
THE 32BJ NORTH TRAINING FUND

*c/o 101 Avenue of the Americas
New York, NY 10013-1991
www.seiu32bj.org
914-637-7000 Benefits Information
718-518-6786 Training Information*



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THE 32BJ NORTH TRAINING PROGRAM

COURSE CATALOG

FALL/WINTER/SPRING 2007–2008 FREE TRAINING FOR ELIGIBLE MEMBERS

Welcome

This catalog details the training courses that will be offered free of charge to eligible members who are covered by the 32BJ North Training Fund. We are able to offer a broader course selection and additional locations because of the cooperation between The Training Fund and the Thomas Shortman Training Fund, which covers other 32BJ members. We encourage you to participate in this program and we hope in the future to be able to offer expanded training programs to all eligible union members.



INSIDE

Registration & Schedules

1 **Bronx**

2 **Westchester**

Training Information

4 **Courses**

7 **Diploma Program**

Language

8 **Español**

32BJ North Training Fund Trustees

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Judy Padow

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Richard Berger

ELIGIBILITY AND REGISTRATION

Program Eligibility

Below is a summary of the eligibility rules for the North Fund. For official plan rules, call Member Services and request a copy of the Summary Plan Description (SPD); 914-637-7000, Monday–Friday 8am–4pm.

You become a Participant at the Training School on the first of the month following the date when, and if, a Contributing employer is first required to make contributions on your behalf. As a Participant, you can enroll only during open enrollment periods. Training courses offered by the Fund are for Participants only; a Participant's spouse and children are not eligible.

Your eligibility for Fund benefits end when you are no longer regularly working in Covered Employment. Eligibility would also end on the day the Fund is terminated. If you lose your eligibility while you are taking a training course provided by the Fund, you may complete that course. However, you cannot enroll in any new courses.

Notice of Non-Discrimination Policy

The 32BJ North Training Program does not discriminate on the basis of race, color, age, gender, sexual orientation, national or ethnic origin, or religion in the administration of its educational policies, admission policies, or scholarship programs.

Attendance Policy/ Emergency School Closings

Minimum attendance is 80% of your scheduled course sessions. Your instructor will provide you with a number to call regarding the possible cancellation of classes in the event of an emergency.

Course Prerequisites

Some courses require you to complete a prerequisite, preparatory course before you enroll. These prerequisites are noted with the course description. Some courses require minimum reading and math skills. Mastery of these skills can be established by a US awarded High School Diploma, GED or by a standardized test taken at or soon after registration. These prerequisites are noted with the course description.

Registration Information

Every eligible member will have an equal opportunity to register for courses. Enrollment in high demand courses will be determined by lottery, NOT on a first come, first served basis. Note that courses may be canceled if enrollment is less than anticipated.

Phone Registration

You can register over the phone for a course or seminar. Please call 888-284-3225 (toll-free outside NYC) or call 212-388-3701 (in NYC) on the phone registration dates specified on location pages.

If you miss the registration dates for any location, call 212-388-3701.

Online Registration

You can register for a course or seminar online. To register:

1. Go to www.seiu32bj.org
2. Click on "Register for Classes"
3. Select Name and Course Information
4. You will receive an email confirming your course selections and instructions on orientation.
5. Once the registration lottery is held you will be notified of your course assignments.

Walk-In Registration


What to Bring to Registration


- Union ID
- Name(s) of course(s) you want to take and days and times from the schedule that you are available to take them
- Original copy of U.S.-awarded high school diploma or original copy of your GED. *Testing will be available on the day of registration to satisfy educational requirements.*
- If this is your first time registering, please bring a recent pay stub.


