

NYS & CSEA Administrative Skills Certificate Program

An online learning program for NYS CSEA-represented clerical, secretarial, and paraprofessional employees in the Administrative Services Unit (ASU/02).



Application period: June 15, 2009 - July 15, 2009

Courses available: July 1, 2009 - June 30, 2010

Begin the journey.

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

The Administrative Skills Certificate Program (ASCP) is a self-directed and creative way to learn new job-related skills or refresh those that you may have previously learned.

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

About the Administrative Skills Certificate Program

- An online home study program designed for clerical, secretarial, and paraprofessional employees in the Administrative Services Unit (ASU/02).
- Employees must complete nine core courses and three elective courses while achieving a passing grade of 70% or higher for each course in order to earn an ASCP certificate.
- Supervisory approval is not required for courses taken at home.
- For additional information and to register online visit:

[www.nyscseapartnership.org/
website/ASU/asu_welcome.html](http://www.nyscseapartnership.org/website/ASU/asu_welcome.html)

For technical support and questions, contact the Partnership at 518-486-7814 or 800-253-4332 (for areas outside the Capital Region) or email: OnlineLearningHelp@nyscseapartnership.org