



Tuition Benefits Program 2012-2013

For CSEA-represented New York State Employees
(actively participating in courses between April 1, 2012 and March 31, 2013)

Applications accepted April 1, 2012 to March 31, 2013



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Gary Johnson, Director
NYS Governor's Office of
Employee Relations



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Governor
State of New York



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CSEA, Local 1000
AFSCME, AFL-CIO

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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 four components:

- **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 \$295 per exam) to students for any number of College-Level Examination Program (CLEP), DSST, Thomas Edison College Examination Program (TECEP), and Excelsior College exams in addition to standard tuition benefits.
- **Certification and Licensure Examination Fee Reimbursement** - repayment of one certification and licensure examination fee up to a maximum of \$300.

The 2012-2013 Tuition Benefits Program provides two standard benefits (tuition vouchers or tuition reimbursements), an unlimited number of Credit-by-Examination Fee Reimbursement benefits, and one Certification and Licensure Examination Fee Reimbursement benefit.

Eligibility

You are eligible if you are a CSEA-represented NYS employee (ASU, ISU, OSU, or DMNA) who is **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 must be attached to your tuition benefits application form.

Course Criteria

- Eligible courses must be in session sometime between April 1, 2012 and March 31, 2013.

- 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, General Educational Development (GED), 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 applicable to any New York State workforce need **are not eligible**, including but not limited to the following:
 - Bartending
 - Gaming (e.g., billiards, poker)
 - Modeling and appearance enhancement
 - Pet care, pet grooming, and pet obedience training
 - Physical education (e.g., kickboxing, karate, martial arts, dance, Pilates)
 - Real estate salesperson, agent, or broker
 - Reiki, yoga, meditation, hypnosis

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 9 through 25.

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 \$295 per exam) is available in addition to your standard tuition benefit. See pages 26 through 30 for a more detailed description of this program, or call 518-486-7814 or 800-253-4332 for areas outside the Capital Region, or email Partnership advisors at advisors@nyscseapartnership.org.

Certification and Licensure Examination Fee Reimbursement

Reimbursement of one certification and licensure examination fee (up to a maximum of \$300) is available in addition to your standard tuition benefit. See pages 31 through 33 for a more detailed description of this program, or call 518-486-7814 or 800-253-4332 for areas outside the Capital Region, or email Partnership advisors at advisors@nyscseapartnership.org.

Tuition Coverage Limits

The 2012-2013 Tuition Benefits Program provides you with two standard benefits (tuition vouchers or tuition reimbursements), an unlimited number of Credit-by-Examination Fee Reimbursement benefits, and one Certification and Licensure Examination Fee Reimbursement benefit.

A single tuition benefit (voucher or reimbursement) can cover:

- ONE credit-bearing course, up to a maximum of 4 credits at the resident tuition per credit rate, not to exceed \$220 per credit, or
- ONE non-credit course up to \$880, or
- ONE Excelsior College fee up to a maximum of \$880.

Two tuition benefits (tuition vouchers or tuition reimbursement) can be combined and used for one non-credit course that is more than \$880, or for one credit-bearing course that is more than four credits, or for one Excelsior College fee that costs more than \$880. If you wish to use two of your tuition benefits under these circumstances, call 518-486-7814 or 800-253-4332 for areas outside the Capital Region, or email Partnership advisors at advisors@nyscseapartnership.org for more information.

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 March 31, 2013 and applications must be RECEIVED (not postmarked) by March 31, 2013.

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 for 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 9 through 25 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 and 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 only accept vouchers 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" (Tuition Reimbursement Program) 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 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 a 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 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.

You must complete your course in order to receive reimbursement. The deadline to submit documentation for reimbursement is June 30, 2013. Please call the Partnership if you cannot provide the appropriate documentation by this date.

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

March 31, 2013 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 for areas outside the Capital Region for other instructions on changing schools or benefit type.

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 a Course

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 a Benefit

If you are unable to use your tuition benefit during the eligible time frame (April 1, 2012 and March 31, 2013) and want to cancel it, you must return the **original approval form** by March 31, 2013 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 for areas outside the Capital Region for other instructions on canceling your benefit.

Please note:

- Cancellations can only be approved 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 for 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 certificate 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 \$5,000. Because TAP is a grant, it does not have to be paid back. Contact your school's financial aid office for details.

Aid for Part-Time Study

Most colleges offer this New York State grant to help pay tuition costs for part-time students enrolled in 3 to 11 credit hours of study. You must be matriculated in a degree or certificate program and must meet income eligibility requirements. Contact your school's financial aid office for an application and further details.

Federal Pell Grant Program

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to post-secondary education. This grant may be used for tuition, books, transportation, and other related college expenses. Use the *Free Application for Federal Student Aid* (available from college financial aid offices) to apply.

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 you offset the costs of higher education.

For more information about any of the financial aid programs described, call 518-486-7814 or 800-253-4332 for 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. Please speak to your accountant or tax advisor for further guidance.

Additional Educational 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, eligibility requirements, federal tax credits, and scholarship searches.
- ***Academic Advisement*** - Assistance with choosing courses best suited to your needs, determining whether a school or non-traditional program is your best alternative, deciding whether or not to pursue a college degree, and choosing a college major.
- ***Adult Education Basics, GED, and ESOL*** - Referral information, advisement, and financial assistance to improve math, reading, and writing skills; study English for Speakers of Other Languages (ESOL); obtain a high school diploma or General Educational Development (GED); or enhance pre-college skills. Contact a Partnership advisor to learn about all options available to you.

All of these services can be accessed by calling 518-486-7814 or 800-253-4332 for areas outside the Capital Region. Partnership advisors may also be contacted by email at advisors@nyscseapartnership.org. Conversations with advisors are confidential.

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 for areas outside the Capital Region, or can be downloaded from the publications page at www.nyscseapartnership.org.

- Guide 1: Returning to Learning: Guide to Sound Decision Making
- Guide 2: Non-Traditional Approaches to Further Education
- Guide 3: Credit-By-Examination Programs
- 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 for areas outside the Capital Region or call the school as soon as possible so services can be arranged.

StateJobsNY

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

Participating Schools

On pages 9 through 25, you will find regional lists of schools that participate in the Tuition Voucher Program. The school name, address, 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 only accept vouchers 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 courses 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

GRADUATE SCHOOLS

SUNY AT STONY BROOK
Nicolls Road
Stony Brook, NY 11794
Mary Ramsland
(631) 632-2455
School Code: 680

SUNY COLLEGE AT OLD WESTBURY
Box 210
Old Westbury, NY 11568
Mary D'Antonio/Lena Farrugia
(516) 876-3446
School Code: 662

UNDERGRADUATE SCHOOLS

FARMINGDALE STATE COLLEGE
2350 Broadhollow Road
Farmingdale, NY 11735
Maria Orellana
(631) 420-2560
School Code: 647

NASSAU CC
1 Education Drive
Garden City, NY 11530
Office of Lifelong Learning
(516) 572-7472
School Code: 497

SUFFOLK CCC (AMMERMAN)
533 College Road
Selden, NY 11784
Admissions Office
(631) 451-4000
School Code: 599

SUFFOLK CCC (EASTERN)
121 Speonk-Riverhead Road
Riverhead, NY 11901
Admissions Office
(631) 548-2512
School Code: 596

SUFFOLK CCC (GRANT CAMPUS)
1001 Crooked Hill Road
Brentwood, NY 11717
Admissions Office
(631) 451-4000
School Code: 593

SUNY AT STONY BROOK
Nicolls Road
Stony Brook, NY 11794
Mary Ramsland
(631) 632-2455
School Code: 680

