Register Online in Five Easy Steps

1. Go to training.32bjfunds.org and click "login" to enter your login ID and password.

2. Click on "courses" at the top. Enter the course name in the keyword field (or leave blank to see all courses). Use the dropdowns and check boxes to customize your search. Click on the green "SEARCH" button.

3. Click on the course title.

4. On the course details page you can find the date and times that work for your schedule.

5. Click on "ENROLL" or "REQUEST COURSE" to request your class.
### Student Calendar

**FALL 2019**
- **Tuesday, July 9**  
  Registration: Fall Trimester
- **Saturday, September 21**  
  First Day of Classes: Fall Trimester
- **Monday, October 14**  
  Columbus Day: No Classes
- **Tuesday, November 19**  
  Registration: Winter Trimester
- **Wednesday, November 27–Saturday, November 30**  
  Thanksgiving: No Classes

**WINTER 2020**
- **Friday, December 13**  
  Last Day of Classes: Fall Trimester
- **Saturday, January 4**  
  First Day of Classes: Winter Trimester
- **Monday, January 20**  
  Martin Luther King Jr. Day: No Classes
- **Monday, February 17**  
  Presidents Day: No Classes

**SPRING 2020**
- **Tuesday, February 25**  
  Registration: Spring Trimester
- **Monday, March 30**  
  Last Day of Classes: Winter Trimester
- **Saturday, April 4**  
  First Day of Classes: Spring Trimester
- **Saturday, May 23–Monday, May 25**  
  Memorial Day: No Classes
- **Monday, June 22**  
  Last Day of Classes: Spring Trimester
- **Saturday, June 27**  
  Graduation
Welcome!

We are excited to bring you another year of course offerings at the 32BJ Training Fund!

NEW LOCATIONS
• Expanded locations with new openings in Germantown, MD, New Rochelle, NY, and Yonkers, NY.
• Welcome to Massachusetts, New Hampshire and Rhode Island Members! We are excited to add some new members to the Training Fund family. Look for some exciting additions to our course list this fall!
• Brand new training facility in Newark, NJ. Visit us and check out our expanded course offerings.

NEW COURSES
• New courses in Stress Management, Fire Guard for Torch Operations, Diversity Appreciation, Cultural Competency, and more. We’re also excited to unveil our new Building Management System (BMS) lab and three new courses to learn about building automation.
• New English as a Second language industry projects in MD, VA and DC, for members to learn basic concepts of electricity, carpentry and plumbing.

ONLINE COURSE OFFERINGS
• Our Online training opportunities continue to grow. Our team is developing over a dozen practice tests to help you prepare for third party examinations in the upcoming year.

CAREER TRACKS ONLINE
• You can now select and enroll in Career Tracks entirely online! Download the new 32BJ Training Online App and take your training on the go.

We invite you to explore our catalog and choose the courses you would like to take. Our dedicated team of staff and instructors is ready to help you achieve your goals.

Best wishes for a productive year!

Howard I. Rothschild, Secretary

Héctor J. Figueroa, Chairman

How to register for training on our website

1.
Go to training.32bjfunds.org and click “login” to enter your login ID and password.
Instructions for users logging in for the first time can be found on that page.

2.
Click on “courses” at the top.
Enter the course name in the keyword field (or leave blank to see all courses). Use the dropdowns and check boxes to customize your search.
Click on the green “search” button.

3.
Click on the course title.

4.
On the course details page you can find the dates and times that work with your schedule.

5.
Click on “enroll” or “request course” to request your class.
Registration & Eligibility

About Us

The 32BJ Training Fund is a joint labor-management partnership that offers training to eligible participants at no cost. The Fund is supported by contributions negotiated between 32BJ SEIU and participating employers. Our mission is to train every participant to grow to the next level. We want to continually raise the standards of our industry by providing 32BJ members with the tools they need to meet the challenges of a changing industry. At the 32BJ Training Fund everything we do supports the goal of making it possible for members to get the education, training, and skills they need to grow in the quickly changing property services industry.

Eligibility

Eligibility for the 32BJ Training Fund is fully detailed in the Summary Plan Description (SPD) available online at training.32bjfunds.org or by calling Member Services at 800-551-32BJ (3225), Monday–Friday, 8am–5pm. Your eligibility depends on the particular collective bargaining agreement or participation agreement covering your employment. Generally, the waiting period for training is 90 days unless otherwise specified in your collective bargaining agreement or participation agreement.

If you become ineligible and are out of work for more than 91 days, you may be required to complete the waiting period again. If you are taking a class when you become ineligible you will be allowed to complete your classes for that trimester. If you are participating in a yearlong course and you lose eligibility during the second trimester, you may complete the third trimester of that course. However, once you lose eligibility, you may not enroll in any new courses.

ON-SITE CLASSES/EMPLOYER REQUEST

If you, a management company, or building owner have 10 or more eligible participants interested in attending a class and have appropriate space, the 32BJ Training Fund can deliver most of our classes at your building. Call 212-388-3701 for details.

Creating an Environment for Learning

Participants who take courses through the 32BJ Training Fund are hardworking people who make a commitment to their personal and professional development. Our Rules and Regulations are distributed at the start of each course and on our website. Not only are you expected to read the Rules and Regulations, but also to show your fellow students the respect they deserve by abiding by these rules.

Attendance Policy

Minimum attendance of 80 percent is required. Unfortunately, academic and computer classes that do not have regular attendance of at least eight students may be closed or combined. We will do our best to accommodate all students in another section. Ask your instructor to assign make-up work to improve your attendance rate.

Course/Quick Course Prerequisites

Some courses and quick courses require you to complete a prerequisite—a preparatory course—before you enroll. Some courses require minimum reading and math skills. Achievement of these skills can be established by presenting a high school diploma or its equivalent from an English-speaking country, or by passing a standardized test at registration. These prerequisites are noted in each course description.

Emergency School Closings

To inquire about the possible cancellation of classes in the event of a weather emergency or other hazardous conditions, contact your Site Manager.

Notice of Nondiscrimination Policy

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

Test Out Available

The 32BJ Training Fund allows members to test out of some prerequisite courses, where available. This is indicated above each course description.

Registration

ONLINE
See page 1.

BY PHONE
Please call 212-388-3701 (in New York City) or 888-284-3225 (toll-free outside New York City) on the registration dates specified on pages 44–48.

WALK-IN
See pages 44–48.

What to Bring

☐ Union ID to gain access to the building.
☐ Name(s) of the course(s) you want to take and the day(s) and the time(s) that you are available to take the courses.
☐ Original copy of a high school diploma from an English-speaking country or its equivalent (if you have not yet provided it).
For those members without diplomas or the equivalent, an assessment appointment will be made at the time of your registration.

If you miss the registration dates for any location, call 212-388-3701 or 888-284-3225.

Stay updated on your registration with text messaging!

Are you on the waitlist for a class? Some courses are over-subscribed and go to a lottery, so make sure you have your educational prerequisites confirmed and completed. Stay posted. You will be notified if a seat opens up.

Did your plans change after you registered? You can help other students by letting us know. Respond to our texts and free up a seat for another member on the waitlist.

 Didn’t get into your class? Confirm via text for the next available session!

To update your contact information, please contact Member Services at 800-551-3225.

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Contact Us

To update your contact information, please contact Member Services at 800-551-3225.

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Contact Us

To update your contact information, please contact Member Services at 800-551-3225.
Career Tracks

Take Your Career to the Next Level

Each of our 11 Career Tracks are designed to provide the essential steps and skills needed to progress to the next level in your career. Career Tracks are designed to give students a well-rounded, practical, and theoretical knowledge of their field.

Set Your Goals!
Take a look at our available Career Tracks and determine what’s right for you! Need assistance? Contact our Career Advisor for more information! careerservices@32bjfunds.com

Go for It!
Register for and complete the required courses in your Career Track.

Customize Your Learning!
Your Career Track’s elective courses allow you to customize your experience. Register for and complete the electives that complement your goals and interests.

Time to Graduate!
Once you complete your Career Track, you can apply for graduation on our website! Contact our Career Advisor for best practices on résumé writing and interviewing skills to better prepare for your career goals.

YOU CAN NOW SELECT AND ENROLL IN A CAREER TRACK VIA OUR WEBSITE! training.32bjfunds.org/careertracks

Mission: To provide assistance to eligible 32BJ members looking to advance in the Building Services industry.

Services Available:
• Choose a Career Track and Develop an Action Plan
• Find a Mentor
• Review Career Plans
• Improve Your Résumé and Cover Letter Writing Skills
• Develop Your Interviewing Skills.

Please discuss with us if you already had a Career Track in progress and something changed on your required or elective courses.

Contact me if you need help navigating the Career Tracks, reviewing your goals or updating your résumé!

Akida Phillip, 32BJ Training Fund Career Advisor

To make an appointment, e-mail careerservices@32bjfunds.com or call 212-388-3701.
Building Engineer  Formerly known as Air Conditioning Refrigeration License Certification

COMMERCIAL  
ESTIMATED CLASSROOM HOURS: 713

Acquire the building blocks necessary to gain access as an entry-level building engineer

Prerequisite  
- High school diploma or its equivalent

Required Courses  
- Air Conditioning & Refrigeration I  
- Air Conditioning & Refrigeration II  
- Air Conditioning & Refrigeration III  
- Air Conditioning & Refrigeration: Absorption Systems  
- Air Pollution Control (P-99)  
- Computer: Basics/New Users  
- Electricity Basics  
- Human Relations  
- OSHA 30-Hour General Industry Training  
- Plumbing Basics

Electives

(choose three of these courses)
- Refrigeration License Preparation I  
- Refrigeration License Preparation II  
- Refrigeration License Preparation III (Q-01)  

Cleaner

COMMERCIAL  
ESTIMATED CLASSROOM HOURS: 109

Enhance skills to meet advanced industry standards

Required Courses  
- Cleaning: Products & Techniques  
- English as a Second Language

Required Quick Courses  
- Cleaning: Industrial Floor  
- Surface Cleaning  
- Customer Service for Building Service Workers  
- Floor Care: Long Term  
- Floor Care: Terrazzo & Tile  
- OSHA 10-Hour General Industry Training

Cleaning Foreperson/Lead Cleaner

COMMERCIAL  
ESTIMATED CLASSROOM HOURS: 148

Progress from commercial office cleaner to lead cleaner or foreperson

Prerequisite  
- Cleaner Career Track

Required Courses  
- Computer: Basics/New Users  
- Human Relations  
- OSHA 30-Hour General Industry Training

Required Quick Courses  
- Leadership and Supervisory Skills  
- Security Awareness  
- Time Management

Commercial Superintendent  Formerly known as Heating, Refrigeration, and Air Conditioning (HRAC)

COMMERCIAL  
ESTIMATED CLASSROOM HOURS: 592

Gather the knowledge necessary to operate a building's air conditioning and heating systems

Required Courses  
- Air Conditioning & Refrigeration I  
- Air Conditioning & Refrigeration II  
- Air Conditioning & Refrigeration III  
- Air Pollution Control (P-99)  
- Electricity Basics  
- Heating Systems I  
- Heating Systems II  
- Human Relations  
- OSHA 30-Hour General Industry Training  
- Plumbing Basics

Elective Courses

(choose two of these courses)
- Air Conditioning & Refrigeration: Absorption Systems  
- Computer: Basics/New Users  
- Green Residential II: GPRO Operations & Maintenance (O+M)

Elective Quick Courses

(choose three of these courses)
- Building Management: Ethics  
- Electricity: Troubleshooting  
- Heat Pumps  
- Heating Systems III: Lab  
- HVAC Preventative Maintenance: An Introduction  
- Plumbing: Troubleshooting
### Green Commercial
**Commercial Superintendent (Formerly known as Heating, Refrigeration, and Air Conditioning (HRAC))**
**Building Engineer (Formerly known as Air Conditioning Refrigeration) Certificate**

#### Required Courses
- Air Conditioning & Refrigeration I
- Air Conditioning & Refrigeration II
- Air Conditioning & Refrigeration III
- Computer: Basic/New Users
- Computer: Building Management Systems I: HVAC Concepts
- Computer: Building Management Systems II: Core Concepts
- Computer: Building Management Systems III: Advanced
- Computer: Running a Building with a Computer
- Computer: Spreadsheets (MS Excel)
- Electricity Basics
- Green Commercial I: GPRO Mechanical, Electrical & Plumbing (MEP)
- Green Commercial II: Building Operator Certification I (BOC I)
- Green Professional I: LEED Green Associate (GA)
- Green Residential II: GPRO Operations & Maintenance (O+M)
- Heating Systems I
- Heating Systems II
- Heating Systems III: Lab
- Plumbing Basics
- Refrigeration License Preparation I
- Refrigeration License Preparation II
- Refrigeration License Preparation III (Q-01)

#### Elective Quick Courses
(choose two of these courses)
- Green Buildings: Advanced Air Sealing
- Green Buildings: Advanced Lighting
- Green Commercial: Recycling
- Log Keeping
- Roof Fan Maintenance

### Green Residential
**Residential**
**Estimated Classroom Hours: 737**

Obtain the skills and certifications necessary to operate a multifamily building in an efficient and sustainable way.

#### Required Courses
- Air Conditioning & Refrigeration I
- Air Conditioning & Refrigeration II
- Air Conditioning & Refrigeration III
- Computer: Basic/New Users
- Computer: Building Management Systems I: HVAC Concepts
- Computer: Building Management Systems II: Core Concepts
- Computer: Building Management Systems III: Advanced
- Computer: Running a Building with a Computer
- Computer: Spreadsheets (MS Excel)
- Electricity Basics
- Green Residential I: BPI Multifamily Building Operator (MFBO)
- Green Residential II: GPRO Operations & Maintenance (O+M)
- Green Residential III: BPI Multifamily Building Analyst (MFBA)
- Heating Systems I
- Heating Systems II
- Heating Systems III: Lab
- Plumbing Basics

#### Elective Quick Courses
(choose two of these courses)
- Green Buildings: Advanced Air Sealing
- Green Buildings: Advanced Lighting
- Green Buildings: Understanding Your Building's New Energy Grade
- Green Residential: Green Supers On-Site Training & Coaching
- Green Residential: Recycling for Multifamily Buildings
- Log Keeping
- Roof Fan Maintenance

### Handyperson
**Commercial/Residential**
**Estimated Classroom Hours: 406**

Gain the ability to perform the basic carpentry, electricity, plumbing and other repairs required of a handyperson.

#### Required Courses
- Air Pollution Control (P-99)
- Carpentry Basics
- Electricity Basics
- Human Relations
- OSHA 30-Hour General Industry Training
- Plumbing Basics
- Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)

#### Required Quick Course
- Fire Safety for Residential Buildings

#### Elective Courses
(choose two of these courses)
- Alarm Systems
- Blueprint Reading

#### Elective Quick Courses
(choose two of these courses)
- Cleaning: Products & Techniques
- Computer: Basics/New Users
- Fire Life & Safety Director (F-89)
- Green Residential I: BPI Multifamily Building Operator (MFBO)

Follow us on: [facebook.com/32bjtraining](https://facebook.com/32bjtraining)  [@32bjtraining](https://twitter.com/32bjtraining)
# Career Tracks

## New York City Superintendent

**Residential**

**Estimated Classroom Hours:** 248  

Gain the Superintendent Certification required by the NYC Housing Code 27-2055, D26-22.07

### Required Courses
- Air Pollution Control (P-99)
- Carpentry Basics
- Electricity Basics
- Plumbing Basics

### Required Quick Courses
- Bed Bug Awareness
- Carbon Monoxide Compliance
- Heat and Hot Water
- Integrated Pest Management
- Lead Safety for Renovation, Repair, and Painting: Initial (EPA Certification)
- Visual Assessment & Local Law I

## Security Professional

**Commercial**

**Estimated Classroom Hours:** 224  

Acquire skills to handle a wide range of emergency situations

### Prerequisite
- Currently licensed as a Security Officer

### Required Courses
- Computer: Basics/New Users
- Fire Life & Safety Director (F-89)
- Human Relations
- OSHA 30-Hour Construction Training or OSHA 30-Hour General Industry Training
- Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)

### Required Quick Courses
- Active Shooter & Medical Emergency Preparedness
- CPR/AED
- First Aid
- Leadership and Supervisory Skills
- Mental Health First Aid
- Security Officer: Engaging Emotionally Distressed Persons

### Elective Quick Courses (choose seven of these courses)
- Fire Guard (F-01)
- Online: OSHA 10-Hour General Industry Training
- OSHA 10-Hour Construction Training
- OSHA 10-Hour General Industry Training
- Security Officer: Anger Management/Defusing Hostility
- Security Officer: Bomb Threat Awareness
- Security Officer: Conflict Management/Dispute Resolution
- Security Officer: Customer Service
- Security Officer: Diversity Appreciation/Cultural Competency
- Security Officer: Emergency Response & Crisis Management
- Security Officer: Ethics
- Security Officer: Meeting the Challenge of Profiling
- Security Officer: Report Writing
- Security Officer: Security in a School Environment
- Security Officer: Terrorism Awareness & Prevention

*Note: Once you complete the Security Professional Career Track, you will be eligible to take Security Officer: Effective Team Building at John Jay College of Criminal Justice. Gain practical experience on the effective ways to build trust in the work environment with colleagues and tenants. (See page 38)

**Partner:** John Jay College of Criminal Justice

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**Name:** DAQUAN JOHNSON  
**Job:** FIREPERSON  
**Employer:** NYC Board of Education  
**Location:** Manhattan, NYC  
**Course(s) Taken:** Air Conditioning & Refrigeration I, II & III, Building Management I, II & III

“You are never too old to create new goals or dreams.”
Superintendent/Resident Manager I

RESIDENTIAL

ESTIMATED CLASSROOM HOURS: 518

Obtain the knowledge needed to become an entry-level superintendent

Prerequisite
- New York City Superintendent Career Track

Required Courses
- Computer: Basics/New Users
- Computer: Running a Building with a Computer
- Computer: Spreadsheets (MS Excel)
- Green Residential I: BPI Multifamily Building Operator (MFBO)
- Heating Systems I
- Heating Systems II
- Human Relations
- OSHA 30-Hour General Industry Training
- Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)

Required Quick Courses
- Customer Service for Building Service Workers

Elective Courses (choose one of these series of courses)
- Air Conditioning & Refrigeration I,II and III
- Locksmith I and II

Elective Quick Courses (choose three of these courses)
- Asbestos Awareness
- Blueprints: An Introduction
- Building Management: Ethics
- Electricity: Troubleshooting
- Mold Awareness
- Plumbing: Troubleshooting
- Renovation Projects: How to Manage
- Time Management

Superintendent/Resident Manager II

RESIDENTIAL

ESTIMATED CLASSROOM HOURS: 176

Move to a higher level of superintendent or resident manager

Prerequisite
- Superintendent/Resident Manager I Career Track

Required Courses
- Building Management I: Budgets & Preventative Maintenance
- Building Management II: Documentation & the Law
- Building Management III: Project Management
- Green Residential II: GPRO Operations & Maintenance (O+M)
- Leadership and Supervisory Skills
- Spanish for the Workplace

Required Quick Courses
- Blueprints: An Introduction
- Building Management: Ethics

Elective Courses (choose one of these courses)
- Security Awareness
- Superintendent: Habits of Highly Effective Supers

Elective Quick Courses (choose three of these courses)
- Asbestos Awareness
- Building Management: An Introduction
- Customer Service for Building Service Workers
- Electricity: Troubleshooting
- Mold Awareness
- Online: Business Writing
- Online: Customer Service for Building Workers
- Online: Elder Abuse Awareness
- Plumbing: Troubleshooting
- Renovation Projects: How to Manage

New York Association of Realty Managers

COMMERCIAL/RESIDENTIAL

Gain the New York Accredited Realty Manager Certification

Prerequisite
- Superintendent/Resident Manager I–II Diploma Program

Required Quick Course
- Building Management: Ethics

Certification/Competency
- New York Accredited Realty Manager Certification (NYARM)

For certification, students must pass a written exam administered by NYARM. NYARM is dedicated to raising the standard of excellence for real estate and property management professionals through education, information, legislative initiatives, and a peer network that makes NYARM the benchmark for technological advancement and career enhancement.
Online Courses

Not all courses require your presence in a classroom! The classes listed below and on the next page are available online.

Basic computer and Internet skills are expected of students taking online classes. First-time visitors to our website should select “COURSES” on the top gray bar and click “Online Courses—Desktop” or “Online Courses—Mobile” to get started.

Please call 888-284-3225, e-mail onlinetraining@32bjfunds.com, visit our website (training.32bjfunds.com) or scan the QR code with your mobile phone for more information.

---

**Online: Basic Budgeting**

**QUICK COURSE: ONE HOUR**

Learn the importance of a financial budget for managing personal expenses. Discover common financial mistakes and how they can be avoided. Create and maintain a personal budget.

**Online: Business Writing**

**QUICK COURSE: ONE HOUR**

Improve your writing and enhance your communication skills. Learn to write an effective business letter and memo.

**Online: Cleaning & Testing of Smoke Detectors Practice Tests (F-78)**

**QUICK COURSE: SELF-PACED**

Take practice tests for the FDNY Certificate of Fitness examination for Cleaning and Testing of Smoke Detectors (F-78). These tests are not a substitute for the 3-hour Cleaning and Testing of Smoke Detectors course; they are for practice only. No certificate is awarded for passing these tests.

**Online: Customer Service for Building Workers**

**QUICK COURSE: THREE HOURS**

Identify the principles of excellent customer service. Using real-life building service worker scenarios, learn strategies to create a professional environment and navigate complex tenant interactions.