South Bronx

Hostos Community College
500 Grand Concourse
3rd Floor, Room 313
Bronx, NY 10451
718-518-6786
Office hours: Tue, 2–4pm and
Fri, 12–3pm

Fall Trimester Registration


 **Phone Registration**
Tue, Aug 28–Wed, Aug 29, 8am–8pm
Call 212-388-3701


 **Online Registration**
Tue, Aug 28–Tue, Sep 4
Log on to www.seiu32bj.org
Click on “Register for Courses”


 **Walk-In Registration**
Thu, Sep 6, 12–8pm

Fall trimester begins Sat, Sep 22, 2007

Winter Trimester Registration


 **Phone Registration**
Tue, Nov 27–Wed, Nov 28, 8am–8pm
Call 212-388-3701


 **Online Registration**
Tue, Nov 27–Tue, Dec 4
Log on to www.seiu32bj.org
Click on “Register for Courses”


 **Walk-In Registration**
Wed, Nov 28, 12–8pm

Winter trimester begins Sat, Jan 5, 2008

Spring Trimester Registration

 **Phone Registration**
Tue, Feb 26–Wed, Feb 27, 2008,
8am–8pm
Call 212-388-3701

 **Online Registration**
Tue, Feb 26–Tue, Mar 4, 2008
Log on to www.seiu32bj.org
Click on “Register for Courses”

 **Walk-In Registration**
Wed, Feb 27, 2008, 12–8pm
Spring trimester begins Sat, Apr 5, 2008

South Bronx Courses

*See course descriptions starting on
page 4 for details.*

Citizenship Exam: Test Preparation
Fri, 12–2pm

Computer I
Wed, 11am–2pm, Fri, 6–9pm,
or Sat, 10am–1pm

Computer II, III
Wed, 11am–2pm

Computer Hardware
Fri, 11am–2pm

English as a Second Language I, II, III
Tue & Thu, 12–2pm or 6–8pm

GED Preparation I, II
Wed & Fri, 12–2pm

South Bronx Seminars


*See seminar descriptions starting on
page 4 for details.*


HPD: Lead Safe Work Practices
(Two 4-hour sessions)
Sep 28 & Oct 5, Fri, 12–4pm


Central Bronx

SEIU 1199/Lehman College
2501 Grand Concourse, 3rd Floor
Bronx, NY 10468
718-518-6786

Fall Trimester Registration


 **Phone Registration**
Tue, Aug 28–Wed, Aug 29, 8am–8pm
Call 212-388-3701


 **Online Registration**
Tue, Aug 28–Tue, Sep 4
Log on to www.seiu32bj.org
Click on “Register for Courses”


 **Walk-In Registration**
Wed, Sep 12, 11am–4pm

Fall trimester begins Sat, Sep 22, 2007

Winter Trimester Registration


 **Phone Registration**
Tue, Nov 27–Wed, Nov 28, 8am–8pm
Call 212-388-3701


 **Online Registration**
Tue, Nov 27–Tue, Dec 4
Log on to www.seiu32bj.org
Click on “Register for Courses”

 **Walk-In Registration**
Tue, Dec 4, 11am–3pm

Winter trimester begins Sat, Jan 5, 2008

Spring Trimester Registration

 **Phone Registration**
Tue, Feb 26–Wed, Feb 27, 2008,
8am–8pm
Call 212-388-3701

 **Online Registration**
Tue, Feb 26–Tue, Mar 4, 2008
Log on to www.seiu32bj.org
Click on “Register for Courses”

 **Walk-In Registration**
Tue, Feb 26, 2008, 12–8pm
Spring trimester begins Sat, Apr 5, 2008

Central Bronx Courses

*See course descriptions starting on
page 4 for details.*

Air Pollution Control
Tue, 6–8:30pm or Thu, 6–8:30pm

Citizenship Exam: Test Preparation
Wed, 12–2pm or Thu, 6–8pm

Computer I, II, III
Thu, 6–9pm

English as a Second Language I, II, III
Tue & Thu, 12–2pm

GED Preparation I, II
Tue & Thu, 6–8pm

Heating Systems I, II
Tue, 6–9pm
(Location subject to change)

Standpipe and Sprinkler Systems
Tue, 6–8pm or Wed, 12–2pm

WESTCHESTER

New Rochelle

140 Huguenot Street
New Rochelle, NY 10801
Day: 718-518-6786
Evening: 914-637-7000, ext. 133

Fall Trimester Registration

☎ Phone Registration

Tue, Aug 28–Wed, Aug 29, 8am–8pm
Call 888-284-3225 (toll-free) or
212-388-3701

🖥 Online Registration

Tue, Aug 28–Tue, Sep 4
Log on to www.seiu32bj.org
Click on “Register for Courses”

