

Education And Career Development

COURSE CATALOG | 2019

Education benefits and training to help members expand their knowledge and advance in the workplace.

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TODAY'S
KNOWLEDGE
IS TOMORROW'S
OPPORTUNITY

WELCOME

The District Council 37 Education Fund (EdFund) provides education, training, and workforce strategy for over **127,000** members of the nation's largest municipal public-sector union. Education services are provided for over 1,000+ job titles in a dozen industries, ranging from Information Technology and Health, to Engineering and Transportation.

What's New?

The EdFund has undertaken the challenge of mapping over 1,000 career pathways for our members working in New York City's public sector, and we've restructured our training model to include three different types of courses:



Basic Academics: Math, reading, writing, computer, and foreign language skills and workshops.



Industry-Specific: Mid-Level to high-level skills such as engineering, health, law, information, and technology.



Labor Education: Education and skills development about the history and ever-changing political climate of the labor movement.

Learning Your Way?

Instructor-led courses for members are provided at our central offices in downtown Manhattan and on college campuses of academic partners located throughout New York City. Also, our tuition reimbursement program supports the attainment of associate, bachelors, and master's degrees for members at accredited institutions; helps members maintain required professional licenses and certifications.

We are here to support your education and workforce development needs, and look forward to hearing from you.

-The EdFund Team



HENRY GARRIDO
Executive Director,
District Council 37

A Word From The Executive Director

Over the past 47 years, District Council 37 has fought to provide free education benefits for its members. These benefits have helped members earn important professional certifications and licenses to qualify for new jobs, and made higher education a reality for city workers who dreamed of completing a college degree. We are now at a crossroads in the 21st century. As technology skills become a requirement in every occupation and the landscape changes for getting pay raises and promotions, our commitment is to provide increased offerings of high-quality education and training for our members. We must continue our efforts to ensure the City of New York acknowledges achievement, when workers fulfill their duties and seek career advancement.



DIALLO SHABAZZ
Administrator,
DC 37 EdFund

A Word From The Administrator

Every weekday at 6:00PM, hundreds of DC 37 members walk into classrooms across all five boroughs. From health workers and 911 operators, to IT personnel and park maintenance staff, New Yorkers working in over 1,000 job titles sit down at desks to learn new skills and qualify for new opportunities. Some members focus on learning new languages such as Spanish or Mandarin, while others study to pass certification exams or receive a diploma. Education provides a sense of pride and possibility that can transform lives. While the cost and importance of training and college access continue to rise, the free education benefits we offer serve as building blocks for your career pathway. Enroll in a course or speak with a counselor today.

ACCESS YOUR EDUCATION BENEFITS AND FURTHER YOUR EDUCATION FOR FREE!

Eligibility

The Education Fund Benefit is available to all eligible, active members of District Council 37. Education Fund benefits are not available to dependents (including a spouse/ domestic partner, dependent children or other family). If you are a part-time employee, you are eligible for a partial benefit that includes all programs except Tuition Reimbursement. *Local 371 provides stand-alone education benefits to its members instead of participating in EdFund benefits.

Withdrawal Policy

Members are not allowed to re-enroll in courses they have failed or withdrawn from after the published “drop” deadline without receiving a waiver from the EdFund. This policy applies to registration for courses taken at DC37 Union Headquarters or at off-site campuses. Members may choose to re-enroll in a course at an off-site campus at their own expense.

Tuition Reimbursement

Tuition reimbursement is available for job-related training and college courses offered by accredited educational institutions and programs, as well as licensed organizations in the U.S. The EdFund will also provide reimbursement for continuing education and test preparation courses related to professional licenses and certifications (e.g. Social Workers, Engineers, Architects) as a condition of employment.

Please note: Examination fees are not reimbursable.

To be eligible for tuition reimbursement, a member must be a full-time annual employee in a title covered by EdFund training agreements. Some part-time employees are also eligible for tuition reimbursement. For additional details, please contact the Education Fund.

Members who are eligible, may apply for reimbursement for a maximum of up to \$800 per calendar year, for tuition and/or consolidated or registration fees that are not reimbursed through other forms of assistance. Other fees and costs (admissions, books, etc.) are not reimbursable. Reimbursements are made at the end of the term to a member who applied to the program and has satisfied all eligibility requirements. To apply for tuition reimbursement, members must submit an application within 120 days from the last day of class. If you take a course for credit, you must receive a grade of an S, P, C or better. Members may also submit a certificate of successful completion, and a detailed bursar's receipt with proof of payment. If applicable, a financial aid statement and proof of any tuition assistance you may have received for the same term may be required.

Tuition reimbursement payments cannot exceed the \$800 maximum, per calendar year. Members may apply each year. All Education Fund benefits including, tuition reimbursement, are available to eligible members only, and are not available to a member's spouse/domestic partner, dependent children or other family members.

ACCESS YOUR EDUCATION BENEFITS

What Does It Cost?

All Educational Fund benefits are offered at no cost to the member. However, the EdFund does not cover any costs associated with licensing, examination, or certification fees.

Registration

Class registration must be completed online. To register for classes, please visit us at dc37edfund.org/courses. If you require assistance with completing your online registration, please contact us at 212 815-1700.

Career Counseling

Returning to school as an adult can be a challenge, yet many adults do so every day. At the Education Fund, specially trained career counselors are available to help members plan pathways to advance their careers and secure greater financial security. Together with a counselor, members can take advantage of the opportunity to explore their educational goals and develop a strategy to meet them. Career Counselors can also connect members with workshops on study skills, time management, career planning, financial aid, and much more. If you have any questions about improving your education, salary, or career, please make an appointment to meet with a counselor by calling (212) 815-1644, or submit your request online at dc37edfund.org/counseling.

DC 37 CUNY Certificate Program

The Education Fund, in partnership with the CUNY School of College of Labor and Urban Studies offers a Certificate in Public Labor Relations. This 16-credit undergraduate

certificate program offers a comprehensive overview of labor relations in the public sector.

- Classes are open to eligible members of DC 37. High school transcripts/records, or proof of GED are required for admission.
- Classes are held on scheduled weekday evenings from 6:00PM-9:15PM. The program is comprised of four courses. Each course meets once a week for a 15-week semester.
- Tuition and fees (excluding the onetime \$70.00 admission fee and books) are covered for eligible DC 37 members.

To learn more about the program please call the Education Fund at (212) 815-1700.

Civil Service Exam Preparation

The Education Fund conducts test preparation classes for many of the civil service exams and career related licensing exams. The Career Development staff also assists DC 37 Locals in developing education programs designed to enhance the skills of its members. For up-to-date information on test preparation courses, call the Education Fund at (212) 815-1700.

Shop Steward Courses

Shop Stewards play an important role in every union. The basic shop steward course is required for all new Stewards and is beneficial for those who would like to refresh their organizing and grievance handling skills. The EdFund also offers other courses of special interest to stewards including, organizing, grievance handling, parliamentary procedure, customer service, public speaking and conflict resolution.