**Online: Disaster Preparedness**

**QUICK COURSE: TWO HOURS**

Learn what to do before, during, and after an emergency, loss of power, or weather-related disaster. Topics include emergency communication, working with special needs tenants, and portable generator safety.

**Online: Elder Abuse Awareness**

**QUICK COURSE: TWO HOURS**

Understand the concept of healthy aging and misconceptions people commonly hold about the aging process. Gain knowledge about the issue of elder abuse, how to recognize the warning signs, and how to report suspected abuse.

---

**Check our website for our 2019–20 Webinars!**

Résumé Writing Webinar available. See page 37 for more information. Visit our website for additional topics.

**Online: English as a Second Language: Advanced**

**COURSE: SELF-PACED**

Develop advanced English skills to become more successful and confident at work and in daily life. Practice vocabulary and grammar through interactive activities. This course is taught through three levels.

**Online: English as a Second Language: Beginner**

**COURSE: SELF-PACED**

Develop beginner English skills to become more successful and confident at work and in daily life. Practice vocabulary and grammar through interactive activities. This course is taught through three levels.

**Online: English as a Second Language: Intermediate**

**COURSE: SELF-PACED**

Develop intermediate English skills to become more successful and confident at work and in daily life. Practice vocabulary and grammar through interactive activities. This course is taught through three levels.

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**Online: Fire Extinguisher Safety**

**QUICK COURSE: SELF-PACED**

Understand what causes fires, identify preventive measures, list the different types of fire extinguishers, use a fire extinguisher.

**Online: Fire Alarm Systems**

**QUICK COURSE: SELF-PACED**

Take practice tests for the FDNY Certificate of Fitness examination for Fire Alarm Systems (F-95) certification. These tests are not a substitute for the 3-hour Fire Alarm Systems course; they are for practice only. No certificate is awarded for passing these tests.

**Online: Fire & Emergency Drill Conductor**

**QUICK COURSE: SELF-PACED**

Learn how to effectively communicate hazards, and follow procedures to safely handle and store chemicals.

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**Online: Chemical Hazard Communications**

**QUICK COURSE: ONE HOUR**

Recognize the hazards associated with chemical substances, learn how to effectively communicate hazards, and follow procedures to safely handle and store chemicals.

**Online: Elder Abuse Awareness**

**QUICK COURSE: SELF-PACED**

Understand the concept of healthy aging and misconceptions people commonly hold about the aging process. Gain knowledge about the issue of elder abuse, how to recognize the warning signs, and how to report suspected abuse.

---

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Please call 888-284-3225, e-mail onlinetraining@32bjfunds.com, visit our website (training.32bjfunds.com) or scan the QR code with your mobile phone for more information.

---

**Online: Basic Budgeting**

**QUICK COURSE: ONE HOUR**

Learn the importance of a financial budget for managing personal expenses. Discover common financial mistakes and how they can be avoided. Create and maintain a personal budget.

**Online: Business Writing**

**QUICK COURSE: ONE HOUR**

Improve your writing and enhance your communication skills. Learn to write an effective business letter and memo.

**Online: Chemical Hazard Communications**

**QUICK COURSE: ONE HOUR**

Recognize the hazards associated with chemical substances, learn how to effectively communicate hazards, and follow procedures to safely handle and store chemicals.

---

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**COURSE: SELF-PACED**

Develop advanced English skills to become more successful and confident at work and in daily life. Practice vocabulary and grammar through interactive activities. This course is taught through three levels.

**Online: English as a Second Language: Beginner**

**COURSE: SELF-PACED**

Develop beginner English skills to become more successful and confident at work and in daily life. Practice vocabulary and grammar through interactive activities. This course is taught through three levels.

**Online: English as a Second Language: Intermediate**

**COURSE: SELF-PACED**

Develop intermediate English skills to become more successful and confident at work and in daily life. Practice vocabulary and grammar through interactive activities. This course is taught through three levels.

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Follow us on: facebook.com/32bjtraining @32bjtraining
Online Courses from the 32BJ Training Fund

Online: Fire & Emergency Drill Conductor Practice Tests (F-07)  
**QUICK COURSE: SELF-PACED**
Take practice tests for the FDNY Certificate of Fitness examination for Fire and Emergency Drill Conductor (F-07). These tests are not a substitute for the 3-hour Fire and Emergency Drill Conductor course; they are for practice only. No certificate is awarded for passing these tests.

Online: Fire Alarm Systems Practice Tests (S-95)  
**QUICK COURSE: SELF-PACED**
Take practice tests for the FDNY’s Certificate of Fitness examination for Supervision of Fire Alarm Systems (S-95) certification. These practice tests are not a substitute for the Fire Alarm Systems course; they are for practice only. No certificate is awarded for passing these tests.

Online: Fire Extinguisher Safety  
**QUICK COURSE: ONE HOUR**
Understand what causes fires, identify preventative measures, list the different types of fire extinguishers, use a fire extinguisher safely and properly, know proper fire safety measures and conduct.

Online: Fire Guard Practice Tests (F-01)  
**QUICK COURSE: SELF-PACED**
Take practice tests for the FDNY’s Certificate of Fitness examination for Citywide Fire Guard for Impairment. (F-01). These tests are not a substitute for the Fire Guard course; they are for practice only. No certificate is awarded for passing these tests.

Online: Fire Life & Safety Director Practice Tests (F-89)  
**QUICK COURSE: SELF-PACED**
Take practice tests for the Fire Life & Safety Director (F-89) certification. These practice tests are not a substitute for the Fire Life & Safety Director course; they are for practice only. No certificate is awarded for passing these tests.

Online: Fire Safety & Alarm Systems in Homeless Shelters Practice Tests (F-80)  
**QUICK COURSE: SELF-PACED**
Take practice tests for the Coordinator of Fire Safety & Alarm Systems in Homeless Shelters (F-80) certification. These tests are not a substitute for the Fire Safety & Alarm Systems in Homeless Shelters course; they are for practice only. No certificate is awarded for passing these tests.

Online: Green Residential I: BPI Multifamily Building Operator (MFBO) Practice Tests  
**QUICK COURSE: SELF-PACED**
Take practice tests for the BPI Multifamily Building Operator certification. These tests are not a substitute for the 11-week Green Residential I: BPI Multifamily Building Operator (MFBO) course; they are for practice only. No certificate is awarded for passing these tests.

Online: Individual Anger Management  
**QUICK COURSE: ONE HOUR**
Manage your anger in an appropriate and constructive manner. While this course concentrates on work-specific environments, core elements of the training can be applied anywhere.

Online: Math & Measuring Skills for Carpentry  
**QUICK COURSE: SELF-PACED**
Learn basic math concepts that are fundamental to the carpentry profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more. This course is a practice course only. No certificate is awarded for completing these exercises.

Online: Math & Measuring Skills for Electricity  
**QUICK COURSE: SELF-PACED**
Review basic math concepts that are fundamental to the electrical profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more. This course is a practice course only. No certificate is awarded for completing these exercises.

Online: Math & Measuring Skills for Plumbing  
**QUICK COURSE: SELF-PACED**
Acquire basic math concepts that are fundamental to the plumbing profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more. This course is a practice course only. No certificate is awarded for completing these exercises.

Follow us on: facebook.com/32bjtraining @32bjtraining
Online Courses

Online: Microsoft Excel
QUICK COURSE: SELF-PACED
Become comfortable with the Excel interface. Learn to enter and manipulate text in spreadsheets, format spreadsheets, add graphics, create and manage databases, and more.

Online: Microsoft PowerPoint
QUICK COURSE: SELF-PACED
Learn to create and format your own slides and presentations. For beginner and intermediate users alike. Fully customize your projects by incorporating pictures, animations, sounds, and more.

Online: Microsoft Word
QUICK COURSE: SELF-PACED
Become familiar with all core aspects of MS Word, from spell-checking to making tables and paragraph formatting.

Online: OSHA 30-Hour General Industry Training
COURSE: THIRTY HOURS
Acquire your 30-hour OSHA certificate. Learn to recognize and prevent hazards in general industry settings. Learn about the OSHA Act and how to work with hazardous materials, personal protective equipment, review electrical safety, and more.

Online: Résumé Writing for Building Service Workers
QUICK COURSE: ONE HOUR
This comprehensive online résumé writing workshop helps you to identify exactly what a résumé should look like, and what it should convey. In addition this experience will offer you step-by-step directions, along with interactive activities to support the creation of a powerful job search tool.

Online: Standpipe & Sprinkler Systems Practice Tests (S-12, S-13, S-14, S-15)
QUICK COURSE: SELF-PACED
Take practice tests for the Standpipe and Sprinkler (S-12, S-13, S-14, and S-15) certifications. These tests are not a substitute for the Standpipe & Sprinkler course; they are for practice only. No certificate is awarded for passing these tests.

Online: Tools of the Trade
QUICK COURSE: TWO HOURS
Discover which tool is appropriate for a given task. Explore the names and uses of a wide range of hand and power tools used for plumbing, electrical, carpentry, and appliance repair. Note: This course is a prerequisite for Carpentry, Electricity and Plumbing Basics.

Online: Workplace Harassment
QUICK COURSE: ONE HOUR
Identify behaviors that are considered to be harassment by law, and understand the consequences of harassment for individuals and organizations. This course, customized to the building service industry, is based on guidance provided by the New York State Department of Labor and the New York City Commission on Human Rights. This course is available in Spanish. It will also be available in Albanian and Polish by 2020.

Online: Refrigeration License Preparation Practice Tests (Q-01)
QUICK COURSE: SELF-PACED
Take practice tests for the Refrigeration Operating Engineer (Q-01) certification. These tests are not a substitute for any Refrigeration License Preparation course; they are for practice only. No certificate is awarded for passing these tests.

Online: Presentation Skills
QUICK COURSE: ONE HOUR
Learn to plan and prepare engaging presentations by gathering the right materials, structuring, and practicing the delivery of the talk.

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About Course

Offerings

Courses

Courses take place over an entire trimester, which is 11 to 16 weeks long. The length is indicated under each course title and is shown in the following format:

COURSE: 11 WEEKS

Quick Courses

Quick courses vary in length, ranging from 1 to 10 sessions. The number of sessions and the length are indicated under each quick course title and are shown in the following format:

QUICK COURSE: TWO 3-HOUR SESSIONS

Courses and quick courses are offered at day, evening, and weekend times. Schedules and locations are located underneath the course and quick course descriptions.

11 week courses run all 3 trimesters unless otherwise stated.

WEEKDAY SESSIONS last 2 to 3 hours and meet once or twice per week.

WEEKEND SESSIONS last 2 to 6 hours and meet once per week.

Key to the Symbols

AVAILABLE IN SPANISH
AVAILABLE ONLINE
GREEN COURSE
NEW
TESTING FEES
THIRD PARTY CERTIFICATION

Online: Microsoft Excel
QUICK COURSE: SELF-PACED
Become comfortable with the Excel interface. Learn to enter and manipulate text in spreadsheets, format spreadsheets, add graphics, create and manage databases, and more.

Online: Microsoft PowerPoint
QUICK COURSE: SELF-PACED
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Courses & Quick Courses

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WEEKDAY SESSIONS last 2 to 3 hours and meet once or twice per week.

WEEKEND SESSIONS last 2 to 6 hours and meet once per week.

Key to the Symbols

- AVAILABLE IN SPANISH
- AVAILABLE ONLINE
- GREEN COURSE
- NEW COURSE
- TESTING FEES
- THIRD PARTY CERTIFICATION

Active Shooter & Medical Emergency Preparedness
QUICK COURSE: VARIES
Learn to recognize workplace violence indicators and understand how to prevent and prepare for potential active shooter incidents. Open to all members and required for current Fire Safety Directors holding F-58 or F-59 Certificates of Fitness.

NEW YORK
Manhattan: 25 West 18th Street
Oct 18, Fri, 5–9:30pm
Nov 16, Sat, 12:30–5pm
Dec 6, Fri, 5–9:30pm
Dec 14, Sat, 12:30–5pm
Jan 29, Wed, 5–9:30pm
Feb 21, Fri, 9am–1:30pm
Apr 11, Sat, 1–5:30pm
May 1, Fri, 1–5:30pm
Jun 2, Tue, 5–9:30pm

Air Conditioning & Refrigeration I
COURSE: 11 WEEKS
Prerequisites: Electricity Basics, Plumbing Basics (Test Out Available)
Prepare to fix refrigerators and window units by understanding basic refrigeration theories and principles. Develop soldering and brazing skills essential to air conditioning repairs.

MARYLAND
Rockville: Montgomery College
Sun, 9am–4pm (Fall)
Sat, 9am–4pm (Spring)

NEW JERSEY NORTH
Bayonne: Bayonne High School
Sat, 9am–4pm (Fall)

NEW YORK
Bronx: Hostos Community College
Mon & Wed, 6–9pm (Winter)

Manhattan: 25 West 18th Street
Tue & Thu, 6–9pm (Fall)

Queens: Queens College
Sat, 9am–4pm (Fall)

Westchester: Southern Westchester BOCES
Sat, 9am–4pm (Fall)

Air Compressors: Test Preparation (A-35)
QUICK COURSE: TWO 3-HOUR SESSIONS
Prepare to take the FDNY Certificate of Fitness Examination to Operate Air Compressors (A-35). Certificate holders are qualified to repair and maintain air compressors. Note that third-party testing fees are the responsibility of the member.

NEW YORK
Manhattan: 25 West 18th Street
Oct 3–Oct 10, Thu, 9am–12pm
Oct 24–Oct 31, Thu, 6–9pm
Nov 30–Dec 7, Sat, 1:30–4:30pm
Dec 5–Dec 12, Thu, 1:30–4:30pm
Jan 10–Jan 17, Fri, 1–4pm
Feb 28–Mar 6, Fri, 6–9pm
Apr 17–Apr 24, Fri, 6–9pm
Jun 6–Jun 13, Sat, 12–3pm

More than 20,000 members completed a course with the Training Fund in 2018!
Air Conditioning & Refrigeration II

**COURSE:** 11 WEEKS

**Prerequisite:** Air Conditioning & Refrigeration I
Make mechanical and electrical repairs to domestic refrigerators and window units. Understand system pressure. Learn about the recovery, evacuation, and charging of refrigerants. Read electrical schematics and learn basic motor principles and operation.

**MARYLAND**
Rockville: Montgomery College  
Sat, 9am–4pm (Fall)  
Sun, 9am–4pm (Winter)

**NEW JERSEY NORTH**
Bayonne: Bayonne High School  
Sat, 9am–4pm (Winter)

**NEW YORK**
Bronx: Hostos Community College  
Tue & Thu, 6–9pm (Winter)  
Mon & Wed, 6–9pm (Spring)
Manhattan: 25 West 18th Street  
Tue & Thu, 9am–12pm (Winter)  
Tue & Thu, 6–9pm (Winter)  
Wed & Fri, 12–3pm (Winter)  
Sat, 9am–4pm (Winter)
Queens: Queens College  
Sat, 9am–4pm (Winter)
Westchester: Southern Westchester BOCES  
Sat, 9am–4pm (Winter)

**PENNSYLVANIA**
Philadelphia: The Murrell Dobbins Career and Technical Education High School  
Sat, 8am–3pm (Winter)

Air Conditioning & Refrigeration III

**COURSE:** 11 WEEKS

**Prerequisite:** Air Conditioning & Refrigeration II
Make mechanical and electrical repairs on domestic and light commercial AC systems and refrigeration controls. Prepare to take the EPA Universal Refrigerant Recovery Certificate Test (806). Note that third-party testing fees are the responsibility of the member.

**MARYLAND**
Rockville: Montgomery College  
Sat, 9am–4pm (Winter)  
Sun, 9am–4pm (Spring)

**NEW JERSEY NORTH**
Bayonne: Bayonne High School  
Sat, 9am–4pm (Spring)

**NEW YORK**
Bronx: Hostos Community College  
Mon & Wed, 6–9pm (Fall)  
Tue & Thu, 6–9pm (Spring)
Manhattan: 25 West 18th Street  
Tue & Thu, 9am–12pm (Spring)  
Tue & Thu, 6–9pm (Spring)  
Wed & Fri, 12–3pm (Spring)  
Wed & Fri, 6–9pm (Spring)  
Sat, 9am–4pm (Spring)
Queens: Queens College  
Sat, 9am–4pm (Spring)
Westchester: Southern Westchester BOCES  
Sat, 9am–4pm (Spring)

Air Conditioning & Refrigeration: Absorption Systems

**COURSE:** 11 WEEKS

**Prerequisite:** Air Conditioning & Refrigeration III
Learn basic absorption theory, operations, and maintenance. Understand the internal cycle of the absorption machine.

**NEW YORK**
Manhattan: 25 West 18th Street  
Fri, 6–9pm (Fall & Spring)

Air Conditioning & Refrigeration: Variable Air Volume

**QUICK COURSE:** THREE 3-HOUR SESSIONS

**Prerequisite:** Air Conditioning & Refrigeration III
Understand airflow concepts and associated standards. Learn how to set and maintain thermostats as well as how to troubleshoot air volume issues.

**NEW YORK**
Manhattan: 25 West 18th Street  
Nov 14–Dec 5, Thu, 6–9pm  
Jan 17–Jan 31, Fri, 6–9pm  
May 19–Jun 2, Tue, 6–9pm

Air Pollution Control (P-99)

**COURSE:** 11 WEEKS

**Prerequisite:** Appropriate reading and math level, high school diploma or its equivalent.
Learn methods of energy conservation, identify types of fuel oil, and understand how to protect air quality in compliance with NYC Department of Environmental Protection and Fire Department regulations. Note that third-party testing fees are the responsibility of the member.

**NEW YORK**
Bronx: Hostos Community College  
Mon, 6–8:30pm (Fall & Winter)  
Mon, 2–3pm (Spring)
Manhattan: 25 West 18th Street  
Tue, 6–8:30pm  
Wed, 6–8:30pm  
Thu, 12–2:30pm  
Sat, 9–11:30am
Manhattan: CUNY in the Heights  
Thu, 6–8:30pm
Queens: Queens College  
Tue, 6–8:30pm  
Thu, 6–8:30pm  
Sat, 9:30am–12pm

Air Pollution Reduction

**COURSE:** 11 WEEKS

Learn how to protect air quality, methods of energy conservation, and how to identify various types of fuel oil.

**PENNSYLVANIA**
Philadelphia: The Murrell Dobbins Career and Technical Education High School  
Sat, 11:30am–2:30pm

Name: NELSON CRUZ  
Job: CLEANER  
Employer: Empire State Realty Trust  
Location: Stamford, CT  
Course(s) Taken: Computer: Spreadsheets (MS Excel)

“We can be better people than we were yesterday thanks to 32BJ!”
Air Pollution Control (P-99)

**COURSE:** 11 WEEKS

Prerequisite: Appropriate reading and math level, high school diploma or its equivalent. Learn methods of energy conservation, identify types of fuel oil, and understand how to protect air quality in compliance with NYC Department of Environmental Protection and Fire Department regulations. Note that third-party testing fees are the responsibility of the member.

**NEW YORK**
- **Bronx:** Hostos Community College
  - Mon, 6–8:30pm (Fall & Winter)
  - Mon, 2–3pm (Spring)
- **Manhattan:** 25 West 18th Street
  - Tue, 6–8:30pm
  - Wed, 6–8:30pm
  - Thu, 12–2:30pm
  - Sat, 9–11:30am
- **Manhattan:** CUNY in the Heights
  - Thu, 6–8:30pm
- **Queens:** Queens College
  - Tue, 6–8:30pm
  - Thu, 6–8:30pm
  - Sat, 9:30am–12pm

**Air Pollution Reduction**

**COURSE:** 11 WEEKS

Learn how to protect air quality, methods of energy conservation, and how to identify various types of fuel oil.

**PENNSYLVANIA**
- **Philadelphia:** The Murrell Dobbins Career and Technical Education High School
  - Sat, 11:30am–2:30pm

Alarm Systems

**COURSE:** 11 WEEKS

Prerequisite: Electricity Basics (Test Out Available)
Identify the alarm needs of various buildings. Understand circuits, switches, and panels. Learn to construct a basic system and to supervise installation.

**NEW YORK**
- **Manhattan:** 25 West 18th Street
  - Wed, 6–9pm (Fall)
  - Tue, 6–9pm (Spring)

Anger Management

**QUICK COURSE:** ONE 3-HOUR SESSION

Develop practical skills to defuse anger in yourself and others. Understand feelings and behaviors when confronted by anger, increase awareness of the causes of anger and hostility, and acquire skills to peacefully resolve confrontations. Also available online. See page 8 for more information.

**PENNSYLVANIA**
- **Philadelphia:** The Murrell Dobbins Career and Technical Education High School
  - Nov 16, Sat, 12:30–3:30pm
  - Feb 22, Sat, 12:30–3:30pm
  - May 16, Sat, 12:30–3:30pm

Asbestos Awareness

**QUICK COURSE:** ONE 2-HOUR SESSION

Identify the presence of asbestos inside and outside a building. Understand the health effects of asbestos and how to handle a situation where it has been disturbed or is damaged.

**NEW YORK**
- **Bronx:** Hostos Community College
  - Nov 16, Sat, 1–3pm
  - Feb 8, Sat, 1–3pm
  - May 30, Sat, 1–3pm
- **Manhattan:** 25 West 18th Street
  - Oct 8, Tue, 6–8pm
  - Nov 7, Thu, 6–8pm
  - Jan 18, Sat, 1:30–3:30pm
  - Feb 14, Fri, 6–8pm
  - Apr 16, Thu, 6–8pm
  - May 2, Sat, 1:30–3:30pm

Bed Bug Awareness

**QUICK COURSE:** ONE 2.5-HOUR SESSION

Learn to detect, control, and eradicate bed bugs.

