYS employees.



Application period: April 15, 2014 - May 15, 2014

Courses available: April 15, 2014 - October 31, 2014



Begin the Journey

The Partnership invites you to take advantage of an exciting career development opportunity.

The Administrative Skills Certificate Program is a self-directed way to learn new administrative or clerical job-related skills or refresh those you may have previously learned.

**NYS
& CSEA
Partnership**
for Education and Training

About the Administrative Skills Certificate Program

- An online learning program to help employees learn the critical job-related skills necessary for clerical, secretarial, and paraprofessional administrative employees to succeed in their careers.
- Employees must complete 25 courses while achieving a passing grade of 70% or higher for each course in order to earn a certificate.
- Supervisory approval is not required for courses taken at home.
- For technical support and questions, contact the Partnership at: (518) 486-7814 or (800) 253-4332 or email: OnlineLearningHelp@nyscseapartnership.org.

**For additional information and to learn how to register online,
visit: www.nyscseapartnership.org**