ACCESS YOUR EDUCATION BENEFITS

Bernie Rifkin Solidarity Library

The Bernie Rifkin Library offers a circulating collection of popular materials that can be borrowed for up to 28 days and a basic reference collection. Whether you're interested in popular fiction, current events, history, women's, Black or Latin studies, labor studies, biographies, computer skills, science, art, psychology, or DVDs, the Education Fund Library will have something for you. In addition, there are four special collections:

1. Harry Gray Memorial Labor Collection, which is a popular selection of books on workers, unions and collective bargaining, donated by Local 372.
2. A New York City Collection consisting of books of all types, on the history, economy and culture of New York City donated by locals and staff of DC 37, in memory of June Ringel.
3. Paul Greene Memorial Collection which is a selection of films and literature from the American Experience.
4. A Basic Skills Collection on reading and writing skills, math, GED and ESL.

The Education Fund Library also hosts film presentations, exhibits, and book discussions throughout the year. You can visit the library at Union Headquarters, or for more information, please call us at (212) 815-1641 or (212) 815-1699. To access our Library online, please visit us at dc37edfund.org/library.

\$10,000 Donation

The Bernie Rifkin Solidarity Library recently received a donation from the **Kathy Schrier Estate of \$10,000** earmarked for acquisitions on the subjects of politics and theater arts. Ms. Kathy Schrier, a past Administrator of the Education Fund, stipulated in her last will and testament the amount and the conditions of her bequest. This legacy enriches the library in two areas which were of great interest to her. Theater arts have not been a focus of the development of the collection, but now is growing as we continue selecting new acquisitions in the subject. Politics, on the other hand, is an ever changing field with the need of continued additions on the subject to stay relevant; particularly in such a time as today in which it is important to have access to contemporary analysis and information in order to continue and fortify the struggle against authoritarian tendencies which are threatening our civil liberties and wellbeing. As of now, 66 new titles have been added to our collection on both subjects.



Registration

Sign-Up To Take Courses In 3 Easy Steps

- 1** To register, you can access your benefits online at dc37edfund.org/courses.
- 2** Scroll down the page to the Education Fund Programs and Services section. Click on the course you would like and select a scheduled time.
- 3** Complete and submit your application.

NOTE: After submitting your registration application, you will receive a confirmation email. **Please reconfirm your registration to reserve a seat in your desired course.**

District Council 37
AFSCME, AFL-CIO

**FREE
COURSES
FROM
DC 37**

**REGISTER
ONLINE
AT:**

dc37edfund.org/courses

Visit us online to see our full list of course offerings, and register today.

DC 37's Women's Leadership Academy (WLA)

DC37 in collaboration with AFSCME offers the DC 37 Women's Leadership Academy (WLA). This six-month program is a roadmap to leadership development for women activists or officers at the local level, and prepares them for future leadership in union roles. Instruction highlights include:

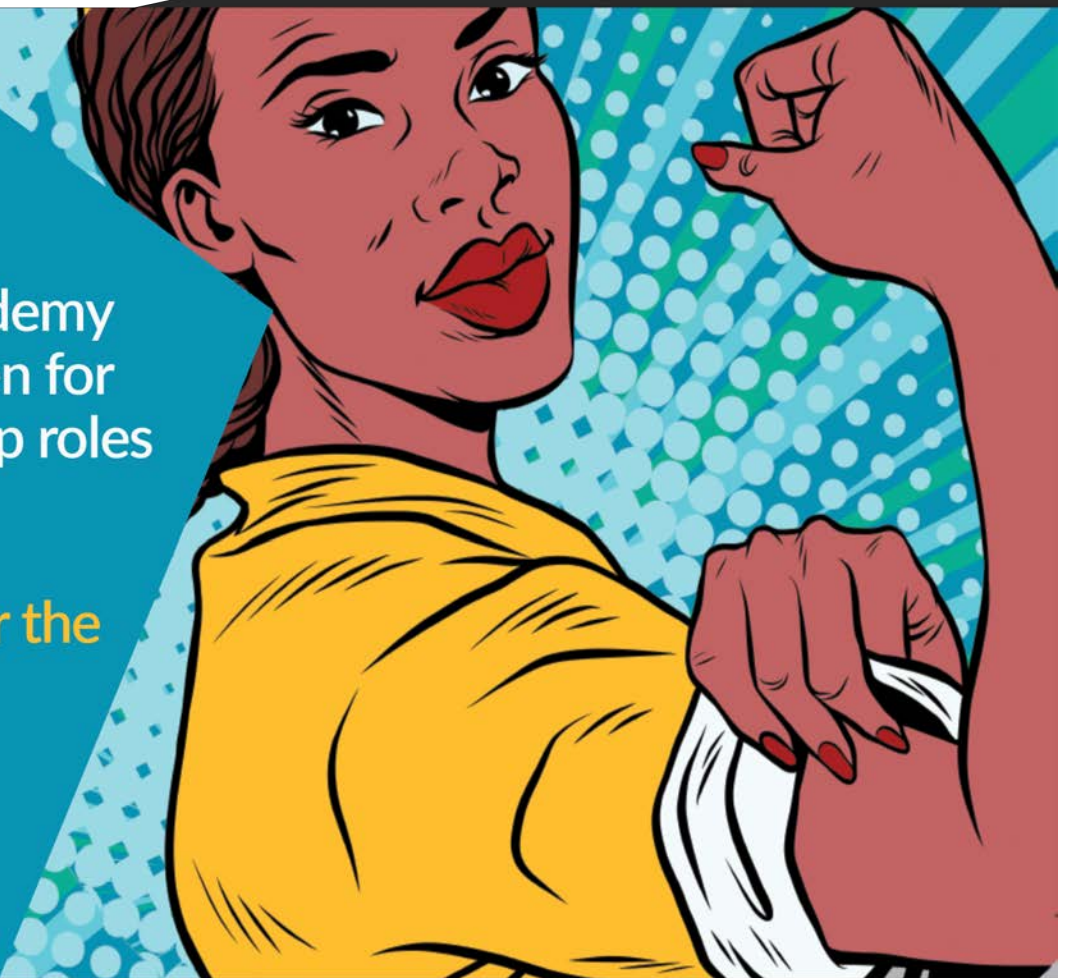
- **Public Speaking**
- **Special Projects**
- **Guest Speakers**
- **Organizing & Advocacy**

The Women's Leadership Academy prepares women for future leadership roles in our union.