**NEW YORK**
- **Manhattan:** 25 West 18th Street
  - Nov 6, Wed, 6–8:30pm
  - Nov 8, Fri, 6–8:30pm
  - Jan 14, Tue, 6–8:30pm
  - Jan 23, Thu, 10am–12:30pm
  - Apr 7, Tue, 10am–12:30pm
  - May 16, Sat, 1:30–4pm
  - May 18, Wed, 6–8:30pm
  - Jun 3, Wed, 6–8:30pm

**PENNSYLVANIA**
- **Philadelphia:** The Murrell Dobbins Career and Technical Education High School
  - Oct 19, Sat, 9:30am–12pm
  - Feb 1, Sat, 9:30am–12pm
  - Apr 18, Sat, 9:30am–12pm
Courses & Quick Courses

Blueprint Reading
**COURSE:** 11 WEEKS

*Prerequisite: Appropriate reading and math level, high school diploma or its equivalent.* Learn to read and understand blueprints. Review symbols, scale, and other basic concepts related to repair and renovation projects in residential and commercial buildings.

**NEW YORK**
- **Manhattan:** 25 West 18th Street
  - Wed, 6–9pm
  - Thu, 12–3pm
  - Sat, 1–4pm

Blueprints: An Introduction
**QUICK COURSE:** ONE 3-HOUR SESSION

Receive a basic overview of blueprints, the symbols and scale they contain, and an introduction to how to decipher them.

**NEW YORK**
- **Manhattan:** 25 West 18th Street
  - Oct 12, Sat, 1–4pm
  - Dec 11, Wed, 12–3pm
  - May 12, Tue, 12–3pm
  - Jun 3, Wed, 6–9pm

Boiler Feed Water Testing and Treatment
**QUICK COURSE:** ONE 7-HOUR SESSION

Acquire the skills and knowledge to test and treat boiler water properly. Assess the type of water; learn to control corrosives, chlorides, and pH, test feed water, operation of the shunt feeder, and chemical safety.

**NEW YORK**
- **Brooklyn:** NYC Technical College (Pearl Street)
  - Nov 16, Sat, 9am–4pm
  - Mar 13, Fri, 9am–4pm
  - May 15, Fri, 9am–4pm

Boiler Parts & Accessories
**QUICK COURSE:** VARIES

Understand the basics of heat and heat transfer. Learn to identify various types of gas and oil boilers, their operating controls, safety, burner equipment, and feed-water piping.

**NEW YORK**
- **Brooklyn:** NYC Technical College (Pearl Street)
  - Oct 4–Oct 11, Fri, 9am–4pm
  - Nov 2–Nov 9, Sat, 9am–4pm
  - Jan 24–Jan 31, Fri, 9am–4pm
  - Feb 22–Feb 29, Sat, 9am–4pm
  - Apr 10–Apr 17, Fri, 9am–4pm
  - May 2–May 9, Sat, 9am–4pm

**PENNSYLVANIA**
- **Philadelphia:** The Murrell Dobbins Career and Technical Education High School
  - Sep 21–Sep 28, Sat, 11:30am–3:30pm
  - Jan 4–Jan 11, Sat, 11:30am–3:30pm
  - Apr 4–Apr 11, Sat, 11:30am–3:30pm

Building Codes: An Introduction
**QUICK COURSE:** ONE 3-HOUR SESSION

Understand the history of building codes, how to research codes in New York City, and the violation removal process.

**NEW YORK**
- **Manhattan:** 25 West 18th Street
  - Oct 28, Fri, 6–9pm
  - Nov 16, Sat, 1:30–4:30pm
  - Apr 16, Thu, 6–9pm
  - Jun 6, Sat, 9am–12pm

Building Engineer Trainee: BET Entrance Exam Preparation
**COURSE:** EIGHT 3-HOUR SESSIONS

Prepare for the School District of Philadelphia Building Engineer Entrance Exam to be eligible for enrollment in the Building Engineer Trainee (BET) Program. Must be working for a Philadelphia school, enrolled in BET, and shadowing a Class A engineer. Note that third-party testing fees are the responsibility of the member.

**PENNSYLVANIA**
- **Philadelphia:** The Murrell Dobbins Career and Technical Education High School
  - Sat, 9am–12pm

Building Engineer Trainee: Class A Engineer’s License Exam Preparation
**QUICK COURSE:** EIGHT 4-HOUR SESSIONS

Prepare for the Building Engineer Class A License Exam. Study the operation and maintenance of HVAC systems and other skills covered in the exam. Must be working for a Philadelphia school, enrolled in the Building Engineer Trainee (BET) Program, and shadowing a Class A engineer. Note that third-party testing fees are the responsibility of the member.

**PENNSYLVANIA**
- **Philadelphia:** The Murrell Dobbins Career and Technical Education High School
  - Oct 12–Dec 7, Sat, 11:30am–3:30pm
  - Jan 25–Mar 14, Sat, 11:30am–3:30pm
  - Apr 18–Jun 20, Sat, 11:30am–3:30pm

Building Insurance: Who Is Covered?
**QUICK COURSE:** ONE 3-HOUR SESSION

Understand who and what is covered by property, liability, and workers’ compensation insurance. Identify what additional coverage should be in place during renovation projects or special events in the building.

**NEW YORK**
- **Manhattan:** 25 West 18th Street
  - Oct 24, Thu, 6–9pm
  - Dec 4, Wed, 6–9pm
  - Feb 13, Thu, 6–9pm
  - Apr 15, Wed, 10am–1pm
  - May 21, Thu, 6–9pm

Building Management I: Budgets & Preventative Maintenance
**COURSE:** 11 WEEKS

*Prerequisite: Computer: Basics/New Users (Test Out Available), Appropriate reading and math level, high school diploma or its equivalent.* Understand operating budgets, the budget review process, and how to interpret building financials. Learn how preventative maintenance affects a building budget as well as how to create budgets and preventative maintenance schedules in Microsoft Excel.

**NEW YORK**
- **Manhattan:** 25 West 18th Street
  - Tue, 6–8pm (Fall)
  - Fri, 12–2pm (Fall)
  - Sat, 12–2pm (Fall)
Building Management II: Documentation & the Law

Course: 11 weeks

Prerequisite: Building Management I: Budgets & Preventative Maintenance
Learn the property manager’s obligations under OSHA, Fair Housing, EEOC, NYC Administrative Codes, and local laws. Use Microsoft Excel for required record-keeping and learn to navigate the NYC DoB website.

**New York**
Manhattan: 25 West 18th Street
Tue, 6–8pm (Winter)
Fri, 12–2pm (Winter)
Sat, 12–2pm (Winter)

Building Management III: Project Management

Course: 11 weeks

Prerequisite: Building Management II: Documentation & the Law
Learn how to complete rehabilitation projects on schedule, within budget and to code. Understand capital budgets, construction contracts, alteration agreements, payment breakdowns, and requisitioning. Must have completion of, or concurrent registration in, OSHA 30-Hour General Training.

**New York**
Manhattan: 25 West 18th Street
Tue, 6–8pm (Spring)
Fri, 12–2pm (Spring)
Sat, 10am–12pm (Spring)

Building Management: An Introduction

Quick Course: One 3-hour session

Formerly known as: Building Management: Everything You Wanted to Know, But Were Afraid to Ask
Learn how a management company operates on a day-to-day basis including back office procedures, staff management, and building staff hiring practices.

**New York**
Manhattan: 25 West 18th Street
Nov 1, Fri, 6–9pm
Nov 26, Tue, 2–5pm
Feb 6, Thu, 6–9pm
May 8, Fri, 12–3pm
Jun 4, Thu, 6–9pm

Building Management: Ethics

Quick Course: One 3-hour session

Explore ethical issues such as fair housing and conflicts of interest. Develop models to evaluate situations and make sound ethical decisions.
**Partner: New York Association of Realty Managers**

**New York**
Manhattan: 25 West 18th Street
Oct 9, Wed, 12–3pm
Nov 12, Tue, 6–9pm
Jan 11, Sat, 1:30–4:30pm
Feb 6, Thu, 6–9pm
May 8, Fri, 6–9pm
Jun 2, Tue, 11am–2pm

Building Operation, Maintenance & Recordkeeping (BOMR): Renewal (Q-01, Q-99)

Quick Course: Three 3-hour sessions

Prepare to renew your Certificate of Qualification (Q-01, Q-99) for Refrigeration. Learn the new regulations recently issued by the FDNY. **Note that third-party testing fees are the responsibility of the member.**
Courses & Quick Courses

**Bus Drivers & Attendants: Communicating with Students with Disabilities**

**QUICK COURSE: ONE 2-HOUR SESSION**

Learn how to communicate effectively with students with impairments or cognitive challenges. Understand how to manage challenging behaviors in supportive and skillful ways. Must be working for a Philadelphia school.

**PENNSYLVANIA**

Philadelphia: The Murrell Dobbins Career and Technical Education High School
- Nov 23, Sat, 10am–12pm
- Feb 29, Sat, 10am–12pm
- Jun 6, Sat, 10am–12pm

**Bus Drivers & Attendants: Understanding Types of Disabilities**

**QUICK COURSE: ONE 2-HOUR SESSION**

Identify different types of disabilities and learn best practices to work with students who have disabilities, including overcoming specific workplace challenges. Must be working for a Philadelphia school.

**PENNSYLVANIA**

Philadelphia: The Murrell Dobbins Career and Technical Education High School
- Nov 23, Sat, 8–10am
- Feb 29, Sat, 8–10am
- Jun 6, Sat, 8–10am

**Carbon Monoxide Compliance**

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn about the hazards of carbon monoxide in residential buildings and the requirements for installing CO detectors.

**NEW YORK**

Manhattan: 25 West 18th Street
- Oct 9, Wed, 6–9pm
- Nov 6, Wed, 2–5pm
- Jan 16, Thu, 10am–1pm
- Feb 27, Thu, 6–9pm
- Apr 8, Wed, 10am–1pm
- May 9, Sat, 1:30–4:30pm

**PENNSYLVANIA**

Philadelphia: The Murrell Dobbins Career and Technical Education High School
- Oct 5, Sat, 8–10am
- Jan 16, Thu, 10am–1pm
- Feb 29, Sat, 8–10am
- Jun 6, Sat, 8–10am
- Oct 9, Wed, 6–9pm
- Nov 6, Wed, 2–5pm
- Jan 16, Thu, 10am–1pm
- Feb 27, Thu, 6–9pm
- Apr 8, Wed, 10am–1pm
- May 9, Sat, 1:30–4:30pm

**Carpentry Basics**

**COURSE: 11 WEEKS**

Prerequisite: Appropriate reading and math level, high school diploma or its equivalent (Test Out Available)

Learn to diagnose problems, make minor floor, wall, and ceiling repairs, and perform basic carpentry tasks. Identify appropriate materials, tools, and repair techniques. Gain practical skills and safety awareness through hands-on experience. Must have completion of, or concurrent registration in, Online: Tools of the Trade (Test Out Available)

**MARYLAND**

Camp Springs: Prince George’s Community College
- Sat, 9am–4pm

Rockville: Montgomery College
- Sun, 9am–4pm

**NEW JERSEY NORTH**

Bayonne: Bayonne High School
- Sat, 9am–4pm (Winter)

**NEW YORK**

Bronx: Hostos Community College
- Tue & Thu, 6–9pm
- Sat, 9am–4pm

Manhattan: 25 West 18th Street
- Tue & Thu, 11am–2pm (Winter)
- Thu, 6–9pm
- Wed & Fri, 11am–2pm (Fall & Spring)
- Wed & Fri, 6–9pm
- Sat, 9am–4pm

Westchester: Southern Westchester BOCES
- Sat, 9am–4pm (Spring)

**PENNSYLVANIA**

Philadelphia: The Murrell Dobbins Career and Technical Education High School
- Sat, 8am–3pm

Pittsburgh: Parkway West Career and Technology Center
- Sat, 10am–1pm (Spring)

**Citizenship Exam: Test Preparation**

**COURSE: 11 WEEKS**

Prepare for the U.S. Citizenship Examination and learn about the 32BJ Legal Fund benefit. Practice the citizenship interview, and review the questions on the citizenship exam. Consult the Legal Fund for questions about immigration fees.

Partner: 32BJ Legal Fund

**CONNECTICUT**

Danbury: Western CT State University
- Sat, 1–3pm

Hartford: Capital Community College
- Sat, 8–10am

New Haven: Adult Education Center
- Sat, 1–3pm

Norwalk: Norwalk Community College
- Sat, 1–3pm

Stamford: University of Connecticut (UCONN)
- Sun, 1–3pm

**FLORIDA**

Miami: Little Havana: Miami Dade College
- Sat, 11am–1pm (Winter)

**MARYLAND**

Hyattsville: Prince George’s Community College
- Sat, 2:30–4:30pm

Stamford: University of Connecticut (UCONN)
- Sun, 9am–1pm

**MASSACHUSETTS**

Boston: 32BJ SEIU Office
- Tue, 11am–1pm
- Thu, 10am–1pm
- Sat, 9am–12pm
- Sat, 2–5pm

Follow us on: facebook.com/32bjtraining @32bjtraining
New Jersey North
Bound Brook: Bound Brook High School
Sat, 1:30–3:30pm
Dover: The Organization for Hispanic Affairs
Sat, 1:30–3:30pm
Elizabeth: Union County College
Sat, 1:30–3:30pm
Hackensack: Bergen County Technical Schools
Sat, 1:30–3:30pm
Jersey City: Hudson County Community College
Sat, 1:30–3:30pm
Morristown: Morristown High School
Sat, 1:30–3:30pm
Newark: 32BJ SEIU Office
Mon, 2–4pm
Thu, 9am–12pm
Sat, 1:30–3:30pm
Paterson: Passaic County Community College
Sat, 1:30–3:30pm
Perth Amboy: Dr. Herbert N. Richardson School
Sat, 1:30–3:30pm
Plainfield: Union County College
Sat, 1:30–3:30pm
Union City: Union City High School
Sat, 1:30–3:30pm

New Jersey South
Trenton: Mercer County Community College
Sat, 1:30–3:30pm

New York
Bronx: Hostos Community College
Mon, 10am–12pm
Sat, 1:30–3:30pm
Long Island: Nassau Community College
Sat, 11am–1pm
Manhattan: 25 West 18th Street
Thu, 10am–12pm
Sat, 2–4pm
Wed, 9–11am (Fall)
Wed, 6–8pm (Spring)
Manhattan: CUNY in the Heights
Mon, 6–8pm
Wed, 6–8pm
New Rochelle: St. Gabriel’s High School
Tue, 6–8pm
Queens: Queens College
Sat, 1:30–3:30pm

Westchester: Berkeley College
Tue, 6–8pm
Sat, 1:30–3:30pm
Westchester: Port Chester High School
Thu, 6–8pm

Virginia
Arlington: Syphax Adult Education Center
Sat, 2:30–4:30pm
Tyson’s Corner: International Language Academy
Sat, 2:30–4:30pm

Washington, DC
Petworth: Spanish Education Development (SED) Center
Sun, 10am–2pm

Cleaning & Testing of Smoke Detectors (F-78)
Quick Course: One 3-hour session
Prepare for the FDNY Certificate of Fitness for Inspection, Cleaning & Testing of Smoke Detectors (F-78), learn about the Fire Department (FDNY) regulation requiring that smoke detectors in a building or structure be tested and cleaned. Note that third-party testing fees are the responsibility of the member.

New York
Manhattan: 25 West 18th Street
Sep 28, Sat, 1:30–4:30pm
Oct 17, Thu, 6–9pm
Jan 9, Thu, 9am–12pm
Feb 14, Fri, 6–9pm
Apr 9, Thu, 9am–12pm
May 1, Fri, 6–9pm

Cleaning: Industrial Floor Surface Cleaning
Quick Course: Three 6-hour sessions
Learn to choose and use cleaning chemicals, machinery, and equipment on a variety of surfaces (vinyl, ceramic tile, carpeting, concrete, etc.) according to industry and safety guidelines.
Partner: New York City College of Technology

New York
Brooklyn: NYC Technical College (Jay Street)
Oct 25–Nov 8, Fri, 9am–4pm
Mar 6–Mar 20, Fri, 9am–4pm
May 15–May 29, Fri, 9am–4pm

“Every trade course I take helps me to become more self sufficient.”

Name: JASON RUELLO
Job: DOORMAN/CONCIERGE
Employer: Douglas Elliman
Location: Manhattan, NY
Course(s) Taken: Asbestos Awareness, Bed Bug Awareness, Fire Safety for Residential Buildings, Heat & Hot Water, Locksmith I & II, Steam I & II, Visual Assessment & Local Law I, and more
Courses & Quick Courses

Cleaning: Products & Techniques

**COURSE: 11 WEEKS**
Safely use cleaning chemicals, machinery, and equipment according to industry and OSHA guidelines, including strategies for low-impact environmental cleaning and housekeeping.

**NEW YORK**
Manhattan: 25 West 18th Street  
Fri, 6–9pm  
Fri, 9am–12pm (Winter & Spring)

Combustion Safety & Efficiency Testing

**QUICK COURSE: ONE 3-HOUR SESSION**

**Prerequisite: Air Pollution Control**
Learn to identify deficiencies or hazardous conditions using the CAZ (Combustion Appliance Zone) to calculate depressurization limits and proper chimney draft conditions. Gain hands-on experience with efficiency testing for multifamily boilers.

**NEW YORK**
Manhattan: 25 West 18th Street  
Oct 18, Fri, 6–9pm  
Jan 21, Tue, 6–9pm  
Apr 9, Thu, 9am–12pm  
Jun 6, Sat, 1:30–4:30pm

Computer: Basics/New Users

**COURSE: 11 WEEKS**
Learn basic computer skills and terminology including keyboard, mouse, and navigation in Microsoft Windows. Establish a free e-mail account and learn to navigate the Internet while avoiding scams and security breaches.

**NEW YORK**
Bronx: Hostos Community College  
Sat, 1:30–4:30pm (Fall)

Long Island: Nassau Community College  
Sat, 10am–1pm (Fall)

Manhattan: 25 West 18th Street  
Tue, 11:30am–2:30pm (Fall)  
Sat, 1:30–4:30pm (Fall)  
Wed, 9am–12pm (Fall)  
Tue, 6–9pm (Winter & Spring)  
Sat, 9am–12pm (Winter & Spring)  
Wed, 6–9pm (Spring)

New Rochelle: St. Gabriel’s High School  
Thu, 6–9pm (Fall)

Queens: Queens College  
Sat, 9:30am–12:30pm

Westchester: Berkeley College  
Thu, 6–9pm (Fall)  
Sat, 1:30–4:30pm (Fall)

Westchester: Port Chester High School  
Tue, 6–9pm (Fall)

Pennsylvania

Philadelphia: The Murrell Dobbins Career and Technical Education High School  
Sat, 9am–12pm

Virginia

Arlington: Syphax Adult Education Center  
Sat, 2:30–4:30pm

Computer: Autocad

**COURSE: 11 WEEKS**
Learn the fundamentals of Computer Aided Design (CAD) while using AutoCAD software. Explore the design principles and conventions used by drafting/engineering professionals, including drawing tools, poly-lines, layers, text, and dimensioning.

**NEW YORK**
Manhattan: 25 West 18th Street  
Wed, 12–3pm (Fall)  
Thu, 6–9pm (Winter)  
Sat, 12–3pm (Spring)
### Computer: Building Management Systems I: HVAC Concepts

**COURSE:** 11 WEEKS

**Prerequisites:** Air Conditioning & Refrigeration I, Computer: Basics/New Users (Test Out Available)

Understand basic HVAC concepts and controls as preparation for learning how to operate a Building Management System (BMS).

**NEW YORK**

**Manhattan:** 25 West 18th Street
- Mon, 11am–2pm (Fall)
- Tue, 6–9pm (Fall)
- Wed, 6–9pm (Fall)
- Fri, 6–9pm (Fall)
- Sat, 9am–12pm (Fall)

### Computer: Building Management Systems II: Core Concepts

**COURSE:** 11 WEEKS

**Prerequisite:** Computer: Building Management Systems I: HVAC Concepts

Gain practical experience using a Building Management System (BMS). Identify and describe the major components of a BMS along with the basic mechanical components and how they function with HVAC controls.

**NEW YORK**

**Manhattan:** 25 West 18th Street
- Mon, 11am–2pm (Winter)
- Tue, 6–9pm (Winter)
- Wed, 6–9pm (Winter)
- Fri, 6–9pm (Winter)
- Sat, 9am–12pm (Winter)

### Computer: Building Management Systems III: Advanced

**COURSE:** 11 WEEKS

**Prerequisite:** Computer: Building Management Systems II: Core Concepts

Learn advanced building automation and controls including scheduling, components, operation, and applications.

**NEW YORK**

**Manhattan:** 25 West 18th Street
- Mon, 11am–2pm (Spring)
- Thu, 6–9pm (Spring)
- Fri, 6–9pm (Spring)
- Sat, 9am–12pm (Spring)

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### Computer: Hardware

**COURSE:** 11 WEEKS

Identify the physical components of a personal computer; install, uninstall, and test hardware, such as motherboards, chips, memory, and hard drives to learn to build a PC from scratch.