SUNY COLLEGE AT OLD WESTBURY
Box 210
Old Westbury, NY 11568
Mary D'Antonio/Lena Farrugia
(516) 876-3446
School Code: 662

NON-CREDIT SCHOOLS

ACCESS CAREERS
474 Fulton Avenue-Suite 201
Hempstead, NY 11550
Mini Sawhney
(516) 433-0034
School Code: 103

BRANFORD HALL CAREER INSTITUTE
565 Johnson Avenue
Bohemia, NY 11716
Bridget Headley
(631) 589-1222
School Code: 115

CAREER INSTITUTE OF HEALTH & TECHNOLOGY
200 Garden City Plaza-Suite 519
Garden City, NY 11530
Monifa Skelton
(516) 877-1225 ext. 1115
School Code: 286

COMMERCIAL DRIVER TRAINING, INC.
600 Patton Avenue
West Babylon, NY 11704
Kim Carsten
(631) 249-1330
School Code: 276

EASTERN SUFFOLK BOCES
350 Martha Avenue
Bellport, NY 11713
Vicki McGrath
(631) 286-6585
School Code: 224

FARMINGDALE STATE COLLEGE
2350 Broadhollow Road
Farmingdale, NY 11735
Bridget J. Cremmins
(631) 420-2144
School Code: 646

FRANKLIN CAREER INSTITUTE
91 North Franklin Street
Hempstead, NY 11550
(516) 481-4444
School Code: 375

HOFSTRA UNIVERSITY CONTINUING EDUCATION
250 Hofstra University
Hempstead, NY 11549
June Mullan
(516) 463-5014
School Code: 400

MICROPOWER COMPUTER INSTITUTE
120 Commerce Drive-Suite 103
Hauppauge, NY 11788
Samir Hiranandaney
(631) 656-2940
School Code: 479

NASSAU BOCES
1196 Prospect Avenue
Westbury, NY 11590
Cathy Breuer
(516) 622-6954
School Code: 173

LONG ISLAND REGION (CONTINUED)

NASSAU CC

1 Education Dr
Garden City, NY 11530
Office of Lifelong Learning
(516) 572-7472
School Code: 498

SUNY AT STONY BROOK

School of Professional
Development
Nicolls Road
Stony Brook, NY 11794
(631) 632-7022
School Code: 681

SUNY COLLEGE AT OLD WESTBURY

Box 210
Old Westbury, NY 11568
Mary D'Antonio/Lena Farrugia
(516) 876-3446
School Code: 662

WESTERN SUFFOLK BOCES

17 Westminster Avenue
Dix Hills, NY 11746
Adult Career & Technical
Education
(631) 667-6000 ext. 320
School Code: 227

METROPOLITAN REGION

GRADUATE SCHOOLS

CCNY CENTER FOR WORKER EDUCATION

25 Broadway, 7th Floor
New York, NY 10004
Receptionist
(212) 925-6625 ext. 241
School Code: 308

CUNY JOHN JAY COLLEGE

445 West 59th Street
New York, NY 10019
Gerald Garvey or Judith
Coverdale
(212) 237-8477
School Code: 314

CUNY LEHMAN COLLEGE

250 Bedford Park Blvd. West
Bronx, NY 10468
Dean John M. Holloway
(718) 960-8242
School Code: 321

CUNY QUEENS COLLEGE

65-30 Kissena Blvd.
Flushing, NY 11367
JSM Center for Worker
Education at Queens College
(718) 997-3060
School Code: 332

CUNY SCHOOL OF PROFESSIONAL STUDIES

365 Fifth Avenue
New York, NY 10016
Thomas Jennings
(212) 652-2894
School Code: 334

THE COLLEGE OF STATEN ISLAND/CUNY

2800 Victory Blvd.
Staten Island, NY 10314
Thomas Brennan
(718) 982-2155
School Code: 338

UNDERGRADUATE SCHOOLS

BOROUGH OF MANHATTAN CC

199 Chambers Street
New York, NY 10007
Peter Roberts
(212) 220-8000 ext. 5192
School Code: 453

CCNY CENTER FOR WORKER EDUCATION

25 Broadway, 7th Floor
New York, NY 10004
Receptionist
(212) 925-6625 ext. 241
School Code: 308

CUNY JOHN JAY COLLEGE

445 West 59th Street
New York, NY 10019
Gerald Garvey or Judith
Coverdale
(212) 237-8477
School Code: 314

CUNY LEHMAN COLLEGE

250 Bedford Park Blvd. West
Bronx, NY 10468
Dean John M. Holloway
(718) 960-8242
School Code: 321

CUNY QUEENS COLLEGE

65-30 Kissena Blvd.
Flushing, NY 11367
JSM Center for Worker
Education at Queens College
(718) 997-3060
School Code: 332

CUNY SCHOOL OF PROFESSIONAL STUDIES

365 Fifth Avenue
New York, NY 10016
Thomas Jennings
(212) 652-2894
School Code: 334

EUGENIO MARIA DE HOSTOS CC

500 Grand Concourse
Bronx, NY 10451
Judy Lorell
(718) 518-4354
School Code: 402

LAGUARDIA CC

31-10 Thomson Avenue
Long Island City, NY 11101
Admissions
(718) 482-7206
School Code: 437

MEDGAR EVERS COLLEGE

1650 Bedford Avenue
Brooklyn, NY 11225
Hermione Borges
(718) 270-6084
School Code: 471

NEW YORK CITY COLLEGE OF TECHNOLOGY

300 Jay Street
Brooklyn, NY 11201
Robert Cermele
(718) 260-5009
School Code: 329

QUEENSBOROUGH CC

222-05 56th Avenue
Bayside, NY 11364
Registrar's Office
(718) 631-6212
School Code: 545

THE COLLEGE OF STATEN ISLAND/CUNY

2800 Victory Blvd.
Staten Island, NY 10314
Thomas Brennan
(718) 982-2155
School Code: 338

YORK COLLEGE/CUNY

94-20 Guy R. Brewer Blvd.
Room 1B07
Jamaica, NY 11451
William Perkins
(718) 262-2175
School Code: 342

METROPOLITAN REGION (CONTINUED)

NON-CREDIT SCHOOLS

ACCESS CAREERS
25 Elm Place-Suite 201
Brooklyn, NY 11201
Tony Patel
(718) 643-9060
School Code: 106

**AMERICAN TRAINING
CENTER, INC.**
108-22 Queens Blvd., 2nd Floor
Forest Hills, NY 11375
Vincent Ferrara
(718) 544-8100 ext. 106
School Code: 110

**BLUE STEEL SECURITY
GUARD TRAINING SCHOOL**
397 Bridge Street, 2nd Floor
Brooklyn, NY 11201
Crystal Jeffrey
(347) 463-9015
School Code: 114

**BOROUGH OF MANHATTAN
CC CONTINUING EDUCATION**
199 Chambers Street
New York, NY 10007
Mary R. McIntyre/Eula Henry
(212) 346-8423
School Code: 452

**CCNY CENTER FOR WORKER
EDUCATION**
25 Broadway, 7th Floor
New York, NY 10004
Receptionist
(212) 925-6625 ext. 241
School Code: 308

CORNELL UNIVERSITY ILR
16 East 34th Street, 6th Floor
New York, NY 10016
Jasminy Joe
(212) 340-2874
School Code: 291

**CUNY LEHMAN COLLEGE
CONTINUING EDUCATION**
250 Bedford Park Blvd. West
Bronx, NY 10468
Maryann Drago-Dowling
(718) 960-8077
School Code: 320