🚶 Walk-In Registration

Tue, Sep 4, 5:30–9pm
Wed, Sep 5, 5:30–9pm
Thu, Sep 6, 5:30–9pm

Fall trimester begins Mon, Sep 24, 2007

Winter Trimester Registration

☎ Phone Registration

Tue, Nov 27–Wed, Nov 28, 8am–8pm
Call 888-284-3225 (toll-free) or
212-388-3701

🖥 Online Registration

Tue, Nov 27–Tue, Dec 4
Log on to www.seiu32bj.org
Click on “Register for Courses”

🚶 Walk-In Registration

Mon, Nov 26, 5:30–9pm
Tue, Nov 27, 5:30–9pm
Wed, Nov 28, 5:30–9pm
Thu, Nov 29, 5:30–9pm

Winter trimester begins Mon, Jan 7, 2008

Spring Trimester Registration

☎ Phone Registration

Tue, Feb 26–Wed, Feb 27, 2008,
8am–8pm
Call 888-284-3225 (toll-free) or
212-388-3701

🖥 Online Registration

Tue, Feb 26–Tue, Mar 4, 2008
Log on to www.seiu32bj.org
Click on “Register for Courses”

🚶 Walk-In Registration

Mon, Mar 17, 2008, 5:30–9pm
Tue, Mar 18, 2008, 5:30–9pm
Wed, Mar 19, 2008, 5:30–9pm
Thu, Mar 20, 2008, 5:30–9pm

Spring trimester begins Mon, Apr 7, 2008

New Rochelle Courses

*See course descriptions starting on
page 4 for details.*

Air Conditioning and Refrigeration I, II, III

Mon & Wed, 6–9pm

Air Pollution Control

Thu, 6–8:30pm

Appliance Repair I, II

Thu, 6–9pm

Blueprints: An Introduction

Wed, 6–9pm

Carpentry Basics

Mon & Wed, 6–9pm

Tue & Thu, 6–9pm

Certified Cooling Tower Operation

Tue, 6–9pm

Computer Hardware

Mon, 6–9pm



Electricity Basics

Mon & Wed, 6–9pm

Fire Safety Director in Commercial Buildings

Tue, 6–9pm

Heating Systems I, II

Wed, 6–9pm

Heating Systems III: Lab

Tue, 12–2pm or 6–8pm

*Fall course begins on Aug 27. Call
212-388-3701 for location information.*

Locksmith I, II, III

Mon, 6–9pm

Tue, 6–9pm

Wed, 6–9pm

Thu, 6–9pm

Math for Industry Skills

Mon, 6–9pm

OSHA 30-Hour Outreach Training

Thu, 6–9pm

Plumbing Basics

Mon & Wed, 6–9pm

Tue & Thu, 6–9pm

Refrigeration License Preparation I, II, III

Tue & Thu, 6–9pm

Standpipe and Sprinkler Systems

Tue, 6–8pm

Port Chester

Holy Rosary School
18 Central Avenue
Port Chester, NY 10573
718-518-6786

Fall Trimester Registration

Phone Registration

Tue, Aug 28–Wed, Aug 29, 8am–8pm
Call 888-284-3225 (toll-free) or
212-388-3701

Online Registration

Tue, Aug 28–Tue, Sep 4
Log on to www.seiu32bj.org
Click on “Register for Courses”

Walk-In Registration

Sat, Sep 8, 1–4pm
Fall trimester begins Sat, Sep 22, 2007

Winter Trimester Registration

Phone Registration

Tue, Nov 27–Wed, Nov 28, 8am–8pm
Call 888-284-3225 (toll-free) or
212-388-3701

Online Registration

Tue, Nov 27–Tue, Dec 4
Log on to www.seiu32bj.org
Click on “Register for Courses”

Walk-In Registration

Sat, Dec 8, 9am–12pm
Winter trimester begins Sat, Jan 5, 2008

Spring Trimester Registration

Phone Registration

Tue, Feb 26–Wed, Feb 27, 2008, 8am–8pm
Call 888-284-3225 (toll-free) or
212-388-3701