**NEW YORK**

**Manhattan:** 25 West 18th Street
- Fri, 6–9pm
- Sat, 1:30–4:30pm (Winter & Spring)

### Computer: Internet Basics/Social Media

**COURSE:** 11 WEEKS

**Prerequisite:** Computer: Basics/New Users (Test Out Available)

Learn to use search engines effectively, create accounts, and participate in various social media sites while protecting personal content. Understand how to use hashtags, share, and comment.

**FLORIDA**

**Miami:** Little Havana: Miami Dade College
- Sat, 2–5pm (Winter)

**MARYLAND**

**Hyattsville:** Prince George’s Community College
- Sat, 2:30–4:30pm (Fall)

**Rockville:** Montgomery College
- Sun, 9am–1pm (Winter)

**Silver Spring:** Montgomery College
- Sun, 9am–1pm (Fall)

**NEW YORK**

**Bronx:** Hostos Community College
- Sat, 1:30–4:30pm (Winter)

**Long Island:** Nassau Community College
- Sat, 10am–1pm (Winter)

**Queens:** Queens College
- Wed, 6–9pm

**Westchester:** Berkeley College
- Sat, 1:30–4pm (Winter)

**Westchester:** Port Chester High School
- Tue, 6–9pm (Winter)

**PENNSYLVANIA**

**Philadelphia:** The Murrell Dobbins Career and Technical Education High School
- Sat, 12:30–3:30pm (Fall)

**Pittsburgh:** 32BJ SEIU Office
- Sat, 10am–1pm (Fall)

**VIRGINIA**

**Tyson’s Corner:** International Language Academy
- Sat, 2:30–4:30pm (Fall & Winter)

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### Computer: Running a Building with a Computer

**COURSE:** 11 WEEKS

**Prerequisite:** Computer: Spreadsheets (MS Excel) (Test Out Available)

Test-drive the most popular building management and communication systems, including BuildingLink, Building Engines, LogCheck, and Portfolio Manager. Learn to perform advanced industry-related projects and participate in a building tour to view new technologies and features.

**NEW YORK**

**Manhattan:** 25 West 18th Street
- Wed, 9am–12pm
- Thu, 6–9pm

### Computer: Slide Presentation (MS PowerPoint)

**COURSE:** 11 WEEKS

**Prerequisite:** Computer: Basics/New Users (Test Out Available)

Learn how to create presentations for employers and staff. Create a master slide, insert graphics, audio and video, animate text, and create charts. Also available online. See page 8 for more information.

**MARYLAND**

**Hyattsville:** Prince George’s Community College
- Sat, 2:30–4:30pm (Spring)

**NEW JERSEY NORTH**

**Bound Brook:** Bound Brook High School
- Sat, 1:30–4:30pm (Fall)

**Elizabeth:** Union County College
- Sat, 1:30–4:30pm (Fall)

**JERSEY CITY:** Hudson County Community College
- Sat, 1:30–4:30pm (Fall)

**Newark:** 32BJ SEIU Office
- Sat, 1:30–4:30pm (Fall)

**Paterson:** Passaic County Community College
- Sat, 1:30–4:30pm (Fall)

**PENNSYLVANIA**

**Philadelphia:** The Murrell Dobbins Career and Technical Education High School
- Sat, 12:30–3:30pm (Fall)
Courses & Quick Courses

**Computer: Spreadsheets (MS Excel)**

**COURSE: 11 WEEKS**

Prerequisite: Computer: Basics/New Users (Test Out Available)
Utilize Microsoft Excel to enter and format data using formulas to create budgets, invoices, and spreadsheets. Illustrate data through charts and learn about data types and validation. Also available online. See page 8 for more information.

**CONNECTICUT**
Norwalk: Norwalk Community College
Sat, 1–4pm (Spring)
Stamford: University of Connecticut (UCONN)
Sat, 1–4pm (Spring)

**MARYLAND**
Hyattsville: Prince George’s Community College
Sat, 2:30–4:30pm (Winter & Spring)
Silver Spring: Montgomery College
Sun, 9am–1pm (Spring)

**NEW JERSEY NORTH**
Bound Brook: Bound Brook High School
Sat, 1:30–4:30pm (Spring)
Elizabeth: Union County College
Sat, 1–4pm (Spring)
Jersey City: Hudson County Community College
Sat, 1–4pm (Spring)
Newark: 32BJ SEIU Office
Tue, 9am–12pm (Spring)

**Newark: 32BJ SEIU Office**
Sat, 1:30–4:30pm (Winter)
Union City: Union City High School
Sat, 1:30–4:30pm (Winter)

**PENNSYLVANIA**
Philadelphia: The Murrell Dobbins Career and Technical Education High School
Sat, 12:30–3:30pm (Winter)

**WASHINGTON, DC**
Petworth: Spanish Education Development (SED) Center
Sun, 10am–2pm (Spring)

**Computer: Word Processing (MS Word)**

**COURSE: 11 WEEKS**

Prerequisite: Computer: Basics/New Users (Test Out Available)
Learn beginning to intermediate word processing skills using Microsoft Word. Explore the MS Word environment, create a document from a template, perform basic formatting, insert graphics, spell-check, and print. Also available online. See page 8 for more information.

**CONNECTICUT**
Norwalk: Norwalk Community College
Sat, 1–4pm (Winter)
Stamford: University of Connecticut (UCONN)
Sat, 1–4pm (Winter)

**MARYLAND**
Hyattsville: Prince George’s Community College
Sat, 2:30–4:30pm (Fall & Winter)
Rockville: Montgomery College
Sun, 9am–1pm (Winter & Spring)

**MASSACHUSETTS**
Boston: 32BJ SEIU Office
Tue, 3–5pm
Thu, 3–5pm

**NEW JERSEY NORTH**
Bound Brook: Bound Brook High School
Sat, 1:30–4:30pm (Winter)
Elizabeth: Union County College
Sat, 1–4pm (Winter)
Jersey City: Hudson County Community College
Sat, 1:30–4:30pm (Winter)
Newark: 32BJ SEIU Office
Sat, 1:30–4:30pm (Winter)
Thu, 1–4pm (Winter)
Tue, 9am–12pm (Winter)
Paterson: Passaic County Community College
Sat, 1:30–4:30pm (Winter)

**PENNSYLVANIA**
Philadelphia: The Murrell Dobbins Career and Technical Education High School
Sat, 1:30–4:30pm (Winter)

**WASHINGTON, DC**
Petworth: Spanish Education Development (SED) Center
Sun, 10am–2pm (Winter)
### CPR/AED

**QUICK COURSE: ONE 4-HOUR SESSION** $5

Learn how to recognize cardiac arrest, get emergency care on the way quickly, perform CPR on an adult and child, and how to use an Automated External Defibrillator (AED). Also available upon employer request. Available in Spanish. **Partners:** American Heart Association/American Red Cross

**FLORIDA**

Miami: Little Havana: Miami Dade College
Jan 25, Sat, 1–5pm

**MARYLAND**

Germantown: Montgomery College
Nov 16, Sat, 1–5pm (Español)
Mar 7, Sat, 1–5pm (Español)
May 30, Sat, 1–5pm (Español)

Hyattsville: Prince George's Community College
Nov 2, Sat, 1–5pm (Español)
Feb 22, Sat, 1–5pm (Español)
May 16, Sat, 1–5pm (Español)

Rockville: Montgomery College
Oct 6, Sun, 1–5pm (Español)
Jan 26, Sun, 1–5pm (Español)
Feb 9, Sun, 1–5pm (Español)
Apr 19, Sun, 1–5pm (Español)

Silver Spring: Montgomery College
Oct 20, Sun, 1–5pm (Español)
May 3, Sun, 1–5pm (Español)

**NEW JERSEY NORTH**

Newark: 32BJ SEIU Office
Oct 19, Sat, 12–4pm

Paterson: Passaic County Community College
Mar 7, Sat, 12–4pm

**WASHINGTON, DC**

Petworth: Spanish Education Development (SED) Center
Oct 19, Sat, 12–4pm (Español)
Feb 22, Sat, 12–4pm (Español)
May 16, Sat, 12–4pm (Español)

### CPR/AED/First Aid

**QUICK COURSE: ONE 8-HOUR SESSION** $6

Learn how to recognize cardiac arrest, get emergency care on the way quickly, perform CPR on an adult and child, and how to use an Automated External Defibrillator (AED). Learn appropriate responses to heart attacks, choking, diabetic shock, and how to stabilize victims until EMS arrives. Also available upon employer request. Available in Spanish. **Partners:** American Heart Association/American Red Cross

**NEW YORK**

Manhattan: 25 West 18th Street
Oct 5, Sat, 9am–5pm
Nov 2, Sat, 9am–5pm
Nov 9, Sat, 9am–5pm
Nov 13, Wed, 9am–5pm
Nov 16, Sat, 9am–5pm
Dec 7, Sat, 9am–5pm
Dec 10, Tue, 9am–5pm
Jan 10, Fri, 9am–5pm
Feb 22, Sat, 9am–5pm
Mar 10, Tue, 9am–5pm
Apr 16, Thu, 12–8pm
Jun 9, Tue, 9am–5pm

Westchester: Berkeley College
Dec 14, Sat, 9am–5pm

**PENNSYLVANIA**

Philadelphia: The Murrell Dobbins Career and Technical Education High School
Sep 28, Sat, 8am–4pm
Oct 12, Sat, 8am–4pm
Oct 26, Sat, 8am–4pm
Jan 11, Sat, 8am–4pm
Jan 25, Sat, 8am–4pm
Feb 15, Sat, 8am–4pm
Apr 11, Sat, 8am–4pm
Apr 25, Sat, 8am–4pm
May 9, Sat, 8am–4pm

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### Training Dates and Locations

- **Plainfield: Union County College**
  - Jun 6, Sat, 12–4pm (Español)

- **NEW JERSEY SOUTH**
  - **New Brunswick: Middlesex County College**
    - Mar 28, Sat, 1–5pm
  - **Trenton: Mercer County Community College**
    - Dec 7, Sat, 1–5pm

- **NEW YORK**
  - **Bronx: Hostos Community College**
    - Oct 19, Sat, 9am–1pm
    - Feb 22, Sat, 9am–1pm
    - May 16, Sat, 9am–1pm
  - **Long Island: Nassau Community College**
    - Dec 14, Sat, 11am–3pm
  - **Manhattan: 25 West 18th Street**
    - Sep 28, Sat, 9am–1pm
    - Oct 2, Wed, 9am–1pm
    - Oct 26, Sat, 9am–1pm
    - Oct 31, Thu, 9am–1pm
    - Nov 30, Sat, 9am–1pm
    - Dec 6, Fri, 9am–1pm
    - Dec 14, Sat, 9am–1pm
    - Jan 4, Sat, 1–5pm
    - Jan 11, Sat, 1–5pm
    - Jan 22, Wed, 5–9pm
    - Jan 24, Fri, 9am–1pm
    - Feb 1, Sat, 1–5pm
    - Feb 18, Tue, 9am–1pm
    - Mar 3, Tue, 1–5pm
    - Mar 14, Sat, 1–5pm
    - Mar 17, Tue, 1–5pm
    - Mar 21, Sat, 1–5pm
    - Mar 24, Tue, 5–9pm
    - Apr 17, Fri, 5–9pm
    - Apr 25, Sat, 1–5pm
    - May 7, Thu, 5–9pm
    - May 9, Sat, 1–5pm
    - May 19, Tue, 9am–1pm
    - Jun 6, Sat, 1–5pm
  - **Westchester: Berkeley College**
    - Mar 28, Sat, 9am–1pm (Español)

- **PENNSYLVANIA**
  - **Pittsburgh: 32BJ SEIU Office**
    - Oct 5, Sat, 12–4pm
    - Apr 11, Sat, 10am–1pm
  - **Arlington: Syphax Adult Education Center**
    - Oct 26, Sat, 1–5pm (Español)
    - Feb 8, Sat, 1–5pm (Español)
    - May 2, Sat, 1–5pm (Español)
  - **Tyson's Corner: International Language Academy**
    - Nov 2, Sat, 1–5pm (Español)
    - Feb 15, Sat, 1–5pm (Español)
    - May 9, Sat, 1–5pm (Español)
Crisis Prevention & Management

**QUICK COURSE: TWO 4-HOUR SESSIONS**

Learn how to effectively respond to and manage emergency situations in order to prevent crisis. Recognize and de-escalate issues before they turn into an emergency.

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 10–Oct 17, Thu, 5–9pm
Nov 12–Nov 19, Tue, 10am–2pm
Jan 17–Jan 24, Fri, 10am–2pm
Apr 21–Apr 28, Tue, 10am–2pm

Customer Service for Building Service Workers

**QUICK COURSE: TWO 2-HOUR SESSIONS OR ONE 4-HOUR SESSION**

Learn to effectively communicate with tenants, employers, coworkers, and members of the public. Through discussion and role-playing learn about conflict resolution, professional conduct, and communication skills. Also available online. See page 8 for more information.

**FLORIDA**
Miami: Little Havana: 32BJ SEIU Office
Jun 13, Sat, 11am–3pm

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 31, Thu, 11am–3pm
Nov 7–Nov 14, Thu, 11am–1pm
Jan 16–Jan 23, Thu, 6–8pm
Apr 18, Sat, 1–5pm
May 14, Thu, 1–5pm

**PENNSYLVANIA**
Philadelphia: The Murrell Dobbins Career and Technical Education High School
Oct 26, Sat, 12:30–4:30pm
Feb 8, Sat, 12:30–4:30pm
May 2, Sat, 12:30–4:30pm

Disaster Preparedness

**QUICK COURSE: ONE 3-HOUR SESSION**

Employer Referral only. Learn what to do before, during, and after an emergency loss of power or weather-related disaster. Topics include emergency communication, working with special needs tenants, and portable generator safety. Also available online. See page 8 for more information. Call 212-388-3701 for details.
Partner: New York City Office of Emergency Management

Diversity Appreciation/Cultural Competency

**QUICK COURSE: ONE 4-HOUR SESSION**

Learn to recognize, appreciate and serve diverse cultural needs in emergency situations.

**NEW YORK**
Manhattan: 25 West 18th Street
Mar 18, Wed, 12–4pm
Mar 18, Wed, 4–8pm

Doorperson Skills: Excellence in Service

**QUICK COURSE: ONE 3-HOUR SESSION**

Develop strong communication skills to maintain professionalism, multitask, and remain cool under pressure. Harness the many skills it takes to run the customer service functions of a building.

**NEW YORK**
Manhattan: 25 West 18th Street
Nov 6, Wed, 2–5pm
Nov 14, Thu, 6–9pm
Jan 30, Thu, 6–9pm
Feb 11, Tue, 11am–2pm
May 15, Fri, 6–9pm
May 30, Sat, 1–4pm

Electricity Basics

**COURSE: 11 WEEKS**

**Prerequisite:** Appropriate reading and math level, high school diploma or its equivalent (Test Out Available)

Learn basic electrical skills, theory, efficiency, codes, and how to safely install all electrical system components. Identify wires, cables, and service distribution panels to make basic electrical repairs.

**MARYLAND**
Hyattsville: Prince George’s Community College
Sat, 9am–4pm

**NEW JERSEY NORTH**
Bayonne: Bayonne High School
Sat, 9am–4pm (Fall)

**NEW YORK**
Bronx: Hostos Community College
Mon & Wed, 6–9pm
Tue & Thu, 6–9pm
Sat, 9am–4pm

Manhattan: 25 West 18th Street
Tue & Thu, 9am–12pm
Tue & Thu, 12–3pm

Electricity: Troubleshooting

**QUICK COURSE: FOUR 3-HOUR SESSIONS**

**Prerequisite:** Electricity Basics (Test Out Available)

Learn to read electrical blueprints, troubleshoot circuits, and repair different types of fluorescent light fixtures. Improve troubleshooting and repair of low voltage systems such as timing devices.

**MARYLAND**
Rockville: Montgomery College
Sep 29–Oct 20, Sun, 9am–12pm
Apr 19–May 10, Sun, 9am–12pm

**NEW YORK**
Manhattan: 25 West 18th Street
Nov 18–Dec 9, Mon, 11am–2pm
Nov 18–Dec 9, Mon, 6–9pm
Jan 27–Feb 24, Mon, 11am–2pm
Jan 27–Feb 24, Mon, 6–9pm
Apr 27–May 18, Mon, 11am–2pm
May 2–May 30, Sat, 4–7pm

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@32bjtraining
Troubleshooting
Apr 19–May 10, Sun, 9am–12pm
Jan 27–Feb 24, Mon, 6–9pm
Jan 27–Feb 24, Mon, 11am–2pm
Wed & Fri, 6–9pm
Prerequisite: Electricity Basics
(Test Out Available)
Westchester: Southern Westchester
Sat, 9am–4pm (Fall)
Sat, 9am–4pm
Sat, 9am–4pm
Queens: Queens College
May 2–May 30, Sat, 4–7pm
Mon & Wed, 6–9pm
Mon & Wed, 9am–12pm
Learn to read electrical blueprints, trouble shooting and repair of low voltage systems
Electricity:
Nov 18–Dec 9, Mon, 6–9pm
Nov 18–Dec 9, Mon, 11am–2pm
(NEW YORK)
MARYLAND
Baltimore: Baltimore City Community College
Sat, 9am–2pm
Germantown: Montgomery College
Mon & Wed, 10am–1pm
Sat, 9am–2pm
Hyattsville: Prince George’s Community College
Tue & Thu, 10am–1pm
Sat, 9am–2pm
Rockville: Montgomery College
Tue & Thu, 10am–1pm
Sat, 9am–2pm
Sun, 9am–2pm (Fall & Winter)
Silver Spring: Montgomery College
Mon & Wed, 10am–1pm
Sat, 9am–2pm
Sun, 9am–2pm
VIRGINIA
Arlington: Syphax Adult Education Center
Sat, 9am–2pm
Tyson’s Corner: International Language Academy
Sat, 9am–2pm
WASHINGTON, DC
Petworth: Spanish Education Development (SED) Center
Mon, Wed & Thu, 6–8pm
Sat, 9am–2pm
Mon, Wed & Thu 10am–12:30pm (Winter and Spring)
(FLORIDA)
Miami: Little Havana: Miami Dade College
Sat, 9:30am–1:30pm
MARYLAND
Danbury: Western CT State University
Sat, 8:30am–12:30pm
Hartford: Capital Community College
Sat, 9am–1pm
New Haven: Adult Education Center
Sat, 8:30am–12:30pm
Norwalk: Norwalk Community College
Sat, 8:30am–12:30pm
Stamford: University of Connecticut (UCONN)
Sat, 8:30am–12:30pm
Sun, 8:30am–12:30pm
CONNeCTICut
Danbury: Western CT State University
Sat, 8:30am–12:30pm
Hartford: Capital Community College
Sat, 9am–1pm
New Haven: Adult Education Center
Sat, 8:30am–12:30pm
Norwalk: Norwalk Community College
Sat, 8:30am–12:30pm
Stamford: University of Connecticut (UCONN)
Sat, 8:30am–12:30pm
Sun, 8:30am–12:30pm
CONNECTICUT
Danbury: Western CT State University
Sat, 8:30am–12:30pm
Hartford: Capital Community College
Sat, 9am–1pm
New Haven: Adult Education Center
Sat, 8:30am–12:30pm
Norwalk: Norwalk Community College
Sat, 8:30am–12:30pm
Stamford: University of Connecticut (UCONN)
Sat, 8:30am–12:30pm
Sun, 8:30am–12:30pm
FLORIDA
Miami: Little Havana: Miami Dade College
Sat, 9:30am–1:30pm
NEW JERSEY NORTH
Bound Brook: Bound Brook High School
Sat, 9am–1pm
Dover: The Organization for Hispanic Affairs
Sat, 9am–1pm
Elizabeth: Union County College
Sat, 9am–1pm
Hackensack: Bergen County Technical Schools
Sat, 9am–1pm
Jersey City: Hudson County Community College
Sat, 9am–1pm
Morristown: Morristown High School
Sat, 9am–1pm
Newark: 32BJ SEIU Office
Mon, 9am–1pm
Tue & Wed, 4–6pm
Wed, 9am–1pm
Sat, 9am–1pm
Paterson: Passaic County Community College
Sat, 9am–1pm
Perth Amboy: Dr. Herbert N. Richardson School
Sat, 9am–1pm
Plainfield: Union County College
Sat, 9am–1pm
Union City: Union City High School
Sat, 9am–1pm
NEW JERSEY SOUTH
Camden: Camden County College
Sat, 9am–1pm
Freehold: Brookdale Community College
Sat, 9am–1pm
New Brunswick: Middlesex County College
Sat, 9am–1pm
Trenton: Mercer County Community College
Sat, 9am–1pm
NEW YORK
Bronx: Hostos Community College
Mon & Wed, 6–8pm
Wed & Fri, 10am–12pm
Sat, 9am–1pm
Long Island: Nassau Community College
Sat, 1:30–5:30pm
Manhattan: 25 West 18th Street
Mon & Wed, 12–2pm
Mon & Wed, 6–8pm
Tue & Thu, 6–8pm
Wed & Fri, 12–2pm
Wed & Fri, 6–8pm
Sat, 9am–1:30pm
Tue & Thu, 12–2pm (Winter & Spring)
New Rochelle: St. Gabriel’s High School
Mon & Wed, 6–8pm
Queens: Queens College
Tue, Thu & Fri, 6–8pm
Sat, 9am–1pm
Westchester: Berkeley College
Mon & Wed, 6–8pm
Sat, 9am–1pm
Westchester: Port Chester High School
Mon & Wed, 6–8pm
PENNSYLVANIA
Pittsburgh: 32BJ SEIU Office
Sat, 10am–12pm (Spring)
VIRGINIA
Arlington: Syphax Adult Education Center
Sat, 9am–2pm
Tyson’s Corner: International Language Academy
Sat, 9am–2pm
WASHINGTON, DC
Petworth: Spanish Education Development (SED) Center
Mon, Wed & Thu, 6–8pm
Sat, 9am–2pm
Mon, Wed & Thu 10am–12:30pm (Winter and Spring)
English as a Second Language: Carpentry Projects

**COURSE:** EIGHT 3-HOUR SESSIONS

Learn work-specific English from two Instructors, one English and one carpentry, while doing hands-on basic carpentry projects.