Sign-Up now for the 2019 cohort

Applications, and more information are available online at:

www.dc37edfund.org/2019wla

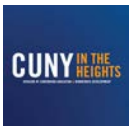
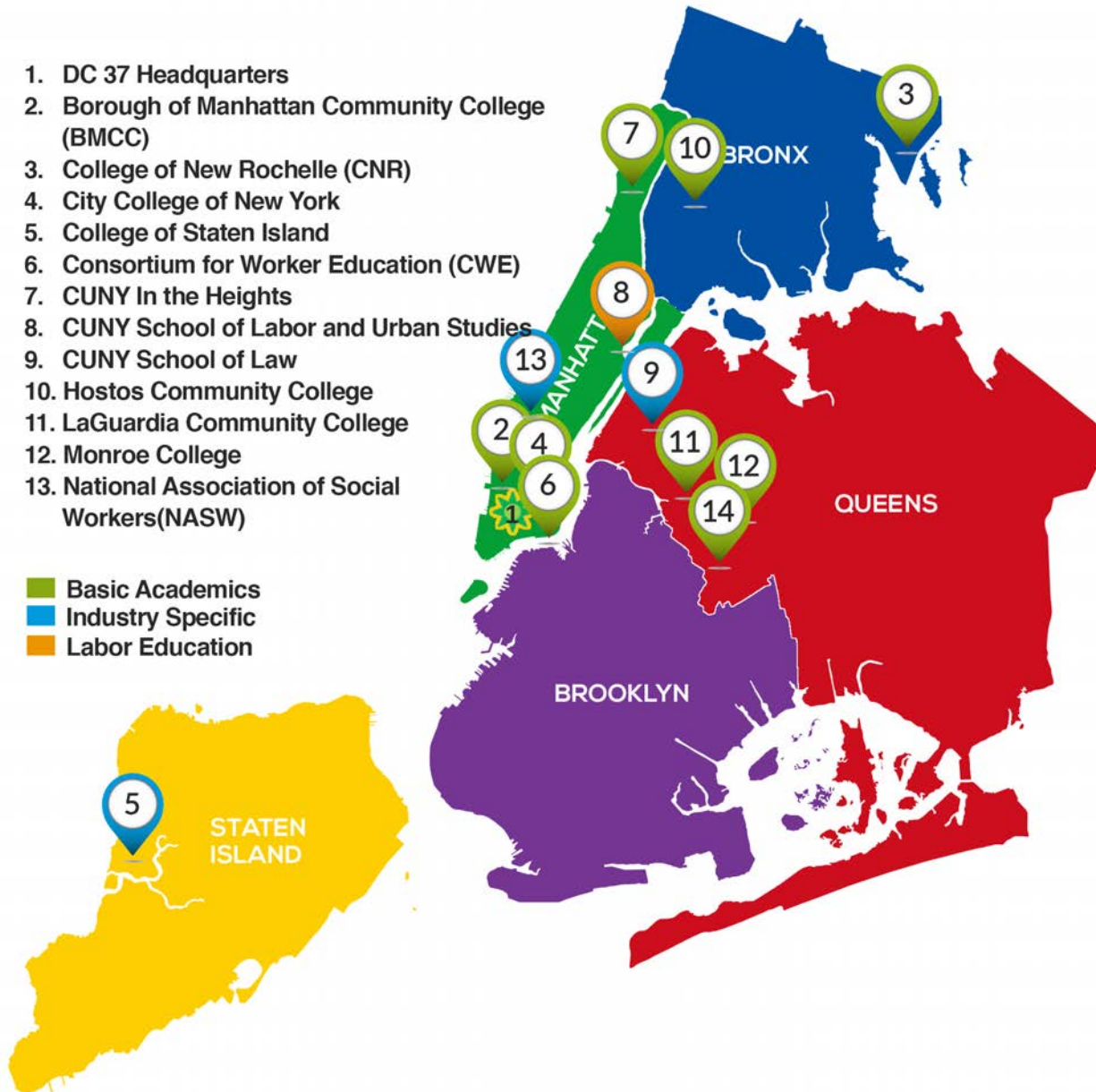


COURSE LOCATIONS

While most programs are held at DC 37 headquarters, (125 Barclay Street, New York, NY 10007) courses are also available onsite with our academic partners, across New York City.

1. DC 37 Headquarters
2. Borough of Manhattan Community College (BMCC)
3. College of New Rochelle (CNR)
4. City College of New York
5. College of Staten Island
6. Consortium for Worker Education (CWE)
7. CUNY In the Heights
8. CUNY School of Labor and Urban Studies
9. CUNY School of Law
10. Hostos Community College
11. LaGuardia Community College
12. Monroe College
13. National Association of Social Workers(NASW)

- Basic Academics
- Industry Specific
- Labor Education





Earn a Master's Degree at Monroe College's King Graduate School

Taking classes towards your master's degree is convenient and affordable with King Graduate School's NEW location located at 125 Barclay Street in the heart of Manhattan's financial district.

Flexible Options for Adult Learners

Our programs are designed with the needs of working adults in mind. That's why we provide flexible learning options for our students, offering a hybrid curriculum including evening, weekend, and online classes so you can work full-time while earning your degree.

Graduate Sooner

The King Graduate School employs a three-semester academic calendar, allowing graduate students to complete their degrees in less time. Most of our degree programs can be completed in as little as 16 months.

Affordability

DC 37 Members receive a 20 percent tuition reduction at an already affordably competitive master's program.

WE ARE NOW OFFERING EVENING CLASSES IN THE FOLLOWING GRADUATE DEGREE PROGRAMS AT DC 37 HEADQUARTERS:

- + Accounting
- + Criminal Justice
- + Business Administration (MBA)
- + Health Care Administration
- + Public Health
- + Computer Science
- + Executive Leadership in Hospitality Management

DC 37 Members receive a 20% tuition reduction.

**CLASSES WILL BE HELD AT DC 37
125 BARCLAY STREET,
NEW YORK CITY**

For more information contact:
Tanya Allen
646.393.8587
tallen@monroecollege.edu



KING GRADUATE SCHOOL
MONROE COLLEGE

Joseph S. Murphy Scholarship for Diversity in Labor

Promoting Diversity and Excellence in Union Leadership and Labor Studies

The CUNY School of Labor and Urban Studies is dedicated to supporting diversity in leadership in the labor movement and in labor studies. With the Joseph S. Murphy Scholarship for Diversity in Labor, you will:

- ✓ Earn an MA in Labor Studies or BA in Urban and Community Studies
- ✓ Advance professionally and personally in a supportive environment
- ✓ Explore the dynamics of urban life, community empowerment, and worker movements
- ✓ Strengthen your ability to advocate for labor rights, stronger communities, and social justice
- ✓ Receive up to \$30,000 for graduate study or up to \$20,000 for undergraduate study



Cyprian Springer, DC 37 Local 375, Traffic Control Inspector
2017 Diversity Scholarship Recipient

