

Administrative Skills Certificate Program

An online learning program for
CSEA-represented NYS employees



Application period: December 1, 2015 - January 4, 2016

Courses available: December 1, 2015 - June 30, 2016

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 develop the critical job-related skills necessary for clerical, secretarial, and administrative employees to succeed in their careers
- Employees must complete 20 required courses and five elective 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 or to learn how to
register online, visit: www.nyscseapartnership.org