**CUNY SCHOOL OF
PROFESSIONAL STUDIES**
365 Fifth Avenue
New York, NY 10016
Thomas Jennings
(212) 652-2894
School Code: 334

**FRANKLIN CAREER
INSTITUTE**
5323 Fifth Avenue
Brooklyn, NY 11220
Franklin Career Institute
(718) 535-3333
School Code: 375

**HOSTOS COMMUNITY
COLLEGE**
500 Grand Concourse-B208
Bronx, NY 10451
Magdalena Ramirez
(718) 518-6719
School Code: 401

KINGSBOROUGH CC
2001 Oriental Blvd.
Brooklyn, NY 11235
Christine Beckner
(718) 368-5116
School Code: 434

LAGUARDIA CC
31-10 Thomson Avenue
Room B114
Long Island City, NY 11101
Bruce Kurzius
(718) 482-5124
School Code: 436

**LONG ISLAND UNIVERSITY
(BROOKLYN)**
9 Hanover Place-2nd Floor
Brooklyn, NY 11201
Pat Bello
(718) 488-1360
School Code: 441

MEDGAR EVERS COLLEGE
1650 Bedford Avenue
Brooklyn, NY 11225
Sylvie Kinloch
(718) 804-8847
School Code: 470

**MICROPOWER COMPUTER
INSTITUTE**
243 West 30th Street-9th Floor
New York, NY 10001
Jennifer Perosiel
(646) 374-4480
School Code: 479

**NEW YORK CITY COLLEGE
OF TECHNOLOGY**
300 Jay Street
Brooklyn, NY 11201
Robert Cermele
(718) 260-5009
School Code: 329

**NEW YORK SCHOOL OF
HEALTH AND BUSINESS
CAREERS**
65 East 125th Street-2nd Floor
New York, NY 10035
Samuel Dede
(718) 304-3349
School Code: 330

**QUEENS COLLEGE
CONTINUING EDUCATION/
CUNY**
65-30 Kissena Blvd.
Flushing, NY 11367
Selena Chu
(718) 997-5706
School Code: 331

**THE COLLEGE OF STATEN
ISLAND/CUNY**
2800 Victory Blvd., 2A-201
Staten Island, NY 10314
Gina DiSalvo
(718) 982-2170
School Code: 337

METROPOLITAN REGION (CONTINUED)

YORK COLLEGE/CUNY
94-20 Guy R. Brewer Blvd.
Room 2F01B
Jamaica, NY 11451
Julissa Perez
(718) 262-2791
School Code: 341

SOUTHERN REGION

GRADUATE SCHOOLS

MARIST COLLEGE
3399 North Road
Poughkeepsie, NY 12601
Dr. Lauren MOUNTY
(845) 575-3202
School Code: 458

NYACK COLLEGE
1 South Boulevard
Nyack, NY 10960
Admissions Office
(800) 876-9225
School Code: 528

SUNY NEW PALTZ
One Hawk Drive
New Paltz, NY 12561
Caroline Murphy
(845) 257-3285
School Code: 660

UNDERGRADUATE SCHOOLS

DUTCHESS CC
53 Pendell Road
Poughkeepsie, NY 12601
Michael A. Boden
(845) 431-8952
School Code: 353

MARIST COLLEGE
3399 North Road
Poughkeepsie, NY 12601
Dr. Lauren MOUNTY
(845) 575-3202
School Code: 458

NYACK COLLEGE
1 South Boulevard
Nyack, NY 10960
Admissions Office
(800) 876-9225
School Code: 528

ORANGE COUNTY CC
115 South Street
Middletown, NY 10940
Stacy Osborn
(845) 341-4834
School Code: 533

PURCHASE COLLEGE/SUNY
735 Anderson Hill Road
Purchase, NY 10577
School of Liberal Studies &
Continuing Education
(914) 251-6500
School Code: 677

ROCKLAND CC
145 College Road
Suffern, NY 10901
Jerry Vitale
(845) 574-4390
School Code: 554

SULLIVAN COUNTY CC
112 College Road
Loch Sheldrake, NY 12759
Dr. Robert Schultz
(845) 434-5750 ext. 4270
School Code: 602

SUNY NEW PALTZ
One Hawk Drive
New Paltz, NY 12561
Caroline Murphy
(845) 257-3285
School Code: 660

ULSTER COUNTY CC
Cottkill Road
Stone Ridge, NY 12484
Leslie Davis
(845) 687-5038
School Code: 689

WESTCHESTER CC
75 Grasslands Road
Valhalla, NY 10595
Donna Levy
(914) 606-6598
School Code: 701

NON-CREDIT SCHOOLS

BOCES SOUTHERN WESTCHESTER
85 Executive Boulevard
Elmsford, NY 10523
Dr. Salvatore Bellafiore
(914) 592-0849
School Code: 210

COMMERCIAL DRIVER TRAINING, INC.
300 Wynkoop Road
Hurley, NY 12443
Pete Calogero
(845) 336-2300
School Code: 276

DUTCHESS BOCES-ALI
1 Civic Center Plaza, Suite 300
Poughkeepsie, NY 12601
Sherre Wesley
(845) 483-3640
School Code: 134

DUTCHESS CC OFFICE OF COMMUNITY SERVICES
53 Pendell Road
Poughkeepsie, NY 12601
Russell M. Pirog
(845) 431-8907
School Code: 352

MARIST COLLEGE
3399 North Road
Poughkeepsie, NY 12601
Dr. Lauren MOUNTY
(845) 575-3202
School Code: 458

ORANGE COUNTY CC
115 South Street
Middletown, NY 10940
Stacy Osborn
(845) 341-4834
School Code: 533

ORANGE-ULSTER BOCES
471 Broadway
Newburgh, NY 12550
Denise McAteer/Robin Flores
(845) 781-6715 ext. 2
School Code: 185

PURCHASE COLLEGE/SUNY
735 Anderson Hill Road
Purchase, NY 10577
School of Liberal Studies &
Continuing Education
(914) 251-6500
School Code: 677

SOUTHERN REGION (CONTINUED)

**PUTNAM-NORTHERN
WESTCHESTER BOCES**
200 BOCES Drive
Yorktown Heights, NY 10598
Carol Deyo
(914) 248-2413
School Code: 200

ROCKLAND BOCES
131 Midland Avenue North
Nyack, NY 10960
Albert V. Moschetti
(845) 348-3500
School Code: 206

ROCKLAND CC
145 College Road
Suffern, NY 10901
Jerry Vitale
(845) 574-4390
School Code: 554

SULLIVAN COUNTY BOCES
22 St. John Street, Suite 115
Monticello, NY 12701
Pamela Rourke
(845) 295-4900
School Code: 230

SULLIVAN COUNTY CC
112 College Road
Loch Sheldrake, NY 12759
Dr. Robert Schultz
(845) 434-5750 ext. 4270
School Code: 602

SUNY NEW PALTZ
One Hawk Drive
New Paltz, NY 12561
Helise Winters
(845) 257-2904
School Code: 659

**SUNY ULSTER CONTINUING
EDUCATION**
1 Development Court
Kingston, NY 12401
Aleta Pahl
(845) 339-2025
School Code: 690

ULSTER BOCES
PO Box 601
Port Ewen, NY 12466
Gigi Fusco
(845) 331-5050
School Code: 234

WESTCHESTER CC
75 Grasslands Road
Valhalla, NY 10595
Donna Levy
(914) 606-6598
School Code: 701