— Realize Your Educational and Career Goals —



**CUNY SCHOOL OF LABOR
AND URBAN STUDIES**
THE MURPHY INSTITUTE

Visit: [workered.org](http://workerred.org)
Call: 212.642.2083



**LEARNING IS A
LIFELONG PROCESS.
MAKE TIME TO LEARN A
LITTLE MORE EACH DAY.**

CALENDAR | 2018-2019

WINTER 2019

Tuesday Jan. 1, 2019	New Year's Day - No Classes
Monday Jan. 7, 2019	First Day Of EdFund Classes
Tuesday Jan. 21, 2019	Martin Luther King Holiday - No Classes
Monday Feb. 18, 2019	President's Day - No Classes
Monday Feb. 25, 2019	Spring 2019 Registration Open Online
Saturday March 9, 2019	Registration for Saturday Activities Begin
Monday March. 25, 2019	Last Day of EdFund Classes

SPRING 2019

Monday April 8, 2019	First Day Of EdFund Classes
Saturday April 6, 2019	First Day Of Saturday Activity Classes
Saturday April 6, 2019	Easter & Passover No Classes
Saturday May 25, 2019	Memorial Day Weekend - No Classes
Monday May 27, 2019	Memorial Day - No Classes
Monday June 10, 2019	Summer and Fall Registration Open Online
Friday June 21, 2019	Last Day of EdFund Classes
Saturday June 22, 2019	Last Day of Saturday Activity Classes

SUMMER 2019

Thursday, July 4, 2019	Independence Day - No Classes
Monday July 8, 2019	First Day Of EdFund Classes
Friday August 16, 2019	Last Day of EdFund Classes

FALL 2019

Monday Sept. 2, 2019	Labor Day - No Classes
Monday, Sept. 9, 2019	First Day Of EdFund Classes
Monday Oct. 14, 2019	Columbus Day - No Classes
Tuesday Oct. 15, 2019	Winter 2020 Registration Open Online
Tuesday, Nov.5, 2019	Election Day - No Classes
Monday, Nov.11, 2019	Veteran's Day - No Classes
Wednesday, Nov. 27, 2019	No Classes
Thursday, Nov. 28, 2019	Thanksgiving Day - No Classes
Friday, Nov. 29, 2019	No Classes
Saturday, Nov. 30, 2019	No Classes
Friday, Dec. 6, 2019	Last Day of EdFund Classes
Saturday, Dec. 7, 2019	Last Day of Saturday Activity Classes
Wednesday, Dec. 25, 2019	Christmas - Building Closed



DIGITAL BADGING

DC 37 Members completing some courses are eligible to receive digital badges. Digital badging is a relatively new online credentialing tool being made available by educational institutions and training organizations around the globe.

A digital badge validates an earned skill, and can be shared on a resume or social media platform such as LinkedIn and Facebook, making it easier for members to demonstrate their skills and connect to promotional job opportunities.

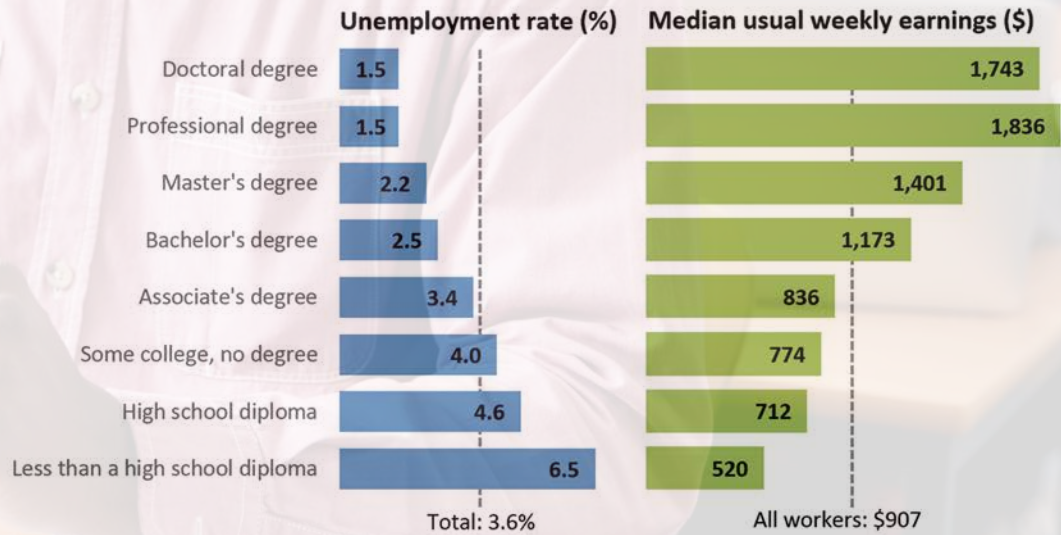
DC 37 utilizes digital badges to recognize members' knowledge and competencies, as well as clearly outline the needed skills for a member to advance in their chosen field. Additionally, digital badges provide a way for employers to identify individuals with in-demand skills, and anticipate skills gaps before they become critical.

For more information on digital badging at DC 37, please view our FAQ at dc37edfund.org/badgefaqs





Continuing Education Can Equal A Higher Salary!



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
 Source: U.S. Bureau of Labor Statistics, Current Population Survey.

Define Your Career

Members who work with a career counselor at DC 37 can strategically position themselves to advance their careers and secure greater financial security. To request an appointment, please call 212 815-1700 or submit your request online at, dc37edfund.org/counseling.



Career Counseling

Looking to earn a greater salary, or advance your career? Begin your journey today, and make an appointment to see an Education Fund counselor. Career counselors are available at Union Headquarters and other locations. throughout the city.

Career counseling is available to all members eligible for the services of the DC 37 Education Fund. You can meet privately with a counselor to help guide you with your career planning and to help plan a strategy for you to achieve your educational goals. Counselors also assist members with creating resumes, selecting Education Fund programs and provide updates on Civil Service Exams.

10 REASONS WHY YOU SHOULD SEE A DC 37 EDFUND COUNSELOR!

1. Career Planning
2. Map Your Professional Strategies
3. Write or Fine Tune Your Resume
4. Develop Time Management Techniques
5. Continue Your Education
6. Get Your High School Diploma
7. Earn a College Degree
8. Earn An Industry Certificate
9. Learn About Tuition Reimbursement
10. Learn Test-Taking Techniques

For more information, or to make an appointment with an Education Fund Counselor, please complete an application online at dc37edfund.org/counseling, or call 212 815-1644.



Tuition Reimbursement

The EdFund Has Provided Over \$15 Million Dollars in Tuition Reimbursement to DC 37 Members!

What Is The Tuition Reimbursement Program?

The Tuition Reimbursement Program provides reimbursement of tuition and registration fees up to a maximum of \$800 per calendar year to eligible members who meet all of the requirements of the program.

What Types Of Courses Are Eligible For Reimbursement?

The Education Fund will reimburse for non-credit, job-related Civil Service and Continuing Education courses that are offered by accredited institutions or programs, authorized providers of Continuing Education Units (CEUs), Professional Development Hours (PDHs), Continuing

Professional Education Credits (CPEs) or for undergraduate, graduate and post-graduate courses offered by educational institutions in the United States.