Online Registration

Tue, Feb 26–Tue, Mar 4, 2008
Log on to www.seiu32bj.org
Click on “Register for Courses”

Walk-In Registration

Sat, Mar 8, 2008, 1–4pm
Spring trimester begins Sat, Apr 5, 2008

Port Chester Courses

*See course descriptions starting on
page 4 for details.*

Citizenship Exam: Test Preparation

Sat, 1–3pm

English as a Second Language I, II, III

Sat, 9am–1pm

Valhalla/ White Plains

Westchester Community College
75 Grasslands Road
Valhalla, NY 10595
718-518-6786

Fall Trimester Registration

Phone Registration

Tue, Aug 28–Wed, Aug 29, 8am–8pm
Call 888-284-3225 (toll-free) or
212-388-3701

Online Registration

Tue, Aug 28–Tue, Sep 4
Log on to www.seiu32bj.org
Click on “Register for Courses”

Walk-In Registration

Sat, Sep 8, 9am–12pm
Fall trimester begins Sat, Sep 22, 2007

Winter Trimester Registration

Phone Registration

Tue, Nov 27–Wed, Nov 28, 8am–8pm
Call 888-284-3225 (toll-free) or
212-388-3701

Online Registration

Tue, Nov 27–Tue, Dec 4
Log on to www.seiu32bj.org
Click on “Register for Courses”

Walk-In Registration

Sat, Dec 1, 9am–12pm
Winter trimester begins Sat, Jan 5, 2008

Spring Trimester Registration

Phone Registration

Tue, Feb 26–Wed, Feb 27, 2008,
8am–8pm
Call 888-284-3225 (toll-free) or
212-388-3701

Online Registration

Tue, Feb 26–Tue, Mar 4, 2008
Log on to www.seiu32bj.org
Click on “Register for Courses”

Walk-In Registration

Sat, Mar 8, 2008, 9am–12pm
Spring trimester begins Sat, Apr 5, 2008

Valhalla/White Plains Courses

*See course descriptions starting on
page 4 for details.*

Computer I

Sat, 1:30–4:30pm

English as a Second Language I, II, III

Sat, 9am–1pm

COURSES AND SEMINARS

COURSES described below are generally 11 weeks long.

Weekday sessions last 2–3 hours and meet once or twice per week. Weekend sessions last 2–6 hours and meet once per week.


If there is a prerequisite for a course, it is indicated at the beginning of the description.

SEMINARS are short courses that usually meet between 1 and 6 times. The length of each seminar is included in the description. Seminars are designed to deal with specific topics or act as an introduction to full-length courses. If you can't commit to an 11-week course, seminars are a great way to start attending classes.

You will notice symbols next to the titles of some courses. The symbols indicate that the course has a special feature.


Symbols Key

 Partnership

 Available On-Site

 New Course

 Also Offered in Spanish

 College Credit Available

COURSES

Air Conditioning and Refrigeration I

Prerequisites: Appropriate reading and math level or high school diploma or GED, plus Electricity Basics, and Plumbing Basics
Gain an understanding of basic refrigeration theories and principles and learn to solder and braze. Learn the principles of heat, heat flow, refrigerants, temperature, and the pressure-temperature relationship within the refrigeration system. Review proper soldering and brazing techniques through hands-on practice.

Air Conditioning and Refrigeration II

Prerequisite: Air Conditioning and Refrigeration I
Troubleshoot and make mechanical and electrical repairs to domestic refrigerators. Learn the basic cycle of a domestic refrigerator, and the tools and techniques used to install pressure gauges (as per EPA regulations). Understand system pressure, recovery, evacuation, charging, and methods used to leak-check systems. Read electrical schematics and understand basic motor principles and operation.

Air Conditioning and Refrigeration III

Prerequisite: Air Conditioning and Refrigeration II
Prepare to take the EPA Universal Refrigerant Handling Certificate Test. Troubleshoot and make mechanical and electrical repairs on domestic and light commercial air conditioning systems and refrigeration controls.