CAPITAL REGION

GRADUATE SCHOOLS

SAGE COLLEGE OF ALBANY
140 New Scotland Avenue
Albany, NY 12208
Kim Higgins
(518) 292-1925
School Code: 557

SUNY PLATTSBURGH
101 Broad Street
Plattsburgh, NY 12901
Student Accounts
(518) 564-3120
School Code: 671

UNION GRADUATE COLLEGE
80 Nott Terrace
Schenectady, NY 12308
Rhonda Sheehan
(518) 631-9835
School Code: 693

UNIVERSITY AT ALBANY
1400 Washington Avenue
Albany, NY 12222
Office of General Studies and
Summer Sessions
(518) 442-5140
School Code: 605

UNDERGRADUATE SCHOOLS

ADIRONDACK COMMUNITY COLLEGE
640 Bay Road
Queensbury, NY 12804
Sarah Jane Linehan
(518) 743-2264
School Code: 104

CLINTON CC
136 Clinton Point Drive
Plattsburgh, NY 12901
Admissions
(518) 562-4170
School Code: 275

COLUMBIA-GREENE CC
4400 Route 23
Hudson, NY 12534
Catherine Tretheway
(518) 828-4181 ext. 5513
School Code: 284

FULTON-MONTGOMERY CC
2805 State Highway 67
Johnstown, NY 12095
Admissions Office
(518) 736-3622 ext. 8301
School Code: 377

HUDSON VALLEY CC
80 Vandenberg Ave
Troy, NY 12180
Richard E. Bennett III
(518) 629-7338
School Code: 404

MARIA COLLEGE
700 New Scotland Avenue
Albany, NY 12208
Sister Ellen Boyle
(518) 438-3111 ext. 246
School Code: 455

MILDRED ELLEY
855 Central Avenue
Albany, NY 12206
Admissions Office
(518) 786-0855
School Code: 480

NORTH COUNTRY CC
23 Santanoni Avenue
Saranac Lake, NY 12983
Erika G. Swain
(518) 891-2915 ext. 247
School Code: 527

SAGE COLLEGE OF ALBANY
140 New Scotland Avenue
Albany, NY 12208
Kim Higgins
(518) 292-1925
School Code: 557

SCHENECTADY COUNTY CC
78 Washington Avenue
Schenectady, NY 12305
Registrar
(518) 381-1348
School Code: 560

SIENA COLLEGE
515 Loudon Road
Loudonville, NY 12211
Mary A. Pinsonneault
(518) 783-2917
School Code: 563

SUNY COBLESKILL
Route 7
Cobleskill, NY 12043
Margaret Grippin
(518) 255-5516
School Code: 632

SUNY PLATTSBURGH
101 Broad Street
Plattsburgh, NY 12901
Student Accounts
(518) 564-3120
School Code: 671

UNIVERSITY AT ALBANY
1400 Washington Avenue
Albany, NY 12222
Office of General Studies and
Summer Sessions
(518) 442-5140
School Code: 605

NON-CREDIT SCHOOLS

ADIRONDACK COMMUNITY COLLEGE
640 Bay Road
Queensbury, NY 12804
Sarah Jane Linehan
(518) 743-2264
School Code: 104

CAPITAL REGION (CONTINUED)

CAPITAL REGION BOCES
900 Watervliet-Shaker Road-
Suite 102
Albany, NY 12205
Paula Negri (Health
Careers)/Kimberly Brizzell (Adult
Education)
(518) 862-4709/(518) 862-4707
School Code: 258

CLINTON CC
136 Clinton Point Drive
Plattsburgh, NY 12901
Admissions
(518) 562-4170
School Code: 275

COLUMBIA-GREENE CC
4400 Route 23
Hudson, NY 12534
Phyllis Carito
(518) 828-4181 ext. 3350
School Code: 283

COMPUTER VISIONS
16 Corporate Woods Boulevard
Albany, NY 12211
Pam Smith
(518) 437-1600
School Code: 279

CSEA WORK INSTITUTE
1 Lear Jet Lane-Suite 5
Latham, NY 12110
(866) 478-5548
School Code: 708

FULTON-MONTGOMERY CC
2805 State Highway 67
Johnstown, NY 12095
Admissions Office
(518) 736-3622 ext. 8301
School Code: 377

HUDSON VALLEY CC
80 Vandenberg Avenue
Troy, NY 12180
Marilyn Bossalini
(518) 629-4827
School Code: 403

MARIA COLLEGE
700 New Scotland Avenue
Albany, NY 12208
Sister Ellen Boyle
(518) 438-3111 ext. 246
School Code: 455

MICROKNOWLEDGE, INC
21 British American Blvd.
Latham, NY 12110
Nancy Gonzalez
(518) 786-1181
School Code: 478

MILDRED ELLEY
855 Central Avenue
Albany, NY 12206
Admissions Office
(518) 786-0855
School Code: 480

NORTH COUNTRY CC
23 Santanoni Avenue
Saranac Lake, NY 12983
Erika G. Swain
(518) 891-2915 ext. 247
School Code: 527

SAGE COLLEGE OF ALBANY
140 New Scotland Avenue
Albany, NY 12208
Kim Higgins
(518) 292-1925
School Code: 557

SCHENECTADY COUNTY CC
78 Washington Avenue
Schenectady, NY 12305
Registrar
(518) 381-1348
School Code: 560

SUNY PLATTSBURGH
101 Broad Street
Plattsburgh, NY 12901
College Auxiliary Services
(518) 564-3054
School Code: 672

THE CDL SCHOOL, INC.
381 Broadway
Menands, NY 12204
Andrea Hanley or Student
Services
(518) 427-8000
School Code: 272

**WASHINGTON-SARATOGA-
WARREN BOCES**
27 Gick Road
Saratoga Springs, NY 12866
Dale Hager
(518) 746-3523
School Code: 208

WILDWOOD PROGRAMS, INC.
1190 Troy-Schenectady Road,
Bldg. 1
Latham, NY 12110
Melinda Burns
(518) 640-3352
School Code: 705

CENTRAL REGION

GRADUATE SCHOOLS

BINGHAMTON UNIVERSITY
PO Box 6000
Binghamton, NY 13902
Jonathan Roma
(607) 777-3321
School Code: 611

COLUMBIA COLLEGE
6796 Townline Road
Syracuse, NY 13211
(315) 455-0690
School Code: 280

SUNY CORTLAND
PO Box 2000
Cortland, NY 13045
Colleen DeGouff
(607) 753-2313
School Code: 635

**SUNY INSTITUTE OF
TECHNOLOGY AT UTICA**
100 Seymour Road
Utica, NY 13502
Jennifer Phelan Ninh
(315) 792-7500
School Code: 683

SUNY ONEONTA
PO Box 4015
Oneonta, NY 13820
Sherry Wildenstein
(607) 436-2548
School Code: 665

SUNY OSWEGO
7060 Route 104W
Oswego, NY 13126
Mary Hoben
(315) 312-3625
School Code: 668

SUNY POTSDAM
44 Pierrepont Avenue
Potsdam, NY 13676
Sheila Scott
(315) 267-2096
School Code: 674

UNDERGRADUATE SCHOOLS

BINGHAMTON UNIVERSITY
PO Box 6000
Binghamton, NY 13902
Jonathan Roma
(607) 777-3321
School Code: 611

BROOME CC
PO Box 1017 Upper Front Street
Binghamton, NY 13902
Marty Guzzi
(607) 778-5527
School Code: 242

CAYUGA CC
197 Franklin Street
Auburn, NY 13021
Student Development
(315) 255-1743 ext. 2230
School Code: 263