When Should I File For Reimbursement?

At the end of the term, submit to the Education Fund 1) a completed original application form, 2) A grade report, 3) a detailed bursar's receipt and 4) A financial aid statement. These items must be submitted no more than 120 days after the last day of class.

How Soon Will I Receive My Check ?

After submitting your reimbursement application request, please allow four (4)

to eight (8) weeks processing time.

Are There Any Other Forms Of Financial Aid Available?

The main sources of aid are state (TAP), federal (PELL), and aid for part-time study (APTS). You can meet with the financial aid officer in your school for information on how to apply.

Additional questions:

If you have any additional questions, please call the DC 37 Education Fund's Tuition Reimbursement Office at 212 815-1664.

The Trustee Officers of the DC 37 Education Fund establish the rules and regulations of the Tuition Reimbursement Program.

COURSE TYPES

The Education Fund offers **3** different types of courses for members:



Basic Academics

Math, Reading, Writing, Intro to Computers, English as a Second Language, Foreign Language Skills, High School Equivalency, Interviewing Techniques, and Resume Writing



Industry-Specific Technical Skills

Mid-level to high-level skills training such as Accounting, Architecture, Civil Service Exams, Continuing Education, Engineering, Information Technology, Health Careers, Law Enforcement, Legal Services, Library Education, Nursing, Park Maintenance, Social Work, Transportation, and Water Treatment



Labor Education Competencies

Conflict Resolution, Critical Thinking, Customer Service, Leadership Development, Public Speaking, Shop Steward Training, and Diversity in Labor Education

Programs and Courses

Basic Academics

Math, reading, writing, computer, language skills and workshops.

TECHNOLOGY COURSES

Introduction to Computers

Through discussion, demonstration, and hands-on activities, participants gain introductory knowledge of the Windows Operating System, Microsoft Office Suite, and the Internet. Instruction covers areas such as: hardware, software, email and online research.

Introduction to Computers

Manhattan
City College of New York (CUNY)
Center for Worker Education
25 Broadway
Sat. 1:00PM-4:00PM

Introduction to Computers

Manhattan
City College of New York (CUNY)
Center for Worker Education
25 Broadway
Thur. 6:00PM-9:00PM

Introduction to Computers

Flushing, Queens
Queens College (CUNY)
65-30 Kissena Blvd
Tue. 6:00PM-9:00PM

Microsoft Excel

This course covers spreadsheet applications. Students will design useful and attractive spreadsheets using editing and formatting of numerical and text data; write formulas, create charts and graphs. *Must have Microsoft Word skills.

Microsoft Excel Level 1

Manhattan
City College of New York (CUNY)
Center for Worker Education
25 Broadway
Sat. 9:30AM-12:30PM

Microsoft Excel Level 2

Manhattan
Union Headquarters
125 Barclay St.
Tue. 6:00PM-9:00PM

Microsoft Excel Level 2

Manhattan
City College of New York (CUNY)
Center for Worker Education
25 Broadway
Fri. 6:00PM-9:00PM

Microsoft Excel Level 2

Flushing, Queens
Queens College (CUNY)
65-30 Kissena Blvd
Thur. 6:00PM-9:00PM

Microsoft Word

This word-processing course covers the basics of creating, editing, and printing documents. You will learn how to format paragraphs, copy and paste, move text, set margins, tab, spell check, save and organize documents. These features make the Microsoft Word application a user friendly tool for completing your tasks. *Must have basic computer knowledge and basic keyboard skills.

Microsoft Word Level 1

Manhattan
Union Headquarters
125 Barclay St.
Thur. 6:00PM-9:00PM

Microsoft Word Level 1

Manhattan
City College of New York (CUNY)
Center for Worker Education
25 Broadway
Tue. 6:00PM-9:00PM

Programs and Courses

Basic Academics

Math, reading, writing, computer, language skills and workshops.

Microsoft Office

The Microsoft Office Certificate Program will provide students with the technical skills needed in today's workforce. This class can be customized to meet your organization's needs. The following topics will be covered in this class: Basic computers, basic keyboard skills, Microsoft Word, Excel, and PowerPoint. Students that pass the final exam for this course will receive an official Microsoft Office certificate.

Microsoft Office Certificate program

Bronx
Hostos Community College
560 Exterior Street
Tue., Thur. & Sat 6:00PM-9:00PM

Microsoft Office Certificate program

Bronx
Hostos Community College
560 Exterior Street
Sat. 10:00AM-3:00PM

LANGUAGE PROGRAMS

American Sign Language

This course teaches students the fundamental skills to communicate with members of the deaf community by using a multi-sensory form of communication that includes signing, facial expressions, and body language. ASL is the fourth most popular language in the U.S.

American Sign Language Level 1

Manhattan
Union Headquarters
125 Barclay St.
Mon. 5:30-8:30PM

American Sign Language Level 2

Manhattan
Union Headquarters
125 Barclay St.
Thur. 5:30-8:30PM

American Sign Language Level 3

Manhattan
Union Headquarters
125 Barclay St.
Tue. 5:30-8:30PM

Basic Mandarin

Students will learn basic grammar, conversational phrases, and written characters. The Course will focus on spoken phrases and vocabulary in everyday life, and will explore the importance of proper "tones". Students will also gain greater insight into Chinese culture. All applicants should have a good command of the English language.

Basic Mandarin

Flushing, Queens
Queens College (CUNY)
65-30 Kissena Blvd.
Mon. 6:00PM-8:30PM

Conversational French

Students will be introduced to the sound system and grammatical structure of the French language necessary for everyday interaction with clients or the community. The focus will be on developing skills in the areas of aural comprehension, speaking, reading, and writing. By the end of the program, students will be able to manage simple conversations, request information for standard forms, and have a basic understanding of grammar, including verb conjugations and idiomatic expressions.

Programs and Courses

Basic Academics

Math, reading, writing, computer, language skills and workshops.

Conversational French Level 1

Manhattan
Union Headquarters
125 Barclay St.
Tue. 6:00PM-8:30PM

Conversational French Conversational French, Level 2

Manhattan
Union Headquarters
125 Barclay St.
Mon. 6:00PM-8:30PM

Conversational French, Level 3

Manhattan
Union Headquarters
125 Barclay St.
Wed. 6:00PM-8:30PM

Conversational Spanish

Students are provided with a basic overview of the Spanish language, and learn grammar, idiomatic expressions and basic conversational phrases commonly used in the workplace and in other locations in New York City.