Air Pollution Control

Prerequisite: Appropriate reading and math level or high school diploma or GED
Prepare to take the New York City Department of Environmental Protection's Air Pollution Control Examination and the FDNY's Certificate of Fitness Examination for #6 Low PSI Boiler. Review methods of energy conservation, identify types of fuel oil, and learn how to protect air quality.

Appliance Repair I

Prerequisite: Electricity Basics
Troubleshoot and repair small kitchen appliances and power tools. Become familiar with 120-volt accessories and learn basic electrical safety procedures.

Appliance Repair II

Prerequisite: Appliance Repair I
Troubleshoot and repair medium and large home appliances. Learn to properly maintain mechanical and electronic components to avoid costly repairs.

Blueprints: An Introduction

Prerequisite: Appropriate reading and math level or high school diploma or GED
Interpret basic blueprints and schematics. Learn elementary drafting techniques and blueprint symbols.

Carpentry Basics

Prerequisite: Appropriate reading and math level or high school diploma or GED
Operate tools within industry guidelines, make minor floor, wall, and ceiling repairs, and perform basic carpentry tasks. Identify materials, tools, and repair techniques. Learn how to diagnose problems and perform minor repairs through hands-on experience.

Certified Cooling Tower Operation

Prerequisite: Appropriate reading and math level or high school diploma or GED
Prepare for the New York State Department of Environmental Conservation license examination for Category 7-G, Cooling Tower Operation. Identify pests and microorganisms common to cooling tower systems. Learn safe methods of chemical applications, equipment maintenance, and operation of cooling towers. Review water treatment programs and the environmental effects of discharging exhaust water.

Citizenship Exam: Test Preparation

Prerequisite: The ability to understand written and spoken English
Prepare for the U.S. Citizenship Examination. Study U.S. history and government structure, practice the citizenship interview, and review the questions on the newest version of the citizenship exam. Ongoing enrollment.

Computer I

Learn basic computer skills and terminology; touch-typing, mouse techniques, and Microsoft Windows. Make lists, flyers, memos, tables, and a newsletter in Microsoft Word. Establish a free email account and browse the Internet, including industry, 32BJ, and Benefit Fund websites, and shop for building supplies online.

Computer II

Prerequisite: Computer I
Format text and graphics, and use tables, mail merge, and templates in Microsoft Word. Improve Internet search techniques. Enter and format data, and create basic formulas and charts in Excel.

Computer III

Prerequisite: Computer II
Study list management, absolute cell references, filtering, and more formulas in Excel. In PowerPoint learn the elements of a slide show, inserting and animating graphics, and importing charts and data tables from Word and Excel. Use a digital camera and scanner.

Computer Hardware

Prerequisite: Computer I
Identify the physical components of a personal computer. Install, uninstall, and test hardware, such as motherboards, chips, memory, floppy drives, and hard drives, and build a PC from scratch. Install Windows operating system, drivers, modems, Internet, and maintenance software. Format and create partitions in a hard drive.

Electricity Basics

Prerequisites: Appropriate reading and math level or high school diploma or GED
Identify wires, cables, and service distribution panels, and safely install switches, receptacles, doorbells, and lighting fixtures. Learn basics of electrical theory, Ohm's law, electrical codes, and make electrical repairs.

English as a Second Language I: The Basics of Conversation and Grammar

Master basic conversation skills, pronunciation, and simple sentence structure. This multi-trimester class is designed for beginning English students. Acquire the basic language skills needed to communicate on the job, with schools, and in the community. Learn to use declarative sentences, with the simple past, present, continuous present, and future tenses. Ongoing enrollment.

English as a Second Language II: Conversation and Communication

Prerequisite: Successful completion of ESL I, instructor reference, or appropriate score on standardized ESL test
Learn how to converse in work and social situations and write short communications. Discuss workplace-related topics and review readings done both in and out of the classroom. Become more comfortable with spoken and written English. Ongoing enrollment.

English as a Second Language III: Discussion, Reading, and Writing

Prerequisite: Successful completion of ESL II, instructor reference, or appropriate score on standardized ESL test
Express complex ideas and communicate effectively in the work environment. Understand the meaning and appropriate use of all verb tenses and be prepared to take the Reading and Writing Course. Through discussion, reading and writing, students will learn idiomatic expressions, the full range of verb tenses, and how to exchange complicated information. Ongoing enrollment.