CAZENOVIA COLLEGE
Seminary Street
Cazenovia, NY 13035
Lesley C. Owens-Pelton
(315) 655-7107
School Code: 261

COLUMBIA COLLEGE
6796 Townline Road
Syracuse, NY 13211
(315) 455-0690
School Code: 280

HERKIMER COUNTY CC
100 Reservoir Road
Herkimer, NY 13350
Craig Dewan
(315) 866-0300 ext. 8580
School Code: 386

JEFFERSON CC
1220 Coffeen Street
Watertown, NY 13601
John Trumbell
(315) 786-2309
School Code: 428

MOHAWK VALLEY CC
1101 Sherman Drive
Utica, NY 13501
Richard Pucine
(315) 792-5309
School Code: 482

**MORRISVILLE STATE
COLLEGE**
Route 20
Morrisville, NY 13408
Amanda King
(315) 684-6038
School Code: 656

ONONDAGA CC
4585 West Seneca Turnpike
Syracuse, NY 13215
Sheila A. Mevec
(315) 498-2350
School Code: 530

**SUNY COLLEGE OF
TECHNOLOGY AT CANTON**
Cornell Drive
Canton, NY 13617
Student Service Center
(315) 386-7616
School Code: 626

SUNY CORTLAND
PO Box 2000
Cortland, NY 13045
Colleen DeGouff
(607) 753-2313
School Code: 635

SUNY DELHI
2 Main Street
Delhi, NY 13753
Nancy Hughes
(607) 746-4570
School Code: 638

**SUNY INSTITUTE OF
TECHNOLOGY AT UTICA**
100 Seymour Road
Utica, NY 13502
Jennifer Phelan Ninh
(315) 792-7500
School Code: 683

CENTRAL REGION (CONTINUED)

SUNY ONEONTA
PO Box 4015
Oneonta, NY 13820
Sherry Wildenstein
(607) 436-2548
School Code: 665

SUNY OSWEGO
7060 Route 104W
Oswego, NY 13126
Mary Hoben
(315) 312-3625
School Code: 668

SUNY POTSDAM
44 Pierrepont Avenue
Potsdam, NY 13676
Sheila Scott
(315) 267-2096
School Code: 674

TOMPKINS-CORTLAND CC
170 North Street
Dryden, NY 13053
Enrollment Services
(607) 844-6580
School Code: 686

**UTICA SCHOOL OF
COMMERCE**
201 Bleecker Street
Utica, NY 13501
USC Admissions Office
(315) 733-2300
School Code: 699

NON-CREDIT SCHOOLS

**BINGHAMTON UNIVERSITY
CONTINUING EDUCATION**
PO Box 6000
Binghamton, NY 13902
Continuing Education &
Outreach
(607) 777-6857
School Code: 610

BOCES OSWEGO
179 County Route 64
Mexico, NY 13114
Adult Education Office
(315) 963-4256
School Code: 191

BROOME CC
PO Box 1017 Upper Front Street
Binghamton, NY 13902
Marty Guzzi
(607) 778-5527
School Code: 242

BROOME-TIOGA BOCES
435 Glenwood Road
Binghamton, NY 13905
Regina Alston
(607) 763-3616
School Code: 113

CAYUGA CC
197 Franklin Street
Auburn, NY 13021
Student Development
(315) 255-1743 ext. 2230
School Code: 263

**DELAWARE-CHENANGO-
MADISON-OTSEGO BOCES**
6678 County Road 32
Norwich, NY 13815
Adult & Continuing Education
(607) 335-1210
School Code: 131

**GREATER SOUTHERN TIER
BOCES**
459 Philo Road
Elmira, NY 14903
Joan Crain
(607) 739-7905 ext. 2388
School Code: 209

MADISON-ONEIDA BOCES
Middle Settlement Road
New Hartford, NY 13413
Diane Wendt
(315) 793-8696
School Code: 176

MOHAWK VALLEY CC
1101 Sherman Drive
Utica, NY 13501
Richard Pucine
(315) 792-5309
School Code: 482

ONONDAGA CC
4585 West Seneca Turnpike
Syracuse, NY 13215
Barbara Dennehy
(315) 498-6027
School Code: 529

**ONONDAGA-CORTLAND-
MADISON BOCES
(CORTLAND)**
1710 NYS Route 13
Cortland, NY 13045
John Iorio
(607) 758-5196
School Code: 180

**ONONDAGA-CORTLAND-
MADISON BOCES
(LIVERPOOL)**
4500 Crown Road
Liverpool, NY 13090
Joanne Flood
(315) 453-4600
School Code: 179

**PREVENTION
NETWORK/OCCA**
906 Spencer Street
Syracuse, NY 13204
Monica Richardson
(315) 471-1359
School Code: 531

**ST LAWRENCE-LEWIS
BOCES**
7227 State Hwy 56
Norwood, NY 13668
Office of Adult & Continuing
Education
(888) 360-7693
School Code: 216

**SUNY COLLEGE OF
TECHNOLOGY AT CANTON**
Cornell Drive
Canton, NY 13617
Student Service Center
(315) 386-7616
School Code: 626

CENTRAL REGION (CONTINUED)

SUNY DELHI
2 Main Street
Delhi, NY 13753
Nancy Hughes
(607) 746-4570
School Code: 638

**SUNY OSWEGO EXTENDED
LEARNING**
151 Campus Center
Oswego, NY 13126
Melissa Barrett Bricker
(315) 399-4100
School Code: 684

**UTICA SCHOOL OF
COMMERCE**
201 Bleecker Street
Utica, NY 13501
USC Admissions Office
(315) 733-2300
School Code: 699

WESTERN REGION

GRADUATE SCHOOLS

BUFFALO STATE COLLEGE
1300 Elmwood Avenue
Buffalo, NY 14222
Dr. Margaret Shaw-Burnett
(716) 878-5907
School Code: 620

**SAINT BERNARD'S SCHOOL
OF THEOLOGY**
120 French Road
Rochester, NY 14618
Dr. D. N. Premnath
(585) 271-3657 ext. 291
School Code: 570

SUNY FREDONIA
280 Central Avenue
Fredonia, NY 14063
Eric Skowronski
(716) 673-3177
School Code: 650

SUNY GENESEO
1 College Circle
Geneseo, NY 14454
Sandra Argentieri
(585) 245-5621
School Code: 653

**THE COLLEGE AT
BROCKPORT/SUNY**
350 New Campus Drive
Brockport, NY 14420
Karen Schuhle-Williams
(585) 395-5720
School Code: 614

UNIVERSITY AT BUFFALO
232 Capen Hall
Buffalo, NY 14260
Student Response Center
(716) 645-2450
School Code: 623

UNDERGRADUATE SCHOOLS

ALFRED STATE COLLEGE
1 Saxon Drive
Alfred, NY 14802
Wendy Dresser-Recktenwald
(607) 587-4014
School Code: 608

BUFFALO STATE COLLEGE
1300 Elmwood Avenue
Buffalo, NY 14222
Dr. Margaret Shaw-Burnett
(716) 878-5907
School Code: 620

**CORNELL UNIVERSITY ILR
SCHOOL (ROCHESTER)**
249 Highland Avenue
Rochester, NY 14620
Alice Torres
(585) 262-4440
School Code: 295

CORNING CC
One Academic Drive
Corning, NY 14830
Jeanne Eschbach
(607) 936-7346
School Code: 296

ERIE CC (ALL CAMPUSES)
6205 Main Street
Williamsville, NY 14221
Charnelle Holmes
(716) 851-1236
School Code: 368

FINGER LAKES CC
3325 Marvin Sands Drive
Canandaigua, NY 14424
Prakash Patel
(585) 785-1233
School Code: 287