Conversational Spanish, Level 1

Manhattan
Union Headquarters
125 Barclay St.
Choose between 2 sessions:
Tue. 6:00PM-8:30PM
Sat. 10:00AM-12:30PM

Conversational Spanish, Level 2

Manhattan
Union Headquarters
125 Barclay St.
Thur. 6:00PM-8:30PM

Conversational Spanish, Level 3

Manhattan
Union Headquarters
125 Barclay St.
Mon. 6:00PM-8:30PM

Spanish Reading and Writing For Fluent Spanish speakers

Bronx
Hostos Community College
560 Exterior Street
Mon. & Wed. 6:00PM-8:30PM

English As A Second Language

This course helps members who are native speakers of another language improve their command of English. The classes focus on building speaking, listening, reading, and writing skills.

English As A Second Language

Flushing, Queens
Monroe College
Sat. 10:00AM-1:00PM

English As A Second Language Listening & Speaking

Flushing, Queens
Queens College (CUNY)
65-30 Kissena Blvd
Tue. & Thur. 6:30PM-8:30PM

English As A Second Language Reading & Writing

Flushing, Queens
Queens College (CUNY)
65-30 Kissena Blvd
Mon. & Wed. 6:30PM-8:30PM

English As A Second Language English for Success

Flushing, Queens
Queens College (CUNY)
65-30 Kissena Blvd
Sat. 9:00AM-12:00PM

Programs and Courses

Basic Academics

Math, reading, writing, computer, language skills and workshops.

English As A Second Language Advanced

This course is designed for students who are proficient in the English language and wish to strengthen their skills in order to master basic language structures. A placement test is required to assess the student's current level of comprehension. Instruction will focus on improving pronunciation, building fluency and accuracy, and introducing students to the basics of essay writing.

English As A Second Language Level 1-4 Based on Placement Test

Bronx
Hostos Community College
560 Exterior St.

***The course date will be determined by results of a mandatory placement test.**

High School Equivalency Exam (HSE)

These classes help prepare members to take and pass the New York State high school equivalency exam – the Test Assessing Secondary Completion (TASC). This test has replaced the GED exam. The same five subject areas in the original GED exam are covered which include: Math, Writing, Reading, Science and Social Studies. Classes are available in English and Spanish, at various locations. The new exam is administered as a paper-based exam and as a computer-based exam. However, the exam must be taken at an official New York State test site, and not online.

High School Equivalency

Manhattan
CUNY in the Heights
5030 Broadway
Tue., & Thur. 6:00PM-9:00PM

High School Equivalency

Queens
Long Island City, Queens
31-10 Thomson Ave.
Mon., Wed. & Thur. 6:00PM-9:00PM

High School Equivalency Writing for the TASC Exam

Manhattan
Union Headquarters
125 Barclay St.
Sat. 1:00PM-4:00PM

High School Equivalency Exam Advanced

Advanced instruction will focus on preparing members to take and pass the New York State high school equivalency exam – the Test Assessing Secondary Completion (TASC)

High School Equivalency

Bronx
Hostos Community College
560 Exterior Street
***The course date will be determined by results of a mandatory placement test.**

Diploma Equivalencia De La Escuela Secundaria

Los estudiantes se preparan para el examen de equivalencia de escuela secundaria, aprendiendo estrategias para tomar exámenes en las cinco áreas de contenido TASC™ y preguntas prácticas similares a las de la muestra en el examen estatal.

Diploma Equivalencia de la Escuela Secundaria

Bronx
Hostos Community College
560 Exterior Street
Choose between 3 sessions:
Tue., Thur. & Fri. 7:00PM-9:30PM
Fri & Sat. 9:00AM-1:00PM
Mon., Wed. & Fri. 7:00PM-9:30PM

Programs and Courses

Basic Academics

Math, reading, writing, computer, language skills and workshops.

General Mathematics

Students develop skills in arithmetic, algebra, geometry and problem-solving techniques. This course is designed for members who wish to review math concepts for the workplace, college entry, and test preparation.

General Mathematics Basic, Intermediate, Algebra/Geometry

Manhattan
Union Headquarters
125 Barclay St.
Wed. 5:30PM-8:30PM

WRITING PROGRAMS

Mastering English Grammar

This course reviews grammar usage, spelling rules, various writing styles, diction, and punctuation. Members improve written communication skills and learn to correct essays by applying grammatical rules in a clear and understandable manner.

Mastering English Grammar

Manhattan
Union Headquarters
125 Barclay St.
Wed. 6:00PM-9:00PM

College Writing

This class is designed to assist members who are planning to go to college or who are currently attending college and would like assistance with further developing their writing skills.

College Writing

Manhattan
Union Headquarters
125 Barclay St.
Mon. 6:00PM-9:00PM

Memoir Writing

Based on the premise that everyone has a unique story to tell, students will learn how to craft an interesting piece. In this class, students will learn how to write a first person narrative based on their experience. By incorporating emotions, the five senses and a variety of writing techniques, each student will be able to create a memoir with universal appeal.

Memoir Writing

Manhattan
Union Headquarters
125 Barclay St.
Tue. 6:00PM-9:00PM

Reading and Writing Improvement

This course is designed to enhance reading comprehension and critical reading skills for personal development and improved performance on competitive exams.

Reading and Writing Improvement

Flushing, Queens
Queens College (CUNY)
65-30 Kissena Blvd
Sat. 9:00AM-12:00PM

Writing Improvement

This course is designed for members who would like to improve their short writing skills for improved performance in their workplace or personal development.

Writing Improvement

Manhattan
Union Headquarters
125 Barclay St.
Thur. 6:00PM-9:00PM

Programs and Courses

Basic Academics

Math, reading, writing, computer, language skills and workshops.

Reading Enrichment

This course is designed to help members improve reading comprehension and study skills to prepare students for college and other proficiency exams.

Reading Enrichment

Manhattan
Union Headquarters
125 Barclay St.

Tue. 6:00PM-9:00PM

WORKSHOPS AND SEMINARS

The workshop series and seminars are thematic. They will introduce varied educational topics where participants can develop skills to enable them to excel in test taking strategies, improve resumes and develop interview techniques.

Resume Writing Workshop

This 2-session workshop covers a variety of resume formats: chronological resumes, functional resumes and electronic resumes. Additionally, members learn how to write a general cover letter and a specific cover letter. Follow-up appointments can be made for individual resume review and revision.

Resume Writing

Manhattan
Union Headquarters
125 Barclay St.

Tue. 6:00PM-9:00PM

Interview Techniques

Eligible members can attend this 3-hour workshop to learn and practice effective interviewing skills.

Interview Techniques

Manhattan
Union Headquarters
125 Barclay St.

Thur. 6:00PM-9:00PM

Test Taking Strategies

To perform well on a test, members must have a good knowledge base of the information that is being tested. This course helps members apply methods to increase test scores.

Test-Taking Strategies

Manhattan
Union Headquarters
125 Barclay St.

Thur. 6:00PM-9:00PM

Test-Taking Strategies

Manhattan
Union Headquarters
125 Barclay St.