COURSES AND SEMINARS (CONTINUED)

Fire Safety Director in Commercial Buildings

Prerequisites: 3 years of experience in building services, and appropriate math and reading level or high school diploma or GED, and Standpipe and Sprinkler Systems
Prepare to take the FDNY's Certificate of Fitness examination for Fire Safety Director as required in Class E or Class J-1 commercial buildings. Learn applicable local laws, including Local Law #10 for residential occupancies, as well as how to develop and implement a fire safety and prevention plan.

GED Preparation I: The Five Subject Areas

Prerequisite: Math and reading scores of 6.0 on a standardized test
Improve educational skills in social studies, history, science, math, reading, and writing to a high school level. Read analytically and interpret graphs and illustrations. Through individual diagnostic assessments, students focus on the subject areas in which they need the most help. Ongoing enrollment.

GED Preparation II: Test-Taking Strategies and Practice

Prerequisite: Math and reading scores of 9.0 on a standardized test
Prepare to take the GED Test. This course will consist entirely of test-taking practice and strategies. It offers an opportunity to work under test conditions on multiple choice and essay questions. Assistance provided with scheduling test date. Ongoing enrollment.

Heating Systems I

Prerequisites: Appropriate reading level or high school diploma or GED, and Air Pollution Control or Boiler #6 license
Identify all phases of boiler operation. Learn the types of heating equipment used in today's residential and commercial buildings. Study boiler operation, combustion controls, steam output, and piping. Field trips are included.

Heating Systems II

Prerequisite: Heating Systems I
Gain a basic understanding of #2 and #6 boiler systems. Learn about fuel and draft control systems, boiler water treatment processes, and boiler operating procedures. Field trips are included.

Heating Systems III: Lab



Prerequisites: High school diploma or GED and Heating Systems II
Understand, test, and operate steam and hot water boiler systems. This is a hands-on laboratory course in which students work on oil and gas burners and learn efficiency testing and control wiring. Class is conducted at the New York City College of Technology in Brooklyn. Note: Students who complete this course will receive 1 credit toward an Associate Degree in Applied Science in Environmental Control Technology at the college. Call 212-388-3701 for location information. *Partner: NYC College of Technology.*

Locksmith I

Prerequisite: Appropriate reading level or high school diploma or GED
Troubleshoot common pin tumbler cylinders and simple master key systems, and cross-reference key blanks. Become familiar with locks and cylinders used in commercial and residential buildings. Gain hands-on experience with cam, lever, mortise, and secondary locks.

Locksmith II

Prerequisite: Locksmith I
Perform master pinning and keying techniques, and broken key extraction. Apply these techniques to several brands and types of locks.

Locksmith III

Prerequisite: Locksmith II
Install mortise locks and door strikes, and learn how to shim hinges. Become familiar with the features, function, and installation of high-security locks such as Medeco® and Mul-T-Lock®.

Math for Industry Skills

Reach the necessary standardized math scores to advance to industry skills classes or GED Preparation courses. Focus on math problems found in carpentry, electricity, and plumbing classes. Through individual diagnostic assessments, students will focus on the subject areas in which they need the most help.

OSHA 30-Hour Outreach Training

Prerequisite: Appropriate reading level or high school diploma or GED

Earn a 30-Hour OSHA Certificate. Designed to familiarize students with all the safety rules and regulations governing modern residential and commercial buildings.

Plumbing Basics

Prerequisite: Appropriate reading and math level or high school diploma or GED

Install and repair faucets, toilets, flushometers, valves, basins, and tubs. Work with a variety of piping and gain practical experience in techniques such as pipe soldering, sweating, swaging, and threading. Learn basics of plumbing codes.

Refrigeration License Preparation I

Prerequisites: EPA Universal License, Air Conditioning and Refrigeration III, and high school diploma or GED

Learn advanced refrigeration theory and how it applies to evaporators, condensers, metering devices, and compressors in commercial refrigeration. Understand the thermodynamic properties of refrigerants and their constituent oils. Visit a building to observe a commercial refrigeration system.