GENESEE CC
One College Road
Batavia, NY 14020
Sandra Hofert
(585) 343-0055 ext. 6508
School Code: 380

HILBERT COLLEGE
5200 South Park Avenue
Hamburg, NY 14075
Tim Lee
(716) 649-7900 ext. 244
School Code: 394

**JAMESTOWN CC
CATTARAUGUS CAMPUS**
260 North Union Street
Olean, NY 14760
Jesse Gugino
(716) 376-7572
School Code: 425

**JAMESTOWN CC NORTH
COUNTY CENTER**
10807 Bennett Road
Dunkirk, NY 14048
Frank J. Porpiglia
(716) 363-6500
School Code: 422

MONROE CC
1000 East Henrietta Road
Rochester, NY 14623
Marianne Dorsey
(585) 292-2154
School Code: 488

**NIAGARA COUNTY
COMMUNITY COLLEGE**
3111 Saunders Settlement Road
Sanborn, NY 14132
Dr. Cindy L. Oberjosh
(716) 614-6236
School Code: 515

SUNY FREDONIA
280 Central Avenue
Fredonia, NY 14063
Eric Skowronski
(716) 673-3177
School Code: 650

SUNY GENESEO
1 College Circle
Geneseo, NY 14454
Sandra Argentieri
(585) 245-5621
School Code: 653

WESTERN REGION (CONTINUED)

**THE COLLEGE AT
BROCKPORT/SUNY**
350 New Campus Drive
Brockport, NY 14420
Karen Schuhle-Williams
(585) 395-5720
School Code: 614

TROCAIRE COLLEGE
360 Choate Avenue
Buffalo, NY 14220
Terry Horner
(716) 826-1200 ext. 2485
School Code: 688

UNIVERSITY AT BUFFALO
232 Capen Hall
Buffalo, NY 14260
Student Response Center
(716) 645-2450
School Code: 623

NON-CREDIT SCHOOLS

**ALFRED STATE COLLEGE
CENTER FOR COMMUNITY
EDUCATION & TRAINING**
1 Saxon Drive
Alfred, NY 14802
Tammy Woods
(607) 587-4017
School Code: 609

BOCES ERIE #1
355 Harlem Road
West Seneca, NY 14224
Patricia Riegler
(716) 821-7027
School Code: 137

**BOCES GENESEE-
LIVINGSTON-STEUBEN-
WYOMING**
8250 State Street Road
Batavia, NY 14020
John Cima
(585) 344-7720
School Code: 158

BUFFALO STATE COLLEGE
1300 Elmwood Avenue
Buffalo, NY 14222
Dr. Margaret Shaw-Burnett
(716) 878-5907
School Code: 620

CAMPUS LINC, INC.
25 John Glenn Drive-Suite 102
Amherst, NY 14228
Dimas Duque
(716) 688-8688 ext. 209
School Code: 256

**CORNELL UNIVERSITY ILR
SCHOOL (ROCHESTER)**
249 Highland Avenue
Rochester, NY 14620
Alice Torres
(585) 262-4440
School Code: 295

**CORNELL UNIVERSITY ILR
(BUFFALO)**
237 Main Street-Suite 1200
Buffalo, NY 14203
Art Wheaton
(716) 852-4191 ext. 116
School Code: 290

ERIE 2 CC BOCES
8685 Erie Road
Angola, NY 14006
Gretchen Varney
(716) 549-4454 ext. 4026
School Code: 140

FINGER LAKES CC
3325 Marvin Sands Drive
Canandaigua, NY 14424
Prakash Patel
(585) 785-1233
School Code: 287

GENESEE CC
One College Road
Batavia, NY 14020
Sandra Hofert
(585) 343-0055 ext. 6508
School Code: 380

**JAMESTOWN CC
CATTARAUGUS CAMPUS**
260 North Union Street
Olean, NY 14760
Jesse Gugino
(716) 376-7572
School Code: 425

**JAMESTOWN CC NORTH
COUNTY CENTER**
10807 Bennett Road
Dunkirk, NY 14048
Frank J. Porpiglia
(716) 363-6500
School Code: 422

MONROE #1 BOCES
41 O'Connor Road
Fairport, NY 14450
Ruth Feasel
(585) 387-3802
School Code: 166

MONROE 2-ORLEANS BOCES
160 Wallace Way, Bldg. 9
Rochester, NY 14624
Registration Office
(585) 349-9100
School Code: 235

MONROE CC
1000 East Henrietta Road
Rochester, NY 14623
Marianne Dorsey
(585) 292-2154
School Code: 488

**NATIONAL COUNCIL ON
ALCOHOLISM & DRUG
DEPENDENCE**
1931 Buffalo Road
Rochester, NY 14624
Jennifer Faringer
(585) 719-3480
School Code: 500

**NIAGARA COUNTY
COMMUNITY COLLEGE**
3111 Saunders Settlement Road
Sanborn, NY 14132
Dr. Cindy L. Oberjosh
(716) 614-6236
School Code: 515

WESTERN REGION (CONTINUED)

ORLEANS-NIAGARA BOCES
4124 Saunders Settlement Road
Sanborn, NY 14132
Lori Gill
(716) 731-4176 ext. 3007
School Code: 188

**STENOGRAPHIC INSTITUTE
OF WESTERN NY**
4525 Main Street
Snyder, NY 14226
Maria Stoelting (all services)
(716) 839-1322
School Code: 591

TROCAIRE COLLEGE
360 Choate Avenue
Buffalo, NY 14220
Terry Horner
(716) 826-1200 ext. 2485
School Code: 688

NATIONAL, NON-TRADITIONAL, AND STATEWIDE

EXCELSIOR COLLEGE

7 Columbia Circle
Albany, NY 12203-5159
Admissions Office
(888) 647-2388
Press 27
School Code: 547

Excelsior College has over 30 degree and certificate programs in business, technology, liberal arts, criminal justice, nursing, and health sciences that can be completed entirely at a distance. Excelsior College helps busy, working adults finish their undergraduate degrees by accepting previously earned credit from a wide range of sources. Excelsior College offers credit-by-examination options- UExcel and Excelsior College Examinations (ECE), portfolio assessment, and Excelsior College courses. Excelsior College accepts CLEP and DSST exams, and courses from other approved institutions, workplace and military training. In addition, Excelsior offers several online graduate degrees including a Master of Arts in Liberal Studies, a Master of Science in Nursing, and an MBA degree with several concentrations. Applicants must have at least 30 college-level credits to apply for a voucher towards enrollment for an associate's degree and 60 credits for a bachelor's degree. Applicants for a voucher with Excelsior College must speak with an admissions counselor prior to applying. Please call Excelsior College Admissions Office at (888) 647-2388; at the automated greeting, press 27. Excelsior College accepts vouchers for most of their fees and for non-credit courses. Excelsior College does not accept vouchers for their credit-bearing courses.

NATIONAL LABOR COLLEGE

10000 New Hampshire Avenue
Silver Spring, MD 20903
Toni Riley
(800) 462-4237
School Code: 496

The National Labor College's (NLC) state-of-the-art online degree programs allow you to gain the credits you need while balancing your coursework with work and family responsibilities. Degree programs are offered in Business Administration, Construction Management, Emergency Readiness and Response Management and Labor Studies. The NLC accepts vouchers for undergraduate credit courses only.