**MARYLAND**
Camp Springs: Prince George's Community College
Sat, 1–4pm (Fall & Spring)
Sat, 9am–12pm (Winter)

English as a Second Language: Electricity Projects

**COURSE:** EIGHT 3-HOUR SESSIONS

Learn work-specific English from two Instructors, one English and one electricity, while doing hands-on basic electricity projects.

**MARYLAND**
Rockville: Montgomery College
Sun, 9am–12pm

**VIRGINIA**
Arlington: Syphax Adult Education Center
Oct 10–Nov 7, Thu, 6–8pm
Apr 14–May 12, Tue, 12–2pm

Facilities Management

**QUICK COURSE:** ONE 3-HOUR SESSION

Learn how to coordinate and oversee operations and maintenance of your building in a cost-effective manner. Explore ways to meet tenant needs, coordinate vendors, and manage the day-to-day demands of maintaining and upgrading your building.

**NEW YORK**
Manhattan: 25 West 18th Street
Nov 7, Thu, 6–9pm
Jan 14, Thu, 6–9pm
May 14, Thu, 11am–2pm

Financial Advisory

**QUICK COURSE:** FIVE 2-HOUR SESSIONS

Engage in our comprehensive personal finance course, led by an expert financial counselor. Build a personalized financial plan, including an assessment of your credit profile, and get connected with financial products to help you reach your financial goals.

**PARTNER:** Neighborhood Trust

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 10–Nov 7, Thu, 6–8pm
Apr 14–May 12, Tue, 12–2pm

Financial Literacy

**QUICK COURSE:** VARIES

Learn to create a budget, manage credit, and set short-term and long-term financial goals. Receive guidance on how to purchase a home and gain an understanding of various types of mortgages.

**FLORIDA**
Miami: Little Havana: Miami Dade College
Apr 4, Sat, 11am–3pm

**PENNSYLVANIA**
Philadelphia: The Murrell Dobbins Career and Technical Education High School
Sep 21–Sep 28, Sat, 12:30–4pm
Jan 4–Jan 11, Sat, 12:30–4pm
Apr 4–Apr 11, Sat, 12:30–4pm

**Pittsburgh:** 32BJ SEIU Office
Oct 19, Sat, 10am–1pm

English as a Second Language: Plumbing Projects

**COURSE:** EIGHT 3-HOUR SESSIONS

Learn work-specific English from two Instructors, one English and one plumbing, while doing hands-on basic plumbing projects.

**MARYLAND**
Camp Springs: Prince George’s Community College
Sat, 1–4pm (Fall & Winter)

English as a Second Language: Pronunciation Intensive

**QUICK COURSE:** VARIES

Learn to properly articulate the sounds of American English in this conversational course. Must be currently enrolled in English as a Second Language course or have appropriate English skills.

**FLORIDA**
Miami: Little Havana: Miami Dade College
Feb 21–Oct 6, Sat, 10am–1pm

Silver Spring: Montgomery College
Oct 27–Nov 24, Sun, 9am–1pm
Feb 16–Mar 15, Sun, 9am–1pm
May 23–Jun 20, Sat, 9am–1pm

**NEW YORK**
Bronx: Hostos Community College
Sep 21–Dec 7, Sat, 9am–1pm
Jan 4–Mar 21, Sat, 9am–1pm
Jan 6–Mar 25, Mon & Wed, 6–8pm
Apr 4–Jun 20, Sat, 9am–1pm

Manhattan: 25 West 18th Street
Oct 2–Nov 6, Wed, 3–6pm
Oct 11–Nov 15, Fri, 6–9pm
Jan 28–Mar 3, Tue, 6–9pm
Feb 1–Mar 7, Sat, 2–5pm
Apr 16–May 21, Thu, 10am–1pm
Apr 25–Jun 6, Sat, 2–5pm

**WASHINGTON, DC**
Petworth: Spanish Education Development (SED) Center
Oct 6–Nov 3, Sun, 10am–2pm
Feb 2–Mar 1, Sun, 10am–2pm
Apr 26–Jun 21, Sun, 10am–2pm

Name:
ROSA ROJAS

Job:
CLEANER

Employer:
P and R Enterprises, Inc.

Location:
Washington, DC

Course(s) Taken:
English as a Second Language,
Computer: Basics/New Users,
Computer: Internet Basics/Social Media
## Financial Advisory Program: Getting Ahead

**QUICK COURSE:** FIVE 2-HOUR SESSIONS

Engage in our comprehensive personal finance course, led by an expert financial counselor. Build a personalized financial plan, including an assessment of your credit profile, and get connected with financial products to help you reach your financial goals.

**Partner:** Neighborhood Trust

**NEW YORK**

- **Manhattan:** 25 West 18th Street
  - Oct 10–Nov 7, Thu, 6–8pm
  - Apr 14–May 12, Tue, 12–2pm

## Financial Literacy

**QUICK COURSE:** VARIES

Learn to create a budget, manage credit, and set short-term and long-term financial goals. Receive guidance on how to purchase a home and gain an understanding of various types of mortgages.

**FLORIDA**

- **Miami:** Little Havana: 32BJ SEIU Office
  - Apr 4, Sat, 11am–3pm

**PENNSYLVANIA**

- **Philadelphia:** The Murrell Dobbins Career and Technical Education High School
  - Sep 21–Sep 28, Sat, 12:30–4pm
  - Jan 4–Jan 11, Sat, 12:30–4pm
  - Apr 4–Apr 11, Sat, 12:30–4pm

- **Pittsburgh:** 32BJ SEIU Office
  - Oct 19, Sat, 10am–1pm

## Fire & Emergency Drill Conductor (F-07)

**QUICK COURSE:** ONE 3-HOUR SESSION

Prepare to take the FDNY Certificate of Fitness Examination for Fire and Emergency Drill Conductor (F-07). Learn how to lead fire drills in buildings that do not require a Fire Safety Director. **Note that third-party testing fees are the responsibility of the member.**

**NEW YORK**

- **Manhattan:** 25 West 18th Street
  - Oct 11, Fri, 12–3pm
  - Oct 26, Sat, 12–3pm
  - Feb 13, Thu, 6–9pm
  - Feb 14, Fri, 12–3pm
  - Apr 23, Thu, 6–9pm
  - May 1, Fri, 12–3pm

## Fire Guard (F-01)

**QUICK COURSE:** ONE 3-HOUR SESSION

Prepare to take the FDNY Certificate of Fitness Examination for Citywide Fire Guard for Impairments (F-01), which replaces the F-36 and F-91. **Note that third-party testing fees are the responsibility of the member.**

**NEW YORK**

- **Manhattan:** 25 West 18th Street
  - Nov 6, Wed, 6–9pm
  - Jan 18, Sat, 12:30–3:30pm
  - Mar 24, Sat, 12:30–3:30pm
  - May 12, Tue, 3–6pm

## Fire Guard for Torch Operations (F-60)

**QUICK COURSE:** ONE 3-HOUR SESSION

Learn the information you need to know to work as a fire guard and prepare for the (F-60) Fire Guard for Torch Operations Certificate of Fitness examination. Be introduced to proper torch operations, National Fire Protection Association (NFPA) 51B, and Fire Code Chapter 26, regulations and the duties of fire guards for performing fire watch for torch operations.

**NEW YORK**

- **Manhattan:** 25 West 18th Street
  - Oct 9, Wed, 6–9pm
  - Jan 24, Fri, 11am–2pm
  - May 30, Sat, 1:30–4:30pm

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**Name:** ROSA ROJAS  
**Job:** CLEANER  
**Employer:** P and R Enterprises, Inc.  
**Location:** Washington, DC  
**Course(s) Taken:** English as a Second Language, Computer: Basics/New Users, Computer: Internet Basics/Social Media  

“I’m learning a lot about computers. The teachers are nice and I feel very good. Thank you 32BJ!”

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**Key to the Symbols**

- Available Online
- New Course
- Available in Spanish
- Testing Fees
- Green Course
- Third Party Certification

**REGISTER AT TRAINING.32BJFUNDS.ORG**
Fire Life & Safety Director (F-89)

COURSE: 12 WEEKS

Prerequisite: Appropriate reading and math level, high school diploma or its equivalent. Prepare to take the FDNY Fire Life & Safety Director (FLSD) Certificate of Fitness Examination (F-89). Learn the responsibilities of an FLSD while developing test taking and study skills. Members can take the class and the test for the Written Exam but must be assigned to a Commercial building to take the On-Site exam. Note that third-party testing fees are the responsibility of the member.

NEW YORK
Bronx: Hostos Community College
Mon, 5:30–9:30pm
Manhattan: 25 West 18th Street
Tue, 10am–2pm
Tue, 5:30–9:30pm
Wed, 5:30–9:30pm
Fri, 9am–1pm
Sat, 9am–1pm
Wed, 11am–2pm (Winter)
Thu, 5:30–9:30pm (Spring)
Queens: Queens College
Sat, 9am–1pm

Fire Life & Safety Director Non-Fire Emergency (F-89)

QUICK COURSE: TWO 4.5-HOUR SESSIONS

Prepare and qualify to take the FDNY Emergency Action Plan Director test (Rule 3 RCNY 9-08). Learn about shelter in place, in-building relocation, full building evacuations, bomb threats, hazardous material incidents, weather-related emergencies and blackouts. Must possess a valid Fire Safety Director Certificate of Fitness and work in a building with an approved EAP. Note that third-party testing fees are the responsibility of the member.

NEW YORK
Manhattan: 25 West 18th Street
Nov 2, Sat, 12–3pm
Feb 8, Sat, 1–4pm
Feb 19, Wed, 12–3pm
May 11, Mon, 1–4pm
Mar 21, Sat, 1–4pm
Apr 13, Mon, 1–4pm
Jun 8, Mon, 1–4pm

Fire Life & Safety Director On-Site Prep (F-89)

QUICK COURSE: ONE 3-HOUR SESSION

Prepare to take the FDNY Fire Life & Safety Director (FLSD) Certificate of Fitness Examination (F-89). Learn the responsibilities of an FLSD while developing test taking and study skills. Members can take the class and the test for the Written Exam but must be assigned to a Commercial building to take the On-Site exam. Note that third-party testing fees are the responsibility of the member.

NEW YORK
Manhattan: 25 West 18th Street
Nov 2, Sat, 12–3pm
Feb 8, Sat, 1–4pm
Feb 19, Wed, 12–3pm
May 11, Mon, 1–4pm
Mar 21, Sat, 1–4pm
Apr 13, Mon, 1–4pm
Jun 8, Mon, 1–4pm

Fire Safety & Alarm Systems in Homeless Shelters (F-80)

QUICK COURSE: ONE 8-HOUR SESSION

Prepare to take the FDNY Certificate of Fitness Examination for Coordinator of Fire Safety & Alarm Systems in Homeless Shelters (F-80). Understand how to operate a one-way voice communication system. Note that third-party testing fees are the responsibility of the member.

NEW YORK
Manhattan: 25 West 18th Street
Oct 15, Tue, 10am–6pm
Dec 13, Fri, 10am–6pm
Jan 23, Thu, 10am–6pm
Apr 7, Tue, 10am–6pm
May 5, Tue, 10am–6pm

Over 40,000 enrollments with the Training Fund occurred in 2018.
Fire Safety for Residential Buildings
QUICK COURSE: ONE 3-HOUR SESSION
Learn to conduct fire safety inspections and learn what is needed to comply with applicable codes and standards.
NEW YORK
Manhattan: 25 West 18th Street
Oct 9, Wed, 6–9pm
Nov 30, Sat, 1–4pm
Dec 6, Fri, 6–9pm
Jan 11, Sat, 1:30–4:30pm
Feb 7, Fri, 11am–2pm
Feb 7, Fri, 6–9pm
Mar 12, Thu, 6–9pm
Apr 9, Thu, 6–9pm
May 30, Sat, 12:30–3:30pm
Jun 5, Fri, 1–4pm
Jun 5, Fri, 6–9pm

First Aid
QUICK COURSE: ONE 4-HOUR SESSION
Learn appropriate responses to heart attacks, choking, diabetic shock, and how to stabilize victims until EMS arrives. Also available upon employer request. Available in Spanish.
Partner: American Heart Association/American Red Cross
NEW YORK
Manhattan: 25 West 18th Street
Oct 26, Sat, 1:30–5:30pm
Nov 7, Thu, 5–9pm
Dec 5, Thu, 5–9pm
Jan 18, Sat, 1–5pm
Feb 4, Tue, 9am–1pm
Feb 8, Sat, 1–5pm
Mar 17, Tue, 9am–1pm
May 15, Fri, 9am–1pm
May 15, Fri, 5–9pm

Floor Care: Long Term
QUICK COURSE: ONE 6-HOUR SESSION
Learn to operate high-speed floor machines and review procedures for long-term floor care.
Partner: New York City College of Technology
NEW YORK
Brooklyn: NYC Technical College (Jay Street)
Oct 18, Fri, 9am–4pm
Feb 28, Fri, 9am–4pm
Jun 5, Fri, 9am–4pm

Floor Care: Terrazzo & Tile
QUICK COURSE: ONE 6-HOUR SESSION
Learn to properly clean and maintain terrazzo floors. Develop skills in stripping, waxing, and finishing terrazzo floors.
Partner: New York City College of Technology
NEW YORK
Brooklyn: NYC Technical College (Jay Street)
Oct 19, Sat, 9am–4pm
Mar 14, Sat, 9am–4pm
May 2, Sat, 9am–4pm

Fireman: Low Pressure Black Seal Preparation
COURSE: 11 WEEKS
Prepare for the Fireman Low Pressure Black Seal state examination by reviewing all aspects of boiler operation. Identify high frequency questions, improve test-taking skills, and learn about the application process. Must be actively employed as a school custodian in New Jersey with 90-hour logbook completed or close to completion. Also available upon employer request. Available in Spanish.
NEW JERSEY NORTH
Hackensack: Bergen County Technical Schools
Sat, 9am–1pm

First Aid
QUICK COURSE: ONE 4-HOUR SESSION
Learn appropriate responses to heart attacks, choking, diabetic shock, and how to stabilize victims until EMS arrives. Also available upon employer request. Available in Spanish.
Partner: American Heart Association/American Red Cross
NEW YORK
Manhattan: 25 West 18th Street
Oct 26, Sat, 1:30–5:30pm
Nov 7, Thu, 5–9pm
Dec 5, Thu, 5–9pm
Jan 18, Sat, 1–5pm
Feb 4, Tue, 9am–1pm
Feb 8, Sat, 1–5pm
Mar 17, Tue, 9am–1pm
May 15, Fri, 9am–1pm
May 15, Fri, 5–9pm

Floor Care: Long Term
QUICK COURSE: ONE 6-HOUR SESSION
Learn to operate high-speed floor machines and review procedures for long-term floor care.
Partner: New York City College of Technology
NEW YORK
Brooklyn: NYC Technical College (Jay Street)
Oct 18, Fri, 9am–4pm
Feb 28, Fri, 9am–4pm
Jun 5, Fri, 9am–4pm

Floor Care: Terrazzo & Tile
QUICK COURSE: ONE 6-HOUR SESSION
Learn to properly clean and maintain terrazzo floors. Develop skills in stripping, waxing, and finishing terrazzo floors.
Partner: New York City College of Technology
NEW YORK
Brooklyn: NYC Technical College (Jay Street)
Oct 19, Sat, 9am–4pm
Mar 14, Sat, 9am–4pm
May 2, Sat, 9am–4pm

“I want to learn English as well as Electricity and Plumbing in order to enhance my skills.”

Name: GIOVANNI ROJAS
Job: CLEANER
Employer: United Services of America
Location: Stamford, CT
Course(s) Taken: English as a Second Language
### Green Buildings

Green buildings are a growing trend in the building industry. Many building owners and operators want their buildings to earn a green certification so they are recognized as buildings that are run efficiently and offer a better quality of life for residents. In turn, these owners and operators want to hire building staff who understand green building concepts, strategies, and technology.

We have developed a series of courses that teach the best practices for sustainable operation and maintenance (O+M). Our courses offer green training for residential and commercial buildings and the opportunity to earn industry recognized certificates. We also offer courses on the LEED (Leadership in Energy and Environmental Design) rating system used by high-performance buildings and the opportunity to earn LEED professional certifications. To see the recommended training path, view the Career Track on page 5. If you have any questions or want to learn more about Green Building Training, check the 32BJ Training website at training.32bjfunds.org, call 212-388-3701, or contact greenteam@32bjfunds.com.

### Green Buildings: Advanced Air Sealing

**QUICK COURSE: TWO 3-HOUR SESSIONS**

Learn air sealing concepts and techniques to reduce heating and cooling losses, save money, and improve tenant comfort. Practice through hands-on exercises and develop a plan for your building.

**NEW YORK**

**Manhattan:** 25 West 18th Street  
Oct 9–Oct 16, Wed, 9am–12pm  
Feb 18–Feb 25, Tue, 12–3pm  
Feb 18–Feb 25, Tue, 6–9pm  
May 14–May 21, Thu, 9am–12pm  
May 14–May 21, Thu, 6–9pm

### Green Buildings: Advanced Lighting

**QUICK COURSE: FOUR 3-HOUR SESSIONS**

**Prerequisite:** Electricity Basics  
(Test Out Available)  
Evaluate the features of various lamps and controls and understand the best practices to improve building appearance, save energy, and reduce operating costs.

**NEW YORK**

**Manhattan:** 25 West 18th Street  
Sep 30–Oct 21, Mon, 9am–12pm  
Feb 5–Feb 26, Wed, 6–9pm  
Apr 30–May 21, Thu, 6–9pm

### Green Residential: Green Supers On-Site Training & Coaching

**QUICK COURSE: VARIES**

Employer Referral Only. Work with your employer to schedule an on-site building operator training based on your building systems. Program includes a building assessment, customized training, management consultation, and a list of targeted opportunities for improvements.  
**Partner:** New York State Energy Research & Development Authority (NYSERDA)

### Green Buildings: High Performance Passive House Multifamily Buildings

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn about the design and tour a multifamily building that meets the highest efficiency standards in the industry. See the strategies used to slash energy costs and improve tenant comfort.

**NEW YORK**

**Manhattan:** 25 West 18th Street  
Oct 21, Mon, 6–9pm  
Feb 20, Thu, 11am–2pm  
May 16, Sat, 9am–12pm

### Green Buildings: Understanding Your Building’s New Energy Grade

**QUICK COURSE: ONE 2-HOUR SESSION**

Learn about the new energy grades that will be assigned to buildings starting in 2020: how they are determined and what you can do to improve your grade. Find out about resources that can help your building achieve a higher grade.

**NEW YORK**

**Manhattan:** 25 West 18th Street  
Oct 9, Wed, 6–8pm  
Jan 24, Fri, 11am–1pm  
May 30, Tues, 1:30–3:30pm

### Green Commercial I: GPRO Mechanical, Electrical & Plumbing (MEP)

**COURSE: 11 WEEKS**

**Prerequisites:** Air Conditioning & Refrigeration III, Green Residential II: GPRO Operations & Maintenance (O+M)  
Learn about advanced green technologies and strategies used in the Mechanical, Electrical, and Plumbing (MEP) trades and understand how workers collaborate to employ these strategies. Qualify to take exams for GPRO Electricity, Plumbing, and HVACR certificates.  
**Partner:** Urban Green Council (USGBC-NY)

**NEW YORK**

**Manhattan:** 25 West 18th Street  
Wed, 9am–12pm (Winter)  
Thu, 6–9pm (Spring)
Green Commercial II: Building Operator Certification I (BOC I)

**COURSE:** 10 WEEKS

*Prerequisite: Refrigeration License Preparation III (Q-01)*

Gain an in-depth understanding of HVAC controls, common opportunities for operational improvements, and building scoping for energy efficiency.

**NEW YORK**
**Manhattan: 25 West 18th Street**
**Tue & Thu, 6–9pm (Fall)**

Green Commercial: Recycling

**QUICK COURSE:** ONE 2-HOUR SESSION

Understand recycling rules and regulations in commercial buildings. Define the roles of tenants, cleaners, and carters in fulfilling recycling procedures and avoiding fines. Learn how to set up a recycling station.

**NEW YORK**
**Manhattan: 25 West 18th Street**
**Oct 9, Wed, 5–7pm**
**Feb 6, Thu, 9–11am**
**Feb 6, Thu, 6–8pm**
**Apr 24, Fri, 9–11am**
**Apr 24, Fri, 6–8pm**

Green Professional I: LEED Green Associate (GA)

**COURSE:** 9 WEEKS

*Prerequisite: Green Residential II: BPI Multifamily Building Analyst (MFBA) or Green Commercial: GPRO Mechanical, Electrical and Plumbing (MEP)*

Understand the LEED rating systems. Learn the concepts used to certify a building as a LEED Building. Qualify to take the exam for the LEED Green Associate credential.