Refrigeration License Preparation II

Prerequisite: Refrigeration License Preparation I

Learn the steps to troubleshoot a variety of compressor systems and gain an introduction to commercial refrigeration system accessories. Participate in an in-depth study of the FDNY Code.

Refrigeration License Preparation III

Prerequisite: Refrigeration License Preparation II

Prepare to take the FDNY's computerized "written" test and simulated practical exam on two different refrigeration systems. Visit buildings to observe the equipment covered in the city exams. Note: Possessors of the Refrigeration License Certification are entitled to 5 credits from NYC College of Technology upon enrollment in an Associate Degree in Applied Science in Environmental Control Technology.

Standpipe and Sprinkler Systems

Prerequisite: Appropriate reading level or high school diploma or GED

Prepare to take the FDNY's Certificate of Fitness examination for Standpipe and Sprinkler Systems. Maintain and supervise the various types of standpipe and sprinkler systems used throughout the city. Draw diagrams of standpipe systems and learn to perform monthly record keeping.

SEMINAR

HPD: Lead Safe Work Practices

(One 8-hour session or two 4-hour sessions)
Learn the proper procedures to reduce the risk associated with lead-based paint while performing routine maintenance and repair tasks. HPD Certificate awarded. *Partner: Sponsored by the New York City Department of Housing Preservation and Development (HPD).*

The 32BJ North Training Program has developed a diploma program designed to provide students with the tools and mechanical abilities needed to compete in today's building service industry. Students will have the option of using courses taken in the past 3 years to aid them in the completion of their diploma requirements.

Building Maintenance for Handypersons & Superintendents

Residential

Required Courses

- Air Pollution Control
- Carpentry Basics
- Electricity Basics
- Locksmith I, II, & III
- Plumbing Basics
- Standpipe and Sprinkler Systems

Elective Courses

(Choose One):

- Blueprints: An Introduction
- Fire Safety Director in Commercial Buildings
- OSHA 30-Hour Outreach Training

(Choose One Series):

- Air Conditioning & Refrigeration Repair I, II, & III
- Appliance Repair I & II
- Heating Systems I, II, & III

BIENVENIDO (SPANISH)

Este catálogo contiene detalles de los cursos que serán impartidos gratis a los miembros elegibles del programa del Fondo de Capacitación de la 32BJ Norte. Tenemos la oportunidad de ofrecerles una selección más amplia de cursos y localidades adicionales gracias a la cooperación del programa de Capacitación Norte y el Fondo de Capacitación Thomas Shortman, que cubre otros miembros de la 32BJ. Les recomendamos que participen en este programa y deseamos que en el futuro podamos ofrecerles un entrenamiento con programas más extensos para todos los miembros de la 32BJ.

Elegibilidad del Programa

A continuación le mostramos un resumen de las reglas de elegibilidad para el Fondo North. Para conocer las reglas oficiales del Plan, comuníquese con los Servicios para los Miembros para solicitar una copia de la Descripción Abreviada (SPD); 914-637-7000, de lunes a viernes, de 8 a.m. a 4 p.m.

Usted se convierte en un participante en las clases el primer día del mes, después de la fecha en que su empleador esta requerido a hacer contribuciones en su nombre. Para participar, solo puede inscribirse durante las fechas predeterminados de inscripción, que se encuentran en el catálogo.

Los cursos de capacitación que ofrece el Fondo son sólo para los participantes; el cónyuge de un participante y los hijos no son elegibles. Su elegibilidad para beneficios del Fondo termina cuando usted no esta trabajando regularmente en empleo cubierto. La elegibilidad también termina el día en que el Fondo se cierra. Si pierde su elegibilidad mientras está tomando un curso de capacitación proveido por el Fondo, puede completar ese curso. Sin embargo, no puede inscribirse en ningún curso nuevo.

Aviso de Política No Discriminatoria

El Programa de Capacitación 32BJ North no hace ninguna discriminación de raza, color, edad, sexo, orientación sexual, origen nacional o étnico, o religión en la administración de sus políticas educativas, de ingreso o programas de becas.