Fri. 6:00PM-9:00PM

Programs and Courses

Industry-Specific Technical Courses

Mid-Level to high-level skills such as engineering, health, law, information, and technology.

Accounting

Accounting courses are offered in conjunction with Monroe College. Members who successfully complete these courses can earn twenty-four (24) college credits. All applicants must have a high school diploma or equivalent and must take a placement examination.

Accounting Level 1

Manhattan
Union Headquarters
125 Barclay St.
Thur. 6:00PM-9:00PM

Certified Public Accountant (CPA) Review

In partnership with Monroe College, the DC 37 EdFund offers a Certified Public Accountant (CPA) Review course. All applicants must have 150 College credits, qualify to sit for the CPA Exam and have a Bachelor's or Master's Degree to enter the program. Eligible members must have their transcripts and other documents evaluated to determine if they meet the prerequisites for this course.

Certified Public Accountants Review: Financial Accounting & Reporting

Manhattan
Union Headquarters
125 Barclay St.
Tue. 6:00PM-9:00PM
***For accountants only**

Certified Nursing Assistant (CNA)

This 5-month program is offered in conjunction with Hostos Community College in the Bronx. The program prepares students to pass the New York State Certified Nurse Aide exam to work as a CNA, under the supervision of a RN, LPN, Physician Assistant or Medical Doctor, providing assistance to patients with daily living tasks. Applicants must have a High School

Diploma, or GED and pass a reading comprehension placement exam before acceptance into the program.

Certified Nursing Assistant (CNA)

Bronx
Hostos Community College
560 Exterior Street
TBD

EKG & Phlebotomy

This 4-month program is offered in partnership with Hostos Community College in the Bronx and the Consortium for Worker Education in lower Manhattan. Members learn skills and techniques for venipuncture, skin puncture, body fluid collection, specimen processing, laboratory testing, collection of vital signs, performance of EKGs, and stress tests. Applicants must have a High School diploma or equivalent. A valid certification as a Certified Nursing Assistant is required for classes at Hostos Community College.

EKG/Phlebotomy

Manhattan
Consortium for Worker Education (CWE)
83 Maiden Lane
TBD

***Must have current CNA license**

Professional Development for Engineers and Architects

The EdFund offers various scheduled seminars which provide licensed Professional Engineers and Registered Architects the opportunity to earn professional development hours for license renewal. Engineers are required to have a minimum of 36 development hours as part of the renewal process; 18 of which must be in an interactive classroom setting. These seminars are only open to licensed engineers and architects.

Programs and Courses

Industry-Specific Technical Courses

Mid-Level to high-level skills such as engineering, health, law, information, technology, etc.

Professional Development Hours

Manhattan
Union Headquarters
125 Barclay St.
***Registered Architects and Professional Engineers Only**

RN to BSN Nursing Program

The RN-BSN Program is offered in partnership with the College of New Rochelle to assist registered nurses with earning their Bachelors of Science degree in Nursing. Students can transfer up to 90 credits from previous educational institutions and have the tuition costs of fifteen (15) nursing credits covered by the DC 37 Education Fund.

Social Workers/NASW

Continuing education workshops are offered to our Local 768 social workers in conjunction with NASW-NYC (National Association of Social Workers, New York City Chapter). Ranging from 3 to 6 credits, these workshops help our social workers stay up to date with current, modern professional practice standards while also assisting members in meeting the NYS requirement for license renewal. Social workers are required to earn 36 continuing education credits over a 3 year period to maintain their licensure. ***Local 768 social workers only.**

Local 768 Continuing Education for Social Workers

Manhattan
Union Headquarters
125 Barclay Street
***Local 768 social workers only**

Legal

In partnership with the CUNY School of Law, the Education Fund offers continuing legal education workshops for our Local 1359 attorneys who work for the city's Division of

Housing Community Renewal. Ranging from 2 to 6 credits, these workshops help our attorneys in their work towards affordable low-and moderate-income housing for New York State while also providing them with the required continuing education credits needed for license renewal. Attorneys are required to obtain 24 continuing legal education credits over a 2 year period to maintain their licensure. ***Local 1359 members only.**

Local 1359 Continuing Legal Education Workshops

Queens
CUNY School of Law
2 Court Square West, Long Island City
***Local 1359 members only**

Sewage Treatment Workers

In partnership with the CUNY School of Staten Island, the EdFund offers continuing education workshops for our sewage treatment workers in Local 1320. These courses are offered to meet the requirement of the NYS Department of Environmental Conservation. Current courses offered include Basic Operations, Activated Sludge and Basic Lab and these are needed for Grade 1, 1A or Grade 2A certification. The certifications last for 5 years and a specific amount of continuing education credits must be taken over the 5-year period to maintain certifications, based on the certification grade. ***Local 1320 members only.**

Sewage Grade Certification Courses

Brooklyn
26th Ward Wastewater Treatment Plant or
Newtown Creek Wastewater Treatment Plant
***Local 1320 members only**

Programs and Courses

Industry-Specific Technical Courses

Mid-Level to high-level skills such as engineering, health, law, information, technology, etc.

CCNA Cisco Certification Training

The EdFund offers a 22-week course in computer networking that includes layers of the OSI Model, subnet and using Variable Length Subnet Masks (VLSMs), install and cable Cisco routers and switches, using the Cisco IOS to do basic setup of routers and switches, configuring routing protocols such as EIGRP and OSPF, configuring Virtual LANs (VLANs) on Cisco switches, manage traffic with Access Lists, enabling and working with IPV6, and configuring Wide Area Networking Protocols. For information on course eligibility and program schedule please visit dc37edfund.org/ccnatraining.

Civil Service Test Prep

The EdFund offers training to help members pass civil service examinations to qualify for promotional opportunities. These training courses are offered for the most popular civil service examinations requested by Locals. DC 37 members and agency fee payers eligible for EdFund benefits may participate. Based on their title and the need for a specific test prep course, members are contacted by the EdFund to notify them of upcoming test prep courses. For an updated list of upcoming civil service exams offered by the City of New York please visit dc37edfund.org/civilserviceexams.

Signing up for an Education Fund test prep course **does not register an employee to take the civil service test**, and the EdFund does not cover filing fees for civil service examinations. Members must submit their applications and filing fees for exams to the Department of Citywide Administrative Services. For more information on fees, please visit NYC DCAS.

The following courses are examples of civil service test prep trainings recently offered by the DC 37 Education Fund:

Accounting Test Prep

The course reviews generally accepted accounting principles, general accepted auditing standards, field audits and investigations, arithmetic computations, and reading comprehension.

Associate Attorney Test Prep

The training covers preparation of written materials, understanding and interpreting written material, collaboration, and supervision. After two years of services as a Senior Attorney or similar job title the successful candidates will be qualified for appointment from the eligible list.

Associate Park Service Worker Test Prep

The training reviews park maintenance, supervision, motor vehicle operation and maintenance, gardening, and report writing.