**NEW YORK**
**Manhattan: 25 West 18th Street**
**Sat, 9am–12pm (Fall)**
**Fri, 11am–2pm (Spring)**

Green Professional II: LEED AP (O+M)

**COURSE:** 10 WEEKS

*Prerequisite: Green Professional I: LEED Green Associate (GA)*

Learn about the credits and processes used to certify a building under the LEED Existing Building Operations and Maintenance rating system. Qualify to take the exam for the LEED Accredited Professional in Operations & Maintenance.

**NEW YORK**
**Manhattan: 25 West 18th Street**
**Sat, 9am–12pm (Winter)**

Green Residential I: BPI Multifamily Building Operator (MFBO)

**COURSE:** 11 WEEKS

*Prerequisite: Air Pollution Control (P-99)*

Learn operations and maintenance strategies that can increase efficiency, save money, improve tenant comfort, and reduce waste and pollution. Students can qualify to take the exam for the Building Performance Institute (BPI) Multifamily Building Operator Certification (MFBO).

**NEW YORK**
**Manhattan: 25 West 18th Street**
**Wed, 11am–2pm (Fall)**
**Wed, 6–9pm (Fall)**
**Sat, 9am–12pm (Fall & Winter)**
**Tue, 11am–2pm (Winter)**
**Tue, 6–9pm (Winter)**
**Fri, 11am–2pm (Spring)**
**Fri, 6–9pm (Spring)**

Green Residential II: GPRO Operations & Maintenance (O+M)

**COURSE:** 9 WEEKS

*Prerequisite: Green Residential I: BPI Multifamily Building Operator (MFBO)*

Understand basic concepts of sustainability and green building operations. Review NYC Green Codes, renewable energy technologies, and tour a LEED building. Qualify to take the exams for the GPRO (Green Professional) Fundamentals of Building Green and Operations and Maintenance certificate.

**NEW YORK**
**Manhattan: 25 West 18th Street**
**Thu, 6–9pm (Fall)**
**Sat, 9am–12pm (Fall & Spring)**
**Wed, 9am–12pm (Winter)**
**Wed, 6–9pm (Winter)**
**Tue, 6–9pm (Spring)**

Green Residential III: BPI Multifamily Building Analyst (MFBA)

**COURSE:** 11 WEEKS

*Prerequisites: Green Residential II: GPRO Operations & Maintenance (O+M), Heating Systems I*

Evaluate a multifamily building and identify cost-effective projects to improve energy efficiency. Gain a deeper understanding of energy modeling, heating and ventilation systems, and lighting. Qualify to take the exams for BPI Multifamily Building Analyst Certification.

**NEW YORK**
**Manhattan: 25 West 18th Street**
**Wed, 9am–1pm (Fall)**
**Tue, 5–9pm (Winter)**
**Sat, 9am–1pm (Spring)**

Green Residential: BPI Multifamily Building Operator (MFBO): Recertification

**QUICK COURSE:** FOUR 3-HOUR SESSIONS

*Prerequisite: Green Residential I: BPI Multifamily Building Operator (MFBO)*

Prepare to recertify for the BPI Multifamily Building Operator (MFBO).

**NEW YORK**
**Manhattan: 25 West 18th Street**
**Feb 5–Feb 26, Wed, 11am–2pm**
**Apr 28–May 19, Tue, 6–9pm**

Green Residential: Recycling for Multifamily Buildings

**QUICK COURSE:** ONE 2-HOUR SESSION

Understand the resources available to set up recycling stations, including options for recycling organic (compost), electronics, textiles (clothing), and other waste.

**NEW YORK**
**Manhattan: 25 West 18th Street**
**Oct 8, Tue, 6–9pm**
**Oct 8, Tue, 6–8pm**
**Feb 5, Wed, 9am–1pm**
**Feb 5, Wed, 6–8pm**
**Apr 23, Thu, 9am–11pm**
**Apr 23, Thu, 6–8pm**
Courses & Quick Courses

Handyperson Basics
COURSE: 11 WEEKS
Learn how to make basic carpentry, electricity, and plumbing repairs essential to building maintenance. Available upon employer request in Philadelphia.

NEW JERSEY NORTH
Bayonne: Bayonne High School
Sat, 9am–4pm

Heat and Hot Water
QUICK COURSE: ONE 3-HOUR SESSION
Gain a basic understanding of general heating concepts and New York City heat and hot water regulations.

NEW YORK
Manhattan: 25 West 18th Street
Nov 1, Fri, 6–9pm
Dec 4, Wed, 9am–12pm
Jan 8, Wed, 10am–1pm
Feb 12, Wed, 6–9pm
Apr 14, Tue, 10am–1pm
May 5, Tue, 6–9pm
Jun 5, Fri, 6–9pm

Heat Pumps
QUICK COURSE: SIX 3-HOUR SESSIONS
Prerequisite: Air Conditioning & Refrigeration III
Operate, maintain, and service heat pumps. Review basic refrigeration and heat pump theory. Practice hands-on troubleshooting of mechanical and electrical systems.

NEW YORK
Manhattan: 25 West 18th Street
Oct 5–Nov 9, Sat, 1:30–4:30pm
Jan 17–Feb 21, Fri, 12–3pm
Apr 17–May 22, Fri, 6–9pm
Apr 24–May 29, Fri, 11am–2pm

Heating Systems II
COURSE: 11 WEEKS
Prerequisite: Heating Systems I
Gain a basic understanding of #2, #4, and #6 boiler systems. Learn about fuel and draft control systems, boiler water treatment processes, and boiler operating procedures.

NEW YORK
Bronx: Hostos Community College
Mon, 6–9pm (Fall & Spring)
Thu, 6–9pm (Winter)
Manhattan: 25 West 18th Street
Tue, 9am–12pm (Winter)
Tue, 6–9pm (Winter)
Sat, 9am–12pm (Winter)
Queens: Queens College
Thu, 6–9pm (Winter)

PENNSYLVANIA
Philadelphia: The Murrell Dobbins Career and Technical Education High School
Sat, 8–11am (Winter & Spring)

Heating Systems III: Lab
QUICK COURSE: 7 WEEKS
Prerequisite: Heating Systems II
Understand and use boiler room logs, perform water treatment tests / oil strainer maintenance, conduct efficiency and combustion testing, make steam inspections, and inspect and repair radiators.
Partner: New York City College of Technology

NEW YORK
Brooklyn: NYC Technical College
(Pearl Street)
May 12–Jun 23, Tue, 9:30am–12pm
May 12–Jun 23, Tue, 6–8:30pm
May 14–Jun 25, Thu, 6–8:30pm

Heat Timer: Hot Water Reset
QUICK COURSE: ONE 6-HOUR SESSION
Learn about the functions and settings of the hot water reset (HWR) control panel. Review sequence of operation, setting the controls, schedules, maintenance, and light troubleshooting.
Partner: New York City Technical College

NEW YORK
Brooklyn: NYC Technical College
(Pearl Street)
Oct 19, Sat, 9am–4pm
May 23, Fri, 9am–4pm

Green Residential I: BPI Multifamily Building Operator (MFBO), Manhattan
**High School Equivalency (GED): I & II**

**COURSE: 11 WEEKS**

Improve reading, writing, and math skills as well as scientific and critical thinking to prepare for the High School Equivalency (HSE) test, including the TASC and updated GED tests, which now reflect the more comprehensive Common Core State Standards. Students are grouped according to skill level. Available in Spanish.

**CONNECTICUT**
- Hartford: Capital Community College
  - Sat, 9am–1pm (Español)
- Stamford: University of Connecticut (UCONN)
  - Sat, 8:30am–12:30pm

**MARYLAND**
- Hyattsville: Prince George’s Community College
  - Sat, 2:30–4:30pm (Español)
- Rockville: Montgomery College
  - Sun, 9am–2pm (Fall, Winter) (Español)
  - Sun, 9am–2pm (Spring)
- Silver Spring: Montgomery College
  - Sun, 9am–2pm (Español)

**NEW JERSEY NORTH**
- Plainfield: Union County College
  - Sat, 1:30–4:30pm (Español)

**NEW JERSEY SOUTH**
- Trenton: Mercer County Community College
  - Sat, 9am–1pm (Español)

**NEW YORK**
- Bronx: Hostos Community College
  - Mon & Wed, 6–9pm
  - Tue & Thu, 9am-12pm (Español)
  - Tue & Thu, 9am–12pm (Español)
  - Sat, 9:30am–1:30pm
  - Sat, 9:30am–1:30pm (Español)
- Manhattan: 25 West 18th Street
  - Mon & Wed, 12–3pm
  - Mon & Wed, 6–9pm
  - Tue & Thu, 6–9pm
  - Sat, 9am–4pm
  - Wed & Fri, 12–3pm (Fall & Winter)
  - Wed & Fri, 6–9pm (Spring)
- Queens: Queens College
  - Sat, 9am–1pm
- Westchester: Berkeley College
  - Sat, 1:30–5:30pm (Español)

**PENNSYLVANIA**
- Philadelphia: The Murrell Dobbins Career and Technical Education High School
  - Sat, 8am–12pm

**VIRGINIA**
- Arlington: Syphax Adult Education Center
  - Sat, 9am–1pm (Español)
- Tyson’s Corner: International Language Academy
  - Sat, 2:30–4:30pm (Español)

**WASHINGTON, DC**
- Petworth: Spanish Education Development (SED) Center
  - Sun, 10am–2:30pm (Español)

**Human Relations**

**COURSE: 11 WEEKS**

**Prerequisite:** Appropriate reading and math level, high school diploma or its equivalent. Develop workplace interpersonal skills. Acquire a working knowledge of conflict resolution, understand standards of ethical conduct, and appreciate the value of diversity.

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Wed, 6–8pm
  - Fri, 12–2pm
  - Sat, 1:30–3:30pm (Fall)
  - Sat, 1–3pm (Winter & Spring)

**PENNSYLVANIA**
- Philadelphia: The Murrell Dobbins Career and Technical Education High School
  - Sat, 12:30–3:30pm

**HVAC Preventative Maintenance: An Introduction**

**QUICK COURSE: ONE 3-HOUR SESSION**

**Prerequisite:** Electricity Basics

*Test Out Available*

Understand the concept and benefits of a Preventative Maintenance (PM) program. Learn how to inventory and assess building HVAC systems and components. Identify factors that impact equipment performance and operation, and list the most common HVAC PM tasks.

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Oct 31, Thu, 6–9pm
  - Feb 4, Tue, 12–3pm
  - May 16, Sat, 2–5pm

**Hydronics Hot Water Systems**

**QUICK COURSE: TWO 6-HOUR SESSIONS**

Acquire the skills and knowledge you need to operate, maintain, and troubleshoot hydronic and hot-water heating systems. 
**Partner:** New York City College of Technology
Courses & Quick Courses

Lead Safety for Renovation, Repair, and Painting: Initial (EPA Certification)

**QUICK COURSE: ONE 8-HOUR SESSION**

Learn the specifications for performing renovations that disturb lead-based paint (found in some housing built before 1978) including techniques to contain the work area, minimize dust, and adhere to appropriate clean-up procedures.

**Partner: Environmental Education Associates**

**NEW YORK**

**Bronx: Hostos Community College**

- Nov 9, Sat, 9am–5pm
- Mar 7, Sat, 9am–5pm
- May 9, Sat, 9am–5pm

**Manhattan: 25 West 18th Street**

- Oct 22, Tue, 8:30am–4:30pm
- Nov 6, Wed, 8:30am–4:30pm
- Dec 10, Tue, 8:30am–4:30pm
- Jan 24, Fri, 8:30am–4:30pm
- Mar 5, Thu, 8:30am–4:30pm
- Apr 16, Thu, 8:30am–4:30pm
- May 16, Sat, 8:30am–4:30pm
- Jun 12, Fri, 8:30am–4:30pm

Lead Safety for Renovation, Repair, and Painting: Renewal (EPA Certification)

**QUICK COURSE: ONE 4-HOUR SESSION**

**Prerequisite: Lead Safety for Renovation, Repair, and Painting: Initial (EPA Certification)**

Renew your Lead Safety for Renovation, Repair, and Painting EPA Certification.

**Partner: Environmental Education Associates**

**NEW YORK**

**Manhattan: 25 West 18th Street**

- Oct 23, Wed, 5–9pm
- Dec 17, Tue, 9am–1pm
- Jan 22, Wed, 5–9pm
- Mar 12, Thu, 9am–1pm
- Apr 17, Fri, 5–9pm

Leadership and Supervisory Skills

**QUICK COURSE: FOUR 3-HOUR SESSIONS**

Learn to recognize your personal leadership strengths and discover how to use them most effectively for career advancement. Understand the qualities necessary for effective leadership and learn methods to put them into practice.

**NEW YORK**

**Manhattan: 25 West 18th Street**

- Sep 24–Oct 15, Tue, 9am–12pm
- Sep 27–Oct 18, Fri, 6–9pm
- Jan 7–Jan 28, Tue, 9am–12pm
- Jan 17–Feb 7, Fri, 6–9pm
- Apr 8–Apr 29, Wed, 6–9pm
- May 2–May 23, Sat, 1:30–4:30pm

**PENNSYLVANIA**

**Philadelphia: The Murrell Dobbins Career and Technical Education High School**

- Oct 12, Sat, 12:30–3:30pm
- Jan 25, Sat, 12:30–3:30pm
- Apr 18, Sat, 12:30–3:30pm

**Pittsburgh: 32BJ SEIU Office**

- Jan 11–Feb 1, Sat, 10am–1pm

Locksmith I

**COURSE: 11 WEEKS**

**Prerequisite:** 

- **Locksmith I**
- **Lead Safety for Renovation, Repair, and Painting: Initial (EPA Certification)**
- **Repair, and Painting: Renewal (EPA Certification)**

Learn how to install the most common locks and cylinders used in commercial and residential buildings. Gain hands-on experience with warded, lever, and disc tumbler locks, and learn how to impression keys.

**NEW YORK**

**Bronx: Hostos Community College**

- Mon, 6–9pm (Fall)
- Wed, 6–9pm (Fall & Spring)
- Thu, 6–9pm (Winter)

**Manhattan: 25 West 18th Street**

- Wed, 6–9pm (Fall)
- Thu, 6–9pm (Winter)

**Queens: Queens College**

- Mon, 6–9pm (Fall)
- Sat, 9am–12pm (Fall & Winter)

**PENNSYLVANIA**

**Philadelphia: The Murrell Dobbins Career and Technical Education High School**

- Sat, 12:30–3:30pm

Locksmith II

**COURSE: 11 WEEKS**

**Prerequisite:** Locksmith I

Practice installing and repairing mortise and key-in-knob locks. Learn how to adjust door closures. Understand the components and function of card/fob access systems and panic bars.

**NEW YORK**

**Bronx: Hostos Community College**

- Tue, 6–9pm (Fall & Spring)
- Thu, 6–9pm (Fall & Spring)
- Mon & Fri, 6–9pm (Winter)
- Wed, 6–9pm (Winter)

**Manhattan: 25 West 18th Street**

- Wed, 6–9pm (Winter)
- Thu, 11am–2pm (Winter)
- Fri, 6–9pm (Winter)
- Sat, 12:30–3:30pm (Winter)
- Tue, 6–9pm (Spring)
- Thu, 6–9pm (Spring)

**Queens: Queens College**

- Mon, 6–9pm (Winter)
- Sat, 9am–12pm (Winter & Spring)

**PENNSYLVANIA**

**Philadelphia: The Murrell Dobbins Career and Technical Education High School**

- Sat, 9am–12pm

Overcome math anxiety and develop the skills necessary to perform math functions used effectively for career advancement. Understand the components and function of card/fob access systems and panic bars.
Log Keeping
**QUICK COURSE: ONE 3-HOUR SESSION**

Learn how to log building equipment readings and measurements in order to identify trends and save energy. Understand how to interpret data and take action to remedy poorly functioning equipment.

**NEW YORK**
- **Manhattan: 25 West 18th Street**
  - Oct 1, Tue, 10am–1pm
  - Jan 29, Wed, 6–9pm
  - Apr 25, Sat, 1:30–4:30pm

Math & Measuring Skills for Industry
**QUICK COURSE: SELF-PACED**

Overcome math anxiety and develop the skills necessary to succeed in 32BJ industry classes. Learn to perform math functions used in carpentry, electricity, and plumbing. There is no attendance requirement for this course; come to as many sessions as you like. To schedule a one-on-one session, please call 212-388-3701.

**MARYLAND**
- **Rockville: Montgomery College**
  - Sep 29–Nov 17, Sun, 1–3pm

**NEW YORK**
- **Manhattan: 25 West 18th Street**
  - Sep 21–Nov 30, Sat, 1:30–2:30pm
  - Sep 26–Nov 28, Thu, 1:30–2:30pm
  - Sep 27–Dec 6, Fri, 2–3pm
  - Jan 4–Mar 7, Sat, 12–1pm
  - Jan 9–Mar 9, Thu, 5–6pm
  - Jan 10–Mar 13, Fri, 5–6pm
  - Apr 4–Jun 13, Sat, 1:30–2:30pm
  - Apr 9–Jun 18, Thu, 12–1pm
  - Apr 10–Jun 19, Fri, 1–2pm

Mental Health First Aid
**QUICK COURSE: ONE 8-HOUR SESSION**

Identify and respond to signs of mental illness and substance abuse. Learn to provide support when someone nearby experiences a mental health challenge such as depression, anxiety, psychosis, bipolar disorder, or substance abuse. Obtain Mental Health First Aid Certification.

**NEW YORK**
- **Manhattan: 25 West 18th Street**
  - Oct 8, Tue, 9am–5pm
  - Jan 7, Tue, 9am–5pm
  - Apr 14, Tue, 9am–5pm

Mold Awareness
**QUICK COURSE: ONE 3-HOUR SESSION**

Identify mold, understand what causes it, and how it may affect your health. Learn how to protect yourself when cleaning and removing mold and recognize when to hire a certified professional.

**NEW YORK**
- **Bronx: Hostos Community College**
  - Nov 16, Sat, 9am–12pm
  - Feb 8, Sat, 9am–12pm
  - May 30, Sat, 9am–12pm
- **Manhattan: 25 West 18th Street**
  - Oct 16, Wed, 6–9pm
  - Nov 5, Tue, 9am–12pm
  - Dec 5, Thu, 10am–1pm
  - Jan 14, Tue, 10am–1pm
  - Feb 12, Wed, 6–9pm
  - Apr 9, Thu, 10am–1pm
  - May 15, Fri, 6–9pm

**PENNSYLVANIA**
- **Philadelphia: The Murrell Dobbins Career and Technical Education High School**
  - Oct 26, Sat, 9am–12pm
  - Feb 8, Sat, 9am–12pm
  - May 9, Sat, 9am–12pm

Multimeters
**QUICK COURSE: TWO 3-HOUR SESSIONS**

Prerequisite: Electricity Basics (Test Out Available)

Gain an advanced hands-on understanding of multimeters and how to use them. Using digital and analog models understand how to choose correct device configurations and settings, and how to interpret readings.

**NEW YORK**
- **Manhattan: 25 West 18th Street**
  - Oct 3–Oct 10, Thu, 9am–12pm
  - Jan 31–Feb 7, Fri, 6–9pm
  - May 9–May 16, Sat, 1:30–4:30pm

Noise Abatement: Multifamily Housing
**QUICK COURSE: ONE 3-HOUR SESSION**

Learn about noise pollution laws in NYC and how noise levels are measured and evaluated. Understand some of the strategies used to reduce complaints.

**NEW YORK**
- **Manhattan: 25 West 18th Street**
  - Nov 15, Fri, 6–9pm
  - Jan 25, Sat, 1:30–4:30pm
  - Mar 5, Thu, 6–9pm
  - Jun 10, Wed, 12–3pm

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**Name:** WALTER MELENDEZ  
**Job:** CLEANER  
**Employer:** Cushman & Wakefield  
**Location:** Stamford, CT  
**Course(s) Taken:** Computers, Customer Service for Building Service Workers, First Aid, Supervisory Skills for Building Service Workers

“I’ve expanded my knowledge thanks to the training I’ve taken.”
Courses & Quick Courses

Opioid Awareness Training
QUICK COURSE: ONE-HOUR SESSION
Review drug overdose mortality data. Learn about opioid overdose and understand ways to reduce the risk. Identify what is Naloxone and how it can be obtained.

NEW YORK
Manhattan: 25 West 18th Street
Oct 16, Wed, 11am–12 pm (Fall)
Nov 13, Wed, 4–5pm (Fall)
Dec 7, Sat, 11am–12pm (Fall)
Jan 22, Wed, 11am–12 pm (Winter)
Feb 26, Wed, 4–5pm (Winter)
Mar 14, Sat, 11am–12pm (Winter)
Apr 22, Wed, 11am–12 pm (Spring)
May 20, Wed, 4–5pm (Spring)
Jun 6, Sat, 11am–12pm (Spring)

OSHA 10-Hour Construction Training
QUICK COURSE: THREE 3.5-HOUR SESSIONS OR TWO 5-HOUR SESSIONS
Obtain a 10-Hour OSHA Construction Certificate. Learn to identify, reduce, eliminate, and report hazards associated with construction sites. Note that 100 percent attendance is required to be eligible for certification. Available upon employer request. Also available in Spanish. For more information, please e-mail onlinetraining@32bjfunds.com.