NEW HORIZONS OF ALBANY – TECH VALLEY

10 Airline Drive
Suite 101
Albany, NY 12205
Darren Wood
(800) 982-6614 ext. 408
School Code: 502

New Horizons offers a variety of computer courses in software applications and has extension sites throughout New York State including Albany, Long Island, New York City, Rochester, and Syracuse. New Horizons accepts vouchers for non-credit courses only.

SUNY EMPIRE STATE COLLEGE (ESC) CENTER FOR DISTANCE LEARNING

113 West Avenue
Saratoga Springs, NY 12866-6048
Linda Bubniak
(800) 847-3000 ext. 2300
School Code: ESC

The SUNY ESC Center for Distance Learning offers a program that requires no

classroom attendance. Courses consist of structured learning materials that students study under the guidance of a faculty mentor. The student and mentor maintain regular contact by email, phone, and mail. The SUNY ESC Center for Distance Learning accepts vouchers for undergraduate credit courses only.

SUNY EMPIRE STATE COLLEGE (GRADUATE)

111 West Avenue
Saratoga Springs, NY 12866
Ruth Maynard
(800) 847-3000 ext. 2207
School Code: ESC

The ESC Center for Graduate Programs accepts vouchers for graduate courses only.

SUNY EMPIRE STATE COLLEGE REGIONAL CENTERS

Empire State College (ESC) Regional Center students are advised by faculty members called mentors. Students and mentors work together to design programs of study called learning contracts. Each learning contract fits a student's overall degree program. ESC Regional Centers are designed for students who can study fairly independently. ESC Regional Centers accept vouchers for undergraduate credit courses only.

SUNY ESC LONG ISLAND CENTER

223 Store Hill Road, PO Box 130
Old Westbury, NY 11568-0130
Samantha James
(516) 876-4861
School Code: ESC

Extension Sites:
Hauppauge (631) 360-1215
Riverhead (631) 208-2970

NATIONAL, NON-TRADITIONAL, AND STATEWIDE (CONTINUED)

SUNY ESC METROPOLITAN NEW YORK CENTER

325 Hudson Street, 5th Floor
New York, NY 10013-1005

Carl Burkart
(212) 647-7800 ext. 1203
School Code: ESC

Extension Sites:

Brooklyn (718) 783-4400
Staten Island (718) 667-7524

SUNY ESC HUDSON VALLEY CENTER

200 North Central Avenue
Hartsdale, NY 10530-1999

Joan Altman
(914) 948-6206 ext. 3588
School Code: ESC

Extension Sites:

Nanuet (845) 517-1294
Newburgh (845) 563-9905

SUNY ESC NORTHEAST CENTER

21 British American Boulevard
Latham, NY 12110-1405

Joan Johnsen
(518) 783-6203 ext. 5934
School Code: ESC

Extension Sites:

Adirondack (518) 832-7616
Johnstown (518) 762-4651 ext.
73810
Plattsburgh (518) 564-2837
Saratoga (518) 587-2100 ext. 2297
Schenectady (518) 388-0483

SUNY ESC CENTRAL NEW YORK CENTER

6333 Route 298
East Syracuse, NY 13057-1058
Patti Pierce/Khimberle Guy
(315) 472-5730 ext. 3161, 3152
School Code: ESC

Extension Sites:

Auburn (315) 255-2794
Binghamton (607) 721-8651

Fort Drum (315) 773-6139
Ithaca (607) 273-4536
Utica (315) 793-2684
Watertown (315) 786-6541

SUNY ESC GENESEE VALLEY CENTER

1475 Winton Road, North
Rochester, NY 14609-5803

Audrey Lynch
(585) 224-3200 ext. 3210
School Code: ESC

Extension Sites:

Alfred (607) 587-4140
Batavia (585) 343-2307
Canandaigua (585) 394-1110
Coming/Elmira (607) 962-1421

SUNY ESC NIAGARA FRONTIER CENTER

2875 Union Road
Cheektowaga, NY 14227-1461

Jane Cudmore
(716) 686-7800 ext. 3836
School Code: ESC

Extension Sites:

Fredonia (716) 673-1200
Jamestown (716) 338-1370
Lockport (716) 434-0272
Olean (716) 376-7511

SUNY ESC VAN ARSDALE

325 Hudson Street, 6th Floor
New York, NY 10013-1005

Leetoya Young
(646) 230-1475
School Code: ESC

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, offered through the College-Level Examination Program (CLEP), DSST, Thomas Edison College Examination Program (TECEP), and Excelsior College in addition to your standard tuition benefits. Interested applicants must speak to an advisor to be eligible. Call 518-486-7814 or 800-253-4332 for areas outside the Capital Region for information about these programs or email an advisor: advisors@nyscsepartnership.org.

CLEP

CLEP is a national credit-by-examination program that allows students to earn credit for what they already know. Examinations cover material taught in courses that most students take as requirements in the first two years of college. Each of the exams currently cost \$77 plus an inexpensive test center fee. Visit CLEP at www.collegeboard.com/clep.

Business

Financial Accounting
Information Systems and Computer Applications
Introductory Business Law

Principles of Management
Principles of Marketing

Composition and Literature

American Literature
Analyzing & Interpreting Literature
College Composition

College Composition Modular
English Literature
Humanities

Foreign Languages

French Language
German Language

Spanish Language

History and Social Sciences

American Government
History of the US I
History of the US II
Human Growth & Development
Introduction to Educational Psychology
Introductory Psychology

Introductory Sociology
Principles of Macroeconomics
Principles of Microeconomics
Social Sciences and History
Western Civilization I
Western Civilization II

Science and Mathematics

Biology
Calculus
Chemistry
College Algebra

College Mathematics
Natural Sciences
Precalculus

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

DSST

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. There are 37 titles as listed below. The test fee is \$80 plus a nominal test center administration fee. Visit DSST at www.getcollegecredit.com.

Business

Business Mathematics	Money and Banking
Business Law II	Organizational Behavior
Human Resource Management	Personal Finance
Introduction to Business	Principles of Finance
Introduction to Computing	Principles of Financial Accounting
Management Information Systems	Principles of Supervision

Humanities

Ethics in America	Principles of Public Speaking
Introduction to World Religions	

Math

Fundamentals of College Algebra	Principles of Statistics
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Physical Science

Astronomy	Physical Geology
Environment and Humanity	Principles of Physical Science I
Here's to Your Health	

Social Science

A History of the Vietnam War	Introduction to Law Enforcement
Art of the Western World	Introduction to the Modern Middle East
Criminal Justice	Life-Span Developmental Psychology
Foundations of Education	Rise and Fall of the Soviet Union
Fundamentals of Counseling	Substance Abuse
General Anthropology	The Civil War and Reconstruction
Human/Cultural Geography	Western Europe Since 1945

Technology

Technical Writing

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

TECEP

The **Thomas Edison College Examination Program (TECEP)** offers a wide range of examinations for earning college credit. The examinations 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 examinations are now administered nationally and may be used at many other institutions. The exam fee is \$99 per test. Visit TECEP at www.tesc.edu.