“
Gracias a los cursos ofrecidos por el Fondo de entrenamiento 32BJ norte podía avanzar en mi carrera.

PABLO GARCIA, *Superintendente, Palmer House Co-ops*

”



Información de inscripción

Todos los afiliados elegibles tendrán iguales oportunidades para inscribirse en los cursos. La inscripción en cursos con alta demanda se determinará por lotería, y NO según un sistema por orden de llegada. Tenga en cuenta que es posible que los cursos se cancelen si la inscripción es menor a la prevista.

Inscripción (sin cita previa)

Qué traer para la inscripción

Si se inscribe por primera vez, traiga un talón de pago reciente. Para inscribirse personalmente, consulte las siguientes páginas:

- Bronx (página 1)
- Westchester (páginas 2–3)

Si pierde las fechas de inscripción para algún establecimiento, llame al 212-388-3701.

Inscripción telefónica

Llame al 212-388-3701 o al 888-284-3225 (fuera de NYC)

Inscripción para el trimestre de otoño

Martes 28 y miércoles 29 de agosto, de 8 a. m. a 8 p. m.

El trimestre de otoño comienza el sábado 22 de septiembre de 2007.

Inscripción para el trimestre de invierno

Martes 27 y miércoles 28 de noviembre, de 8 a. m. a 8 p. m.

El trimestre de invierno comienza el sábado 5 de enero de 2008.

Inscripción para el trimestre de primavera

Martes 26 y miércoles 27 de febrero de 2008, de 8 a. m. a 8 p. m. El trimestre de primavera comienza el sábado 5 de abril de 2008.

Si ésta es su primera vez que se inscribe, por favor de traer un comprobante reciente de pago.

Cursos

Capacitación para el examen de ciudadanía

Requisito previo: Habilidades de comprensión escrita y oral en inglés

Prepárese para el examen de ciudadanía estadounidense. Estudiará la historia de los Estados Unidos y su estructura gubernamental, practicará la entrevista de ciudadanía y repasará las preguntas de la última versión del examen.

Inscripción continua.

Inglés como segundo idioma I: Conocimientos básicos de conversación y gramática



Domine las habilidades básicas de conversación y pronunciación, y maneje estructuras gramaticales simples. Esta clase de varios trimestres está diseñada para estudiantes que se inician en el idioma inglés. Adquiera las habilidades básicas del idioma necesarias para comunicarse en el trabajo, la escuela y la comunidad. Aprenderá a formular oraciones declarativas en pasado simple, presente, presente continuo y futuro. Inscripción continua.

Inglés como segundo idioma II: Conversación y comunicación



Requisito previo: Finalización satisfactoria de ESL I (Inglés como segundo idioma I), referencias del instructor o puntaje adecuado en el examen estandarizado ESL

Aprenderá a conversar en contextos laborales y sociales y a escribir mensajes cortos. Analizará temas relacionados con

el lugar de trabajo y repasará las lecturas realizadas dentro y fuera del salón de clases. Se sentirá más cómodo con el inglés oral y escrito. Inscripción continua.

Inglés como segundo idioma III: Debates, lectura y escritura



Requisito previo: Finalización satisfactoria de ESL II (Inglés como segundo idioma II), referencias del instructor o puntaje adecuado en el examen estandarizado ESL

Podrá expresar ideas complejas y comunicarse de manera efectiva en el entorno laboral. Comprenderá el significado y el uso adecuado de todos los tiempos verbales y estará preparado para tomar el curso de lectura y escritura. Por medio de debates, lectura y escritura, los estudiantes aprenderán expresiones idiomáticas, todos los tiempos verbales y cómo intercambiar información complicada. Inscripción continua.

Seminario

HPD: Prácticas de Trabajo Libres de Plomo

(Una sesión de 8 horas o dos sesiones de 4 horas)

Aprenderá los procedimientos adecuados para reducir el riesgo asociado con la pintura a base de plomo que se corre al realizar tareas de mantenimiento y reparación. Certificado expedido por el Departamento de Preservación y Desarrollo de la Vivienda (HPD). *Socio: patrocinado por el Departamento de Preservación y Desarrollo de la Vivienda (HPD) de la ciudad de Nueva York.*