NEW YORK
Manhattan: 25 West 18th Street
Nov 8–Nov 22, Fri, 6–9:30pm
Nov 14–Dec 5, Thu, 9am–12:30pm
Jan 11–Jan 18, Sat, 1–6pm
Feb 12–Feb 26, Wed, 9am–12:30pm
Apr 25–May 9, Sat, 1:30–5pm

OSHA 10-Hour General Industry Training
QUICK COURSE: THREE 3.5-HOUR SESSIONS OR TWO 5-HOUR SESSIONS
Obtain a 10-Hour OSHA General Industry Certificate. Recognize and prevent hazards in a general industry setting. Learn about the OSHA Act, how to work with hazardous materials, personal protective equipment, electrical safety, machine guarding, and more. Note 100 percent attendance is required to be eligible for certification. Also available upon employer request. Available in Spanish. Also available online. See page 8 for more information.

NEW YORK
Bronx: Hostos Community College
Tue, 6–9pm

OSHA 30-Hour General Industry Training
COURSE: 11 WEEKS
Obtain a 30-Hour OSHA General Industry Certificate. Learn all the safety rules and regulations governing modern residential and commercial buildings. Note that 100 percent attendance is required to be eligible for certification. Also available upon employer request. Available in Spanish. Also available online. See page 8 for more information.

NEW YORK
Manhattan: 25 West 18th Street
Sat, 1:30–4:30pm
Tue, 6–9pm (Fall)
Wed, 11am–2pm (Fall)
Wed, 12–3pm (Winter)
Wed, 6–9pm (Winter & Spring)
Tue, 11am–2pm (Spring)
Queens: Queens College
Mon, 6–9pm

Patching, Plastering & Painting Repair
QUICK COURSE: THREE 4-HOUR SESSIONS
Make minor repairs in plaster and drywall surfaces and prepare them for painting. Recognize the common materials used to create and finish walls, and learn how to select the right materials and tools for the job.

NEW YORK
Manhattan: 25 West 18th Street
Oct 7–Oct 21, Mon, 10am–2pm
Feb 3–Feb 24, Mon, 5–9pm
Apr 8–Apr 25, Sat, 9am–2:30pm
Pittsburgh: 32BJ SEIU Office
Nov 9–Nov 16, Sat & Sun, 10am–1:30pm

OSHA 30-Hour Construction Training
COURSE: 11 WEEKS
Obtain a 30-Hour Construction OSHA Certificate. Learn to identify, reduce, eliminate, and report hazards associated with construction sites. Note that 100 percent attendance is required to be eligible for certification. Available upon employer request. Also available in Spanish. Also available online. See page 8 for more information.

NEW YORK
Long Island: Nassau Community College
Mar 21–Mar 28, Sat, 11am–4pm
Manhattan: 25 West 18th Street
Oct 26–Nov 9, Sat, 1:30–5pm
Feb 3–Feb 10, Mon, 4–9pm
Mar 7–Mar 14, Sat, 1:30–6:30pm
Apr 4–Apr 11, Sat, 12–5pm
PENNSYLVANIA
Philadelphia: The Murrell Dobbins Career and Technical Education High School
Oct 5–Oct 12, Sat, 9am–2:30pm
Jan 18–Jan 25, Sat, 9am–2:30pm
Apr 18–Apr 25, Sat, 9am–2:30pm
Philadelphia: The Murrell Dobbins Career and Technical Education High School
Nov 9–Nov 16, Sat & Sun, 10am–1:30pm

OSHA 10-Hour Core/7A Extermination Course
COURSE: 8 WEEKS
Prepare for the New York State Department of Environmental Conservation license examination for category 7A - Structural and Rodent Control. To be eligible to take the state certification exam, students must attend all class sessions.

NEW YORK
Manhattan: 25 West 18th Street
Feb 3–Feb 24, Mon, 10am–2pm
May 4–May 18, Mon, 10am–2pm
May 4–May 18, Mon, 5–9pm

OSHA 10-Hour Core/7G Extermination Course
COURSE: 11 WEEKS
Prepare for the New York State Department of Environmental Conservation license examination for category 7G - Cooling Towers, Pulp & Paper Process. To be eligible to take the state certification exam, students must attend all class sessions.

NEW YORK
Manhattan: 25 West 18th Street
Feb 3–Feb 24, Mon, 5–9pm
May 2–May 16, Sat, 9am–1pm

OSHA 10-Hour Core/7A Extermination Course
COURSE: 8 WEEKS
Prepare for the New York State Department of Environmental Conservation license examination for category 7A - Structural and Rodent Control. To be eligible to take the state certification exam, students must attend all class sessions.

NEW YORK
Manhattan: 25 West 18th Street
Feb 3–Feb 24, Mon, 10am–2pm
May 4–May 18, Mon, 10am–2pm
May 4–May 18, Mon, 5–9pm

OSHA 10-Hour Core/7G Extermination Course
COURSE: 11 WEEKS
Prepare for the New York State Department of Environmental Conservation license examination for category 7G - Cooling Towers, Pulp & Paper Process. To be eligible to take the state certification exam, students must attend all class sessions.

NEW YORK
Manhattan: 25 West 18th Street
Feb 3–Feb 24, Mon, 5–9pm
May 2–May 16, Sat, 9am–1pm

New Course
Available in Spanish
Available Online
Third Party Certification
Testing Fees
Pest Control Fundamentals: Core/7A Extermination
COURSE: 8 WEEKS
Prepare for the New York State Department of Environmental Conservation Certified Pesticide Applicator license examination for Category 7A - Structural and Rodent Control. To be eligible to take the state certification exam, students must attend all class sessions. Note that third-party testing fees are the responsibility of the member.

NEW YORK
Manhattan: 25 West 18th Street
Tue & Thu, 9am–1pm (Fall)
Wed, 5–9:30pm (Spring)

Pest Control Fundamentals: Core/7G Cooling Towers
COURSE: 8 WEEKS
Prepare for the New York State Department of Environmental Conservation Certified Pesticide Applicator license examination for category 7G - Cooling Towers, Pulp & Paper Process. To be eligible to take the state certification exam students must attend all class sessions. Note that third-party testing fees are the responsibility of the member.

NEW YORK
Manhattan: 25 West 18th Street
Tue, 9am–1pm (Fall)
Thu, 5–9:30pm (Spring)

Plumbing Basics
COURSE: 11 WEEKS
Prerequisite: Appropriate reading and math level, high school diploma or its equivalent (Test Out Available)
Install and repair faucets, toilets, flushometers, valves, and basins. Work with a variety of piping and gain practical experience in techniques such as pipe soldering, sweating, swaging, and threading. Must have completion of, or concurrent registration in, Online: Tools of the Trade (Test Out Available)

MARYLAND
Camp Springs: Prince George's Community College
Sat, 9am–4pm
Rockville: Montgomery College
Sat, 9am–4pm (Fall)
Sun, 9am–4pm (Winter & Spring)

NEW JERSEY NORTH
Bayonne: Bayonne High School
Sat, 9am–4pm (Spring)

NEW YORK
Bronx: Hostos Community College
Mon & Wed, 6–9pm
Tue & Thu, 6–9pm
Sat, 9am–4pm
Manhattan: 25 West 18th Street
Tue & Thu, 11am–2pm
Tue & Thu, 6–9pm
Wed & Fri, 6–9pm
Sat, 9am–4pm
Wed & Fri, 11am–2pm (Fall)
Wed & Fri, 9am–12pm (Winter & Spring)

Pool Operation Certificate
QUICK COURSE: TWO 8-HOUR SESSIONS OR FOUR 4-HOUR SESSIONS
Prerequisite: Appropriate reading and math level, high school diploma or its equivalent.
Prepare to take the exam for NYC Health Department Approved Certification as a Pool/Spa Operator. Partner: American Pool Consultants

NEW YORK
Manhattan: 25 West 18th Street
Nov 26–Dec 17, Tue, 5–8pm
Mar 3–Mar 10, Tue, 9am–5pm
May 2–May 9, Sat, 9am–5pm
## Courses & Quick Courses

### Professionalism in the Workplace
**Quick Course:** Varies

Employer Referral Only (NYC). Learn how to maintain strong professional relationships with coworkers, residents, and managers. Topics include appropriate workplace behavior, cultural diversity, harassment, conflict resolution, effective communication, and stress management.

**Florida**
- Miami: Little Havana: 32BJ SEIU Office
  - Nov 16, Sat, 11am–3pm

**Pennsylvania**
- Philadelphia: The Murrell Dobbins Career and Technical Education High School
  - Nov 2, Sat, 12:30–3:30pm
  - Feb 15, Sat, 12:30–3:30pm
  - May 9, Sat, 12:30–3:30pm

### Reading & Writing
**Course:** 11 Weeks

Improve reading and writing skills necessary to communicate effectively in the workplace. Develop the reading level required for industry skills courses and High School Equivalency I (GED, TASC). Must possess the ability to speak English fluently.

**Connecticut**
- Stamford: University of Connecticut (UCONN)
  - Sat, 1–5pm

**Florida**
- Miami: Little Havana: Miami Dade College
  - Sat, 9am–2pm

**Maryland**
- Hyattsville: Prince George's Community College
  - Sat, 9am–2pm

**New Jersey North**
- Paterson: Passaic County Community College
  - Sat, 9am–1pm

### Refrigeration License Preparation I
**Course:** 11 Weeks

**Prerequisite:** Air Conditioning & Refrigeration III

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. Must have an EPA Universal License.

**New York**
- Bronx: Hostos Community College
  - Tue & Thu, 6–9pm (Fall)
  - Mon & Wed, 6–9pm (Winter)

- Manhattan: 25 West 18th Street
  - Tue & Thu, 9am–12pm (Fall)
  - Tue & Thu, 6–9pm (Fall)
  - Wed & Fri, 11am–2pm (Fall)
  - Wed & Fri, 6–9pm (Fall)
  - Sat, 9am–4pm (Fall)

- Queens: Queens College
  - Sat, 9am–4pm (Fall)

- Westchester: Southern Westchester BOCES
  - Sat, 9am–4pm (Fall)

### Refrigeration License Preparation II
**Course:** 11 Weeks

**Prerequisite:** Refrigeration License Preparation I

Learn how to troubleshoot a variety of compressor systems and understand the fundamentals of commercial refrigeration system accessories. Participate in an in-depth study of the FDNY Code.

**New York**
- Bronx: Hostos Community College
  - Tue & Thu, 6–9pm (Winter)
  - Mon & Wed, 6–9pm (Spring)

- Manhattan: 25 West 18th Street
  - Tue & Thu, 9am–12pm (Spring)
  - Tue & Thu, 6–9pm (Spring)
  - Wed & Fri, 12–3pm (Spring)
  - Wed & Fri, 6–9pm (Spring)
  - Sat, 9am–4pm (Spring)

- Queens: Queens College
  - Sat, 9am–4pm (Spring)

- Westchester: Southern Westchester BOCES
  - Sat, 9am–4pm (Spring)

### Refrigeration License Preparation III (Q-01)
**Course:** 11 Weeks

**Prerequisite:** Refrigeration License Preparation II

Prepare to take the FDNY’s Certificate of Qualification for Refrigerating System Operating Engineer (Q-01). Note that third-party testing fees are the responsibility of the member.

**New York**
- Bronx: Hostos Community College
  - Mon & Wed, 6–9pm (Fall)
  - Tue & Thu, 6–9pm (Spring)

- Manhattan: 25 West 18th Street
  - Tue & Thu, 9am–12pm (Spring)
  - Tue & Thu, 6–9pm (Spring)
  - Wed & Fri, 12–3pm (Spring)
  - Wed & Fri, 6–9pm (Spring)
  - Sat, 9am–4pm (Spring)

- Queens: Queens College
  - Sat, 9am–4pm (Spring)

- Westchester: Southern Westchester BOCES
  - Sat, 9am–4pm (Spring)

### Refrigeration License Preparation: Practical Review (Q-01)
**Quick Course:** Six 3-Hour Sessions

**Prerequisite:** Refrigeration License Preparation III (Q-01)

Prepare to take the computer-simulated FDNY Refrigeration Machine Operator (RMO) Certificate of Qualification practical examination (Q-01). Note that third-party testing fees are the responsibility of the member. Must possess proof that you have passed the FDNY's Refrigeration Written License Exam.

**New York**
- Manhattan: 25 West 18th Street
  - Nov 6–Dec 11, Wed, 6–9pm
  - Jan 24–Feb 28, Fri, 9am–12pm
  - Apr 10–May 15, Fri, 9am–12pm

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Training Fund students received over 850,000 hours of education during 2018.

Follow us on: [Facebook](https://facebook.com/32bjtraining) [Twitter](https://twitter.com/32bjtraining)
Résumé Writing for Building Service Workers
QUICK COURSE: ONE 3-HOUR SESSION

Learn how to create an impressive résumé or to improve the one you already have. Develop the tools to write an effective cover letter. Some sessions also available as a Webinar. Call 212-388-3701 for details.

NEW YORK
Manhattan: 25 West 18th Street
Oct 10, Thu, 10am–1pm (Webinar)
Nov 30, Sat, 1:30–4:30pm
Dec 4, Sat, 10am–1pm
Jan 11, Thu, 1:30–4:30pm
Feb 1, Sat, 1:30–4:30pm
Mar 4, Wed, 6–9pm
Apr 11, Sat, 1:30–4:30pm
Apr 30, Thu, 10am–1pm
Jun 4, Thu, 6–9pm

Roof Fan Maintenance
QUICK COURSE: ONE 6-HOUR SESSION

Learn the principles of roof fan operations, and acquire the skills to repair and maintain them.

NEW YORK
Manhattan: 25 West 18th Street
Oct 10, Thu, 9am–4pm
Nov 30, Sat, 10am–2pm
Dec 4, Sat, 10am–2pm
Jan 11, Thu, 10am–2pm
Feb 1, Sat, 10am–2pm
Mar 4, Wed, 10am–2pm
Apr 11, Sat, 10am–2pm
Apr 30, Thu, 10am–2pm
Jun 4, Thu, 6–9pm

Safe Drivers
QUICK COURSE: ONE 6-HOUR SESSION OR TWO 3-HOUR SESSIONS

Refresh your driving knowledge. This training is approved by the NYS Department of Motor Vehicles. Must have a valid New Jersey, New York, or Florida driver’s license. The Point and Insurance Reduction Program (PIRP) allows you to reduce as many as four points on your driving record and become eligible for a 10 percent reduction in the base rate of your automobile and motorcycle liability and collision insurance premiums each year for three years. Also available online. See page 8 for more information.

Partner: American Safety, Inc.

FLORIDA
Miami: Little Havana: 32BJ SEIU Office
Oct 26, Sat, 10am–4pm
Feb 22, Sat, 10am–4pm
May 30, Sat, 10am–4pm

Safety: 8-Hour Fall Protection
QUICK COURSE: TWO 4-HOUR SESSIONS OR ONE 8-HOUR SESSION

Learn how to avoid accidents and injuries while working on roofs, leading edges, and ladders. Understand OSHA and DOB (Department of Buildings) regulations.

NEW YORK
Manhattan: 25 West 18th Street
Oct 12, Sat, 10am–4pm
Dec 6, Fri, 9am–3pm
Dec 7, Sat, 10am–4pm
Jan 11-Jan 18, Sat, 1:30–4:30pm
Jan 15, Wed, 10am–4pm
Mar 5–Mar 12, Thu, 10am–1pm
Mar 21, Sat, 10am–4pm
May 6–May 13, Wed, 10am–1pm
May 16, Sat, 11am–5pm
Jun 20, Sat, 10am–4pm

Queens: Queens College
Oct 19, Sat, 10am–4pm
Feb 22, Sat, 10am–4pm
May 9, Sat, 10am–4pm

Security Awareness
QUICK COURSE: ONE 3-HOUR SESSION

Improve observation skills and learn how to recognize indicators of a terrorist event, the role of building workers at emergency scenes, and how to communicate effectively with emergency personnel.

NEW YORK
Manhattan: 25 West 18th Street
Oct 31, Thu, 5:30–8:30pm
Dec 5, Thu, 11am–2pm
Jan 21, Tue, 11am–2pm
May 2, Sat, 1:30–4:30pm
Mar 11, Wed, 5:30–8:30pm

Refrigeration: EPA Refrigerant Recovery (806)
QUICK COURSE: FIVE 3-HOUR SESSIONS

Prerequisite: Air Conditioning & Refrigeration III

Prepare to take the exam for EPA Certification for Refrigerant Recovery. The certification is a prerequisite for Refrigeration License Preparation I and may be necessary for license renewal. The exam will be administered in the final class. Note that third-party testing fees are the responsibility of the member.

MARYLAND
Rockville: Montgomery College
Apr 18–May 16, Sat, 9am–12pm

NEW YORK
Manhattan: 25 West 18th Street
Nov 8–Dec 13, Fri, 6–9pm
Apr 9–May 7, Thu, 6–9pm
Apr 30–May 28, Thu, 6–9pm
May 13–Jun 10, Wed, 9am–12pm

Renovation Projects: How to Manage
QUICK COURSE: ONE 6-HOUR SESSION OR TWO 3-HOUR SESSIONS

Learn how to effectively supervise apartment renovations so that they are on schedule and within budget.

NEW YORK
Manhattan: 25 West 18th Street
Oct 16, Wed, 9am–3pm
Oct 23–Oct 30, Wed, 9am–12pm
Jan 30–Feb 6, Thu, 6–9pm
Feb 15–Feb 22, Sat, 1:30–4:30pm
Apr 14, Tue, 12–6pm
Jun 3–Jun 10, Wed, 9am–12pm

Computer Hardware, Washington, DC
Courses & Quick Courses

Security Officers

Security Officer: 8-Hour Annual

**QUICK COURSE: ONE 8-HOUR SESSION**

Refresh your knowledge of security protective methods and mandated security protocols. Obtain the New York State 8-Hour Annual certification. Must possess a valid New York State Security License.

**NEW YORK**

**Manhattan: 25 West 18th Street**

Call 212-388-3701 or visit us online at training.32bjfunds.org to register. Courses offered several times a week.

Security Officer: 40-Hour

**COURSE: FIVE 8-HOUR SESSIONS**

Employer Referral Only. Learn to protect and serve tenants and assist emergency personnel. Receive in-depth security training above and beyond the eight hours required by the New York State Division of Criminal Justice Services. This course includes the Security Officer: 8-hour Annual and CPR/Defibrillator for Adults and Children Quick Course. Note: Students must attend all classes in order to be eligible to receive the course certificate.

Security Officer: Anger Management/Defusing Hostility

**QUICK COURSE: ONE 3-HOUR SESSION**

Develop knowledge and skills that can be used to defuse anger. Understand feelings and behaviors to increase awareness of the causes of anger and hostility, and acquire skills to peacefully resolve confrontations.

**Partner: John Jay College of Criminal Justice**

**NEW YORK**

**Manhattan: 25 West 18th Street**

Oct 16, Wed, 3–6pm
Jan 21, Tue, 6–9pm
Apr 4, Sat, 1:30–4:30pm

Security Officer: Bomb Threat Awareness

**QUICK COURSE: ONE 3-HOUR SESSION**

Discover how to x-ray people and property for prohibited items using facility scanners. Learn how to handle a telephone threat or suicide bomber and how to search for a bomb or other Improvised Explosive Devices (IED).

**NEW YORK**

**Manhattan: 25 West 18th Street**

Oct 19, Sat, 1:30–4:30pm
Mar 21, Sat, 9am–12pm
May 1, Fri, 9am–12pm

Security Officer: Conflict Management/Dispute Resolution

**QUICK COURSE: ONE 3-HOUR SESSION**

Understand the conflict cycle and identify sources of conflict. Learn problem-solving techniques and effective communication. Recognize how personal attitudes about conflict can influence the ability to intervene in conflict situations.

**Partner: John Jay College of Criminal Justice (NYC only)**

**NEW YORK**

**Manhattan: 25 West 18th Street**

Oct 30, Wed, 6–9pm
Feb 4, Tue, 9am–12pm
Apr 25, Sat, 1:30–4:30pm

**PENNSYLVANIA**

**Philadelphia: The Murrell Dobbins Career and Technical Education High School**

Nov 23, Sat, 12:30–3:30pm
Feb 29, Sat, 12:30–3:30pm
May 30, Sat, 12:30–3:30pm

Security Officer: Effective Team Building

**QUICK COURSE: VARIES**

Improve skills and techniques for securing your work location. Learn effective ways to build trust with colleagues and tenants in the work environment. Class is held at the partner location. Call 212-388-3701 for details.

**Partner: John Jay College of Criminal Justice**

Security Officer: Emergency Response & Crisis Management

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn to prevent and respond to emergency situations. Become familiar with Homeland Security’s National Incident Management System (NIMS) to effectively manage critical incidents using standard principles, procedures, processes, and terminology.

**Partner: John Jay College of Criminal Justice**

**NEW YORK**

**Manhattan: 25 West 18th Street**

Oct 24, Thu, 6–9pm
Feb 5, Wed, 9am–12pm
May 16, Sat, 1:30–4:30pm

Security Officer: Customer Service

**QUICK COURSE: ONE 3-HOUR SESSION**

Explore the importance of professionalism. Learn to maintain mental, emotional, and physical health, and understand how to treat all customers and others with dignity and respect.

**Partner: John Jay College of Criminal Justice**

**NEW YORK**

**Manhattan: 25 West 18th Street**

Nov 13, Wed, 9am–12pm
Mar 18, Wed, 6–9pm
May 18, Mon, 9am–12pm

Security Officer: Diversity Appreciation/Cultural Competency

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn to recognize, appreciate, and value all people and treat them with dignity and respect.