Business and Management

Advertising	Operations Management
Business in Society	Sales Management
Federal Income Taxation	Security Analysis & Portfolio Management
Financial Institutions and Markets	Strategic Management
Marketing Communications	

Computer Science Technology

Network Technology

English Composition

English Composition I

English Composition II

Humanities

Introduction to News Reporting
Public Relations Thought & Practice

Technical Writing

Human Services

Introduction to Human Services

Kinesiology

Natural Sciences/Mathematics

The Science of Nutrition

Social Sciences

Introduction to Political Science
Psychology of Women

Marriage and the Family

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

EXCELSIOR

Excelsior College exams provide flexible opportunities to demonstrate college-level learning in the arts and sciences, business, education, and nursing. There are 56 tests available (as listed below) in computer-delivered format through Pearson VUE nationwide. Visit Excelsior College at www.excelsior.edu or Pearson VUE at www.pearsonvue.com/excelsior. **Maximum fee reimbursement for Excelsior College exams is \$295 per examination.**

Arts & Sciences

Abnormal Psychology	Introduction to Philosophy
Anatomy & Physiology	Juvenile Delinquency
Bioethics: Philosophical Issues	Life Span Developmental Psychology
Cultural Diversity	Microbiology
Earth Science	Pathophysiology
English Composition	Psychology of Adulthood & Aging
Ethics: Theory & Practice	Research Methods in Psychology
Foundations of Gerontology	Social Psychology
Introduction to Music	World Conflicts Since 1900
	World Population

Business

Human Resource Management	Organizational Behavior
Labor Relations	

Education

Literacy Instruction in the Elementary School

Nursing: Associate's Degree Level

Essentials of Nursing Care: Chronicity
Essentials of Nursing Care: Health Differences
Essentials of Nursing Care: Health Safety
Essentials of Nursing Care: Reproductive Health
Focused Clinical Competencies Assessment: Head-to-toe Assessment and Nursing Process
Focused Clinical Competencies Assessment: Managing Multiple Patients
Focused Clinical Competencies Assessment: Participating in Intra/Interdisciplinary Health Care Teams
Fundamentals of Nursing
Health Differences Across Life Span 1
Health Differences Across Life Span 2
Health Differences Across Life Span 3
Maternal & Child Nursing
Maternity Nursing
Transition to the Registered Professional Nurse Role

Nursing: Baccalaureate Degree Level

Adult Nursing	Maternal & Child Nursing
Community-Focused Nursing	Psychiatric/Mental Health Nursing
Management in Nursing	Research in Nursing

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

MBA Foundation Examinations

Business Ethics
Finance
Marketing

Organizational Behavior
Quantitative Analysis

UExcel[®] is a new credit-by-examination program that allows students to earn college credit for learning acquired elsewhere. An alliance between Pearson VUE and Excelsior College, UExcel offers eight computer-based examinations at hundreds of Pearson VUE test centers globally. Visit www.pearsonvue.com/uexcel.

UExcel Exam Program

Calculus
College Writing
Introduction to Psychology
Introduction to Sociology

Physics
Political Science
Spanish Language
Statistics

Certification and Licensure Examination Fee Reimbursement

Program Description

The Certification and Licensure Examination Fee Reimbursement Program provides reimbursement of certification and licensure examination fees to CSEA-represented NYS employees. This program is not intended to replace existing agency examination reimbursement programs. Between April 1, 2012 and March 31, 2013, an employee can be reimbursed for one certification or licensure examination fee up to a maximum of \$300.

Examination Eligibility

To be eligible for reimbursement, a certification or licensure examination must comply with three requirements:

- The examination must be job-related or career-related.
- The examination must lead to certification or licensure for an occupation that currently exists in New York State service.
- The examination must be administered by an accredited organization.

These three requirements are described more fully below:

Job-Related or Career-Related

The examination must be job-related or career-related. The terms “job-related” and “career-related” are defined as follows:

A ***job-related*** examination is one which:

- Maintains or improves the professional certification status required for the employee's current job; or
- Directly relates to, or enhances the current job assignments, duties, and responsibilities; or
- Meets the express requirements of the individual's agency that are imposed as a condition of continued employment.

A ***career-related*** examination is one which:

- Increases the opportunity for advancement within a title series; or
- Increases the opportunity for advancement to promotional positions outside of the current title series; or
- Enhances an employee's ability to acquire professional certification in an entirely different occupation, for which there is a current civil service title in the State of New York.

Certification or Licensure

The examination must lead to certification or licensure for an occupation that currently exists in New York State service. Examples include, *but are not limited to*, the following:

- **Addictions Counselor:** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) examinations

Certification and Licensure Examination Fee Reimbursement (Continued)

- **Dental:** Dental Hygienist licensing examinations
- **Finance:** Certified Public Accountant (CPA) examinations
- **Information Technology:** Examinations for certification in specific software or hardware programs by Microsoft, Novell, Oracle, etc.
- **Nursing:** Licensed Practical Nurse and Registered Nurse licensing examinations
- **Physical Therapy:** Physical Therapy Assistant certification examinations
- **Recreational Therapy:** Therapeutic Recreation Specialist certification examinations
- **Transportation:** Commercial Driver's License examinations
- **Trades:** Refrigerant Transition & Recovery, Commercial Pesticide Applicator/Technician, Boiler Inspector, and Wastewater Treatment Plant Operator certification examinations

Accreditation

The examination must be administered by an accredited organization. An accredited organization is defined as one or more of the following:

- Chartered, approved, or authorized by the New York State Board of Regents, or an equivalent recognized body.
- Licensed or registered by the New York State Education Department, or an equivalent recognized accrediting body.
- Licensed, registered, or approved by a department or agency of the State of New York to provide specific certification or licensing examinations.
- Certified computer manufacturers such as Microsoft or Oracle, and authorized third parties who administer classes and certification examinations on software, hardware, and other related information technology equipment.
- Nationally-recognized professional associations, or their state or local chapters accredited to administer specific examinations and award certification by the appropriate accrediting body.

Cost and Fees That Are Not Reimbursable

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 materials (books, CDs, DVDs, etc.) and supplies
- Examination fees that are reimbursable by the employee's agency

Completion Requirements

In order to be reimbursed, you must be able to prove you paid for and completed the examination.

Certification and Licensure Examination Fee Reimbursement (Continued)

Taxation of Certification and Licensure Examination Fee Reimbursement

The IRS considers reimbursements under the Certification and Licensure Examination Fee Reimbursement Program taxable income.

How to Apply

Interested applicants must speak to a Partnership advisor. Call 518-486-7814 or 800-253-4332 for areas outside the Capital Region for more information and an application form.



TUITION BENEFITS PROGRAM APPLICATION FORM
FOR PROGRAM YEAR 2012-2013

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 for 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, 2012 and March 31, 2013. A separate application form must be completed for each tuition benefit requested. All applications must be received (not postmarked) by March 31, 2013.

CSEA ID #: _____ OR

Social Security #: [] [] [] - [] [] - [] [] [] []

Because of tax reporting requirements, you must provide either your CSEA ID number OR your social security number.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Daytime Phone: () _____ Ext. _____ State 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: _____

*(DO NOT LEAVE BLANK! You must indicate the subject area you intend to study using your tuition benefit—a specific course title or number is not needed. 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 or GED, 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 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 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 data 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 9 through 25 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 and 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 only accept vouchers 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" (Tuition Reimbursement Program) 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 printed 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 for areas outside the Capital Region to inquire about your application.

Please note: Eligible courses must be in session sometime between April 1, 2012 and March 31, 2013.

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, General Educational Development (GED), 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 applicable to any New York State workforce need **are not eligible**, including but not limited to the following:

- Bartending
- Gaming (e.g., billiards, poker)
- Modeling and appearance enhancement
- Pet care, pet grooming, and pet obedience training
- Physical education (e.g., kickboxing, karate, martial arts, dance, Pilates)
- Real estate salesperson, agent, or broker
- Reiki, yoga, meditation, hypnosis



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- Modeling and appearance enhancement
- Pet care, pet grooming, and pet obedience training
- Physical education (e.g., kickboxing, karate, martial arts, dance, Pilates)
- Real estate salesperson, agent, or broker
- Reiki, yoga, meditation, hypnosis