Computer Systems Manager Test Prep

The training covers managing the overall activities of a major IT facility, serving as principal assistant to an IT manager, providing policy input and program impact at an agency-wide level, applications and systems development, data communications and networking, database administration, data processing, user services, and budgeting and procurement.

Recreation Supervisor Test Prep

Content areas include general supervision, planning and managing recreation activities, determining recreation needs of targeted groups or communities, and evaluating program effectiveness.

Programs and Courses

Labor Education

Education and skills development about the history and ever-changing political climate of the labor movement.

Advanced Grievance Handling/ Arbitration

How leaders choose to respond to a grievance can be the difference between a fair and speedy resolution or a protracted dispute. The arbitration process is most commonly used to resolve disputes which arise under an existing labor agreement. Arbitration serves as the final step in the grievance process. This course prepares Shop Stewards and activists to manage grievances and understand the arbitration process. *Pre-Requisite: General Shop Steward Course.

What you'll learn:

- Strategic grievance handling
- Assessing the strengths and weaknesses of a grievance case
- The due diligence required for witness preparation
- The legal basis for grievance handling

Advanced Grievance

Manhattan
Union Headquarters
125 Barclay St.
Mon. 6:00PM-8:30PM

Conflict Resolution

Effective conflict management is an essential skill for every leader. Not all conflict is bad, or inherently negative. Learn to successfully navigate challenging conversations with peers or supervisors where emotions run high and positive outcomes are critical. Master the skills needed to assess, scope, and diagnose issues from all sides, understand different personalities, and implement a proven problem-solving approach to find workable resolutions that strengthen relationships and improve results.

What you'll learn:

- To use active listening skills when dealing with conflict
- To understand the scope of the conflict and how to proceed
- To recognize the affect of conflict styles
- To choose appropriate communication tactics when dealing with conflict

Conflict Resolution

Manhattan
Union Headquarters
125 Barclay St.
Thur. 6:00PM-9:00PM

Customer Service

Participants learn the communication and problem-solving skills needed to effectively deliver powerful first impressions, and effectively manage expectations, to serve members and the general public.

What you'll learn:

- Recognizing personal biases and customer service errors
- Familiarity with conflict de-escalation strategies
- Knowledge of the different types of customers (external and internal)

General Shop Steward (10-Week)

Members who participate in this course obtain an understanding of the role of the Steward, the essentials of workplace organizing, structure of DC 37, and the benefits and services available to union members. This course is open to all members.

Programs and Courses

Labor Education

Education and skills development about the history and ever-changing political climate of the labor movement.

What you'll learn:

- 🕒 How to perform strategic analysis and assessment
- 🕒 How to perceive and assess a critical need and design a tailored solution
- 🕒 How to identify key stakeholders and ensure their needs are met
- 🕒 How to work through obstacles collaboratively

General Shop Steward Training

Manhattan
Union Headquarters
125 Barclay St.

Thur. 6:00PM-9:00PM (10-Weeks)

GENERAL SHOP STEWARD TRAINING (3-SATURDAYS)

This is a condensed version of the 10-week course. Members receive the same amount of training and meet once per week, for three (3) consecutive Saturdays.

General Shop Steward Training (3-Saturdays)

Manhattan
Union Headquarters
125 Barclay St.

Sat. 9:00AM-4:00PM

Labor Speaker Series

The DC 37 EdFund in collaboration with the Murphy Institute, will present a bi-monthly interactive program of events featuring dynamic speakers from across a wide range of disciplines. Discussions will explore labor-related issues in America and changes shaping the market. Topics will include but not be limited to: New innovative structural models to revitalize the labor movement; Transformative Workforce development; Building partnerships to drive growth;

Aggressive attacks on public-sector collective bargaining rights; Union organizing and political strategy.

Labor Certificate

Certificates in Labor Studies and Labor Relations examines the opportunities and challenges facing working people and their organizations. The programs strengthen the ability of students to become more effective advocates and practitioners for social justice and worker's rights. Students develop critical thinking, analytical, and leadership skills, while building practical knowledge.

Labor Certificate

Manhattan
Union Headquarters
125 Barclay St.

Mon. through Fri. 6:00PM-9:00PM

Parliamentary Procedure

This course is based on Robert's Rule of Order, and is designed for those who are new to using parliamentary procedure, or for those that would like to refresh their meeting management skills. What is the difference between tabling a motion and postponing a motion? Have you ever developed wrist pain because you were trying to record every word while taking minutes at a meeting? Ever felt intimidated when someone authoritatively said, "According to Roberts Rules..."? Who was this Robert guy anyway? Find the answers to these questions and more.

What you'll learn

- 🕒 How to make parliamentary motions
- 🕒 How to preside over a meeting
- 🕒 How to record meeting minutes
- 🕒 How to manage elections
- 🕒 How to rescind
- 🕒 How to amend adopted motions

Programs and Courses

Labor Education

Education and skills development about the history and ever-changing political climate of the labor movement.

Parliamentary Procedure

Manhattan
Union Headquarters
125 Barclay St.
Mon. 6:00PM-9:00PM

Public Speaking- Introduction

When asked, many people cite public speaking as one of their biggest fears. In fact, many renowned public speakers admit they were once extremely anxious about speaking in front of groups. Good public speaking is more than a performance. It is the result of critical thinking, a well-organized narrative, reasoning, research and preparation.

In this course, you will study methods that help to reduce anxiety, build confidence, and develop a personal process which will result in successful speaking experiences.

What you'll learn

- How to apply the basic elements of the speech communication process
- Tools and methods for controlling public speaking anxiety
- How to craft a clear and impactful speech
- How to identify main and supporting ideas

Public Speaking - Intro.

Manhattan
Union Headquarters
125 Barclay St.
Tue. 6:00PM-9:00PM

Public Speaking - Advanced

This course builds on the concepts learned in introduction to public speaking and includes advanced skills, such as impromptu public speaking, adhering to strict time limits, incorporating source materials and evidence, advanced use of visual tools.

One of the best ways to improve your speaking ability is through a close study of famous speeches. We will also discuss who each student admires as a model speaker, and analyze what makes that speaker effective.

What you'll learn

- Design and deliver informative presentations
- Design and deliver persuasive arguments
- Speak confidently with appropriate rate, projection, movement, and vocal variety
- Evaluate and critique speeches

Advanced Public Speaking

Manhattan
Union Headquarters
125 Barclay St.
Tue. 6:00PM-9:00PM

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Registration

Is Quick and Easy

1

To register, you can access your benefits online at dc37edfund.org/courses.

2

Scroll down the page to the Education Fund Programs and Services section. Click on the course you would like and select a scheduled time.

3

Complete and submit your application.

NOTE: After submitting your registration application, you will receive a confirmation email. **Please reconfirm your registration to reserve a seat in your desired course.**

DC 37 EdFund

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edfund@dc37.net
dc37.net/benefits/education