**Partner: John Jay College of Criminal Justice**

**NEW YORK**

**Manhattan: 25 West 18th Street**

Dec 3, Tue, 6–9pm
Feb 3, Mon, 9am–12pm
Apr 20, Mon, 9am–12pm

**PENNSYLVANIA**

**Philadelphia: The Murrell Dobbins Career and Technical Education High School**

Oct 5, Sat, 12:30–3:30pm
Jan 18, Sat, 12:30–3:30pm
Apr 18, Sat, 12:30–3:30pm
**Security Officer: Engaging Emotionally Distressed Persons**

**QUICK COURSE: ONE 3-HOUR SESSION**

Enable participants, through role-plays, to demonstrate safe and effective verbal and physical tactics that culminate in a satisfactory resolution of situations involving emotionally distressed persons.

*Partner: John Jay College of Criminal Justice*

**NEW YORK**

Manhattan: 25 West 18th Street

Oct 1, Tue, 9am–12pm

Jan 15, Wed, 6–9pm

May 2, Sat, 1:30–4:30pm

**Security Officer: Ethics**

**QUICK COURSE: ONE 3-HOUR SESSION**

Discuss moral and ethical issues, dilemmas, and challenges an officer may encounter at the work site. Examine the skills needed to strengthen one’s integrity.

*Partner: John Jay College of Criminal Justice*

**NEW YORK**

Manhattan: 25 West 18th Street

Nov 8, Fri, 11am–2pm

Dec 12, Thu, 6–9pm

Jun 4, Thu, 6–9pm

**Security Officer: Meeting the Challenge of Profiling**

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn to recognize potential emergency situations or threats posed by events or individuals. Discuss the officer's role and mental and physical preparedness required to effectively maintain an awareness of one's surroundings.

*Partner: John Jay College of Criminal Justice*

**NEW YORK**

Manhattan: 25 West 18th Street

Nov 30, Sat, 1:30–4:30pm

Jan 4, Sat, 1:30–4:30pm

Jun 20, Sat, 1:30–4:30pm

**Security Officer: NJ SORA Certification (Initial)**

**QUICK COURSE: TWO 8-HOUR SESSIONS**

Learn to perform duties as a Security Officer in the State of New Jersey. Receive training in terrorism awareness, First Aid, report writing, and New Jersey’s use of force policy. Note that third-party testing fees are the responsibility of the member.

Call 212-388-3701 for details.

*Partner: New Jersey Guard Training Academy*

**NEW YORK**

Manhattan: 25 West 18th Street

Feb 12, Wed, 6–9pm

May 11, Mon, 1:30–4:30pm

**Pennsylvania**

Philadelphia: The Murrell Dobbins Career and Technical Education High School

Nov 23, Sat, 12:30–3:30pm

Mar 7, Sat, 12:30–3:30pm

Jun 6, Sat, 12:30–3:30pm

**Security Officer: NJ SORA Certification (Renewal)**

**QUICK COURSE: ONE 8-HOUR SESSION**

Renew certification required to perform duties as a Security Officer in the state of New Jersey. Note that third party fees are the responsibility of the member.

Call 212-388-3701 for details.

*Partner: New Jersey Guard Training Academy*

**NEW YORK**

Manhattan: 25 West 18th Street

Nov 9, Sat, 1:30–4:30pm

Dec 6, Fri, 9am–12pm

Feb 29, Sat, 12–3pm

Apr 18, Sat, 1:30–4:30pm

May 6, Wed, 6–9pm

**Security Officer: Report Writing**

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn how to properly complete incident reports. Practice recording the who, when, what, why, and how in department documents.

**NEW YORK**

Manhattan: 25 West 18th Street

Dec 7, Sat, 1:30–4:30pm

Mar 10, Tue, 9am–12pm

Jun 4, Thu, 6–9pm

**Security Officer: Security in a School Environment**

**QUICK COURSE: ONE 3-HOUR SESSION**

Understand the unique challenges presented by a school environment in emergency situations. Discuss the officer’s role in ensuring the safety of the student body.

*Partner: John Jay College of Criminal Justice*

**NEW YORK**

Manhattan: 25 West 18th Street

Feb 12, Wed, 6–9pm

May 11, Mon, 1:30–4:30pm

**Security Officer: Terrorism Awareness & Prevention**

**QUICK COURSE: ONE 3-HOUR SESSION**

Explore terrorism prevention and intervention strategies. Learn to recognize behavior commonly associated with terrorist acts and safety procedures regarding weapons of mass destruction.

*Partner: John Jay College of Criminal Justice*

**NEW YORK**

Manhattan: 25 West 18th Street

Dec 7, Sat, 1:30–4:30pm

Mar 10, Tue, 9am–12pm

Jun 4, Thu, 6–9pm
Courses & Quick Courses

**Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)**

*COURSE: 11 WEEKS*

Prerequisite: Appropriate reading and math level, high school diploma or its equivalent. Learn to maintain the various types of standpipe and sprinkler systems. Prepare to take the FDNY’s Certificate of Fitness examinations for Standpipe & Sprinkler Systems for S-12, S-13, S-14 and S-15. Note that third-party testing fees are the responsibility of the member.

**NEW YORK**

*Bronx: Hostos Community College*

Tue, 6–8:30pm
Wed, 6–8:30pm

*Manhattan: 25 West 18th Street*

Thu, 6–8:30pm
Fri, 1–3:30pm
Sat, 9–11:30am
Wed, 6–9pm (Fall)
Thu, 12–2:30pm (Fall & Spring)
Wed, 12–2:30pm (Winter & Spring)
Wed, 6–8:30pm (Winter & Spring)
Wed, 6–8:30pm (Spring)

*Queens: Queens College*

Sat, 1:30–4pm

**Steam Distribution**

*QUICK COURSE: TWO 6-HOUR SESSIONS*

Review the basics of steam distribution and learn the proper procedures to safely operate a steam system.

*Partner: New York City Technical College*

**NEW YORK**

*Brooklyn: NYC Technical College (Pearl Street)*

Jan 18–Jan 25, Sat, 9am–4pm
May 16–May 23, Sat, 9am–4pm

**Steam I: Theory**

*QUICK COURSE: ONE 4-HOUR SESSION*

Prerequisite: Appropriate reading and math level, high school diploma or its equivalent. Learn how Con Edison delivers steam to buildings in Manhattan. Identify piping and equipment found in a steam room and discuss workplace safety.

*Partner: Con Edison*

**NEW YORK**

*Manhattan: 25 West 18th Street*

Nov 5, Tue, 4:30–8:30pm
Feb 20, Thu, 4:30–8:30pm
May 13, Wed, 4:30–8:30pm

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**Sign Language I**

*COURSE: 11 WEEKS*

Formerly known as: Bus Drivers and Attendants: Sign Language I

Learn the basics of American Sign Language (ASL) to communicate with the deaf and hard of hearing. Must be working for a Philadelphia school.

*Partner: Deaf-Hearing Communication Centre*

**PENNSYLVANIA**

*Philadelphia: The Murrell Dobbins Career and Technical Education High School*

Sat, 10am–12pm (Fall)
Sat, 12:30–2:30pm (Winter & Spring)

**Sign Language II**

*COURSE: 11 WEEKS*

Prerequisite: Sign Language I

Formerly known as: Bus Drivers and Attendants: Sign Language II

Advance beyond the basics of American Sign Language (ASL) to have more detailed communication with the deaf and hard of hearing. Must be working for a Philadelphia school.

*Partner: Deaf-Hearing Communication Centre*

**PENNSYLVANIA**

*Philadelphia: The Murrell Dobbins Career and Technical Education High School*

Sat, 10am–12pm (Winter & Spring)

**Spanish for the Workplace: Levels I & II**

*COURSE: 11 WEEKS*

(Test Out Available)

Communicate more effectively with Spanish-speaking coworkers and tenants. Engage in a variety of conversational activities ranging from small talk to job-specific discussions as well as read and write basic Spanish. Students are grouped according to skill level.

**MARYLAND**

*Hyattsville: Prince George’s Community College*

Sat, 9am–1pm (Fall)

*Silver Spring: Montgomery College*

Sun, 9am–1pm (Fall)

**NEW YORK**

*Manhattan: 25 West 18th Street*

Tue & Thu, 6–8pm
Sat, 9am–1:30pm
Wed & Fri, 9–11am (Fall)
Wed & Fri, 12–2pm (Winter & Spring)

**PENNSYLVANIA**

*Philadelphia: The Murrell Dobbins Career and Technical Education High School*

Sat, 12:30–3:30pm

*Pittsburgh: 32BJ SEIU Office*

Sat, 10am–12pm (Winter)

**Spanish for the Workplace, Manhattan**

**Spanish for the Workplace: Manhattan**

**Steam II: Hands-On**

**Steam I: Theory**

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Steam II: Hands-On

**QUICK COURSE: ONE 4-HOUR SESSION**

**Prerequisite: Steam I: Theory**
Learn how a steam system operates by observing cut-away examples of equipment found in a steam room. Understand the function of various valves and traps.

**Partner: Con Edison**

**NEW YORK**

**Manhattan: 25 West 18th Street**
Nov 12, Tue, 4:30–8:30pm
Feb 27, Thu, 4:30–8:30pm
May 20, Wed, 4:30–8:30pm

Study Skills

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn to manage study time, improve concentration, take better notes, and use test taking strategies to improve test scores.

**NEW YORK**

**Manhattan: 25 West 18th Street**
Oct 16, Wed, 6–9pm
Nov 9, Sat, 1:30–4:30pm
Jan 15, Wed, 2–5pm
Apr 18, Sat, 1:30–4:30pm
May 15, Fri, 6–9pm

Superintendent: Habits of Highly Effective Supers

**QUICK COURSE: TWO 3-HOUR SESSIONS**

Identify best practices to face the challenges of the superintendent position, including juggling priorities, supervising staff, and interacting with shareholders and unit owners.

**NEW YORK**

**Manhattan: 25 West 18th Street**
Oct 10–Oct 17, Thu, 6–9pm
Jan 15–Jan 22, Wed, 6–8pm
Jan 18–Jan 25, Sat, 1:30–3:30pm
Apr 4–Apr 11, Sat, 1:30–3:30pm
Apr 14–Apr 21, Tue, 6–8pm

**Pennsylvania**

**Philadelphia: The Murrell Dobbins Career and Technical Education High School**
Oct 12, Sat, 12:30–4:30pm
Jan 25, Sat, 12:30–4:30pm
Apr 18, Sat, 12:30–4:30pm

Superintendent: How to Become One

**QUICK COURSE: ONE 3-HOUR SESSION**

Explore various paths and strategies to advance in the building service industry and become a Superintendent/Resident Manager.

**NEW YORK**

**Manhattan: 25 West 18th Street**
Oct 4, Fri, 6–9pm
Nov 8, Fri, 6–9pm
Dec 7, Sat, 1:30–4:30pm
Jan 8, Wed, 6–9pm
Feb 7, Fri, 6–9pm
Mar 12, Thu, 11am–2pm
Apr 10, Fri, 6–9pm
May 13, Wed, 6–9pm
May 30, Sat, 1:30–4:30pm

Supervision of Fuel-Oil Transfer In Buildings (P-98)

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn the information you will need to prepare for the consolidated examination for the Certificate of Fitness for Supervision of Fuel-oil Transfer in Buildings (P-98). This course contains information from the relevant sections of the Chapter 6 of the New York City Fire Code and Chapter 13 of the New York City Mechanical Code. Receive guidance on the proper operation and maintenance of fuel-oil piping and storage systems.

**NEW YORK**

**Manhattan: 25 West 18th Street**
Oct 15–Oct 22, Tue, 6–9pm
Jan 23–Jan 30, Thu, 11am–2pm
May 30–Jun 6, Sat, 1:30–4:30pm

TheaterWorks!: Communication Workshop

**COURSE: 16 WEEKS**

Learn acting techniques and write a 10-minute play while enhancing your communication skills. Collaborate with professional performers to explore workplace issues culminating in a public production of works developed in the workshop.

**Partner: The Working Theater**

**NEW YORK**

**Manhattan: 25 West 18th Street**
Tue, 6–10pm (Fall & Winter)
Courses & Quick Courses

**Time Management**

**QUICK COURSE: ONE 4-HOUR SESSION OR TWO 2-HOUR SESSIONS**

Increase productivity by learning how to manage time more effectively.

**FLORIDA**

- **Miami: Little Havana: 32BJ SEIU Office**
  - Mar 14, Sat, 11am–3pm

**NEW YORK**

- **Manhattan: 25 West 18th Street**
  - Oct 17–Oct 24, Thu, 2–4pm
  - Dec 5–Dec 12, Thu, 6–8pm
  - Feb 4–Feb 11, Tue, 1–3pm
  - Feb 15, Sat, 1–5pm
  - May 2, Sat, 1:30–5:30pm
  - May 20, Wed, 4–8pm

**PENNSYLVANIA**

- **Philadelphia: The Murrell Dobbins Career and Technical Education High School**
  - Oct 19, Sat, 12:30–4:30pm
  - Feb 1, Sat, 12:30–4:30pm
  - Apr 25, Sat, 12:30–4:30pm

**Torch Use of Flammable Gases (G-60)**

**QUICK COURSE: ONE 3-HOUR SESSION**

Prepare for the examination for the Certificate of Fitness for torch use of flammable gases (G-60). Be introduced to the parts of the (G-60) examination: Torch (HOT WORK) operations, Gas Torch Equipment, Compressed Gas Container, Portable Fire Extinguishers. Become familiar with National Fire Protection Association (NFPA) 51B, and Fire Code Chapter 35, and Chapter 38, which regulate the torch use of flammable gases.

**NEW YORK**

- **Manhattan: 25 West 18th Street**
  - Oct 1, Tue, 1:30–4:30pm
  - Mar 6, Fri, 6–9pm
  - Apr 18, Sat, 1:30–4:30pm
  - May 14, Thu, 1–4pm

**Violation Removal**

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn about the different types of NYC Notices of Violations (NOV), Violation Certifications, what happens after a certification is received, and how to have violations removed from property records after conditions have been corrected.

**NEW YORK**

- **Manhattan: 25 West 18th Street**
  - Oct 1, Tue, 1:30–4:30pm
  - Mar 6, Fri, 6–9pm
  - Apr 18, Sat, 1:30–4:30pm
  - May 14, Thu, 1–4pm

**Visual Assessment & Local Law 1**

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn about NYC Local Law 1 and your responsibilities dealing with lead-based paint hazards, including notifying residents, proper documentation, and methods of remediation.

**NEW YORK**

- **Manhattan: 25 West 18th Street**
  - Nov 13, Wed, 6–9pm
  - Dec 5, Thu, 6–9pm
  - Feb 19, Wed, 6–9pm
  - Mar 3, Tue, 10am–1pm
  - Apr 22, Wed, 6–9pm
  - Apr 30, Thu, 10am–1pm
  - May 28, Thu, 6–9pm

**Wall Maintenance**

**QUICK COURSE: ONE 6-HOUR SESSION**

Learn the principles and gain hands-on experience of properly cleaning various wall surfaces, such as glazed and unglazed tile, unpainted walls, windows, foundation walls, brass, aluminum, and stainless steel.

**NEW YORK**

- **Brooklyn: NYC Technical College (Jay Street)**
  - Oct 4, Fri, 9am–4pm
  - Apr 10, Fri, 9am–4pm

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**Window Cleaners**

**Window Cleaners: Aerial Lift Safety Training**

**QUICK COURSE: ONE 4-HOUR SESSION**

Learn the basic rules and regulations for operating an Aerial Lift including all controls, pre-operational inspection, and evaluation of surrounding area and ground level. Completion of the Apprenticeship program and current employment in the Window Cleaning Division required.

**Window Cleaners: 4-Hour Refresher Supported Scaffold Safety**

**QUICK COURSE: ONE 4-HOUR SESSION**

Reexamine the basic rules and regulations for supported scaffolds. Review the hazards of working above ground level. Must be currently employed in the Window Cleaning Division. Completion of the Apprenticeship program and current employment in the Window Cleaning Division required.

Partner: New York City Department of Buildings
Window Cleaners: 4-Hour Refresher Suspended Scaffold Safety

**QUICK COURSE: ONE 4-HOUR SESSION**

Reexamine the basic rules and regulations for suspended scaffolds. Review the hazards of working above ground level. Must be currently employed in the Window Cleaning Division. Completion of the Apprenticeship program and current employment in the Window Cleaning Division required. 
*Partner: New York City Department of Buildings*

Window Cleaners: 16-Hour Suspended Scaffold Safety

**QUICK COURSE: FOUR 4-HOUR SESSIONS**

Learn the basic rules and regulations for suspended scaffolds. Become aware of the hazards of working above ground level. Must be currently employed in the Window Cleaning Division. Completion of the Apprenticeship program and current employment in the Window Cleaning Division required. 
*Partner: New York City Department of Buildings*

Window Cleaners: 4-Hour Refresher for Rigging Foreman Suspended Scaffold Safety

**QUICK COURSE: ONE 4-HOUR SESSION**

Review the basic rules and regulations for suspended scaffolds. Reexamine the hazards of working above ground level. Must be currently employed in the Window Cleaning Division. Completion of the Apprenticeship program and current employment in the Window Cleaning Division required. 
*Partner: New York City Department of Buildings*

Window Cleaners: 32-Hour Rigging Foreman Supported Scaffold Safety

**QUICK COURSE: EIGHT 4-HOUR SESSIONS**

Learn the basic rules and regulations for supported scaffolds. Become aware of the hazards of working above ground level. Must be currently employed in the Window Cleaning Division. Completion of the Apprenticeship program and current employment in the Window Cleaning Division required. 
*Partner: New York City Department of Buildings*

Window Cleaners: Rope Safety Class

**QUICK COURSE: ONE 4-HOUR SESSION**

Learn the rules and regulations concerning rope safety including the life expectancy of nylon rope, the tying of knots and planning for anchorage points. Must be currently employed in the Window Cleaning Division. Completion of the Apprenticeship program and current employment in the Window Cleaning Division required. 
*Partner: New York City Department of Buildings*

Window Cleaners: 8-Hour Supported Scaffold Safety

**QUICK COURSE: TWO 4-HOUR SESSIONS**

Examine the basic rules and regulations for supported scaffolds. Review the hazards of working above ground level. Must be currently employed in the Window Cleaning Division. Completion of the Apprenticeship program and current employment in the Window Cleaning Division required. 
*Partner: New York City Department of Buildings*

Window Cleaners: 32-Hour Rigging Foreman Installer/Remover Supported Scaffold

**QUICK COURSE: EIGHT 4-HOUR SESSIONS**

Learn the basic rules and regulations for supported scaffolds. Become aware of the hazards of working above ground level. Must be currently employed in the Window Cleaning Division. Completion of the Apprenticeship program and current employment in the Window Cleaning Division required. 
*Partner: New York City Department of Buildings*

Window Cleaners: NYS DOL Certified Apprenticeship Program

**COURSE: 18 MONTHS**

Acquire the skills and knowledge of safety procedures necessary to operate in this highly specialized industry through the combined classroom and on-the-job training described below. Window Cleaner Apprentices complete 216 hours of classroom training over 18 months and 3,000 hours of hands-on training. Note: This is a full-time program. If you are a union member in another job title, you must resign from your current position and complete all prerequisites to participate. Must possess the ability to speak English fluently or proof of concurrent enrollment and satisfactory completion in English classes throughout the program. For more information call 212-388-3701. 
*Partner: New York State Department of Labor*

Window Cleaners: 360078-1_32BJ 2019 Promo_r1.indd   43

**Workplace Harassment**

**QUICK COURSE: ONE 3-HOUR SESSION**

Learn about various forms of workplace harassment and the steps workers can take if they believe they are victims of harassment. Course based on guidance provided by NYS State Department of Labor and Division of Human Rights. Also available in Spanish, Polish and Albanian. Also available online. Also available upon employer request. Call 212-388-3701 for details. See page 8 for more information.
# Locations

## Connecticut

**SITE MANAGER:** RAQUEL MERCADO  
connecticuttraining@32bjfunds.com  
203-721-5732 or 888-284-3225 (toll-free)

**Phone Registration**  
203-721-5732 or 888-284-3225 (toll-free)

**Online Registration**  
Log on to training.32bjfunds.org

**Fall Trimester Registration**  
Tue, Jul 9, 2019  
Fall Trimester Begins Sat, Sep 21, 2019

**Winter Trimester Registration**  
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**Spring Trimester Registration**  
Tue, Feb 25, 2020  
Spring Trimester Begins Sat, Apr 4, 2020

### Western CT State University

1 University Place, Stamford, CT 06901  
| CT Transit | 313 or 341 to Broad Street |

### Adult Education Center

50 First Street, Stamford, CT 06901  
| CT Transit | 313 or 341 to Broad Street |

## Florida

**SITE MANAGER:** MAGGIE CRUZ-LEDON  
floridatraining@32bjfunds.com  
305-807-8467 or 888-284-3225 (toll-free)

**Phone Registration**  
305-807-8467 or 888-284-3225 (toll-free)

**Online Registration**  
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### Miami: Little Havana

**Miami Dade College**  
**Eduardo J. Padron Campus**  
627 SW 27th Avenue, Miami, FL 33135  
| Metro Bus: Route 27 and Route 8 |

### Maryland

**SITE MANAGER:** AMY MELENDEZ  
marylandtraining@32bjfunds.com  
202-742-1873 or 218-248-2978

**STAFF:** BRIAN UMANA  
202-742-1873 or 888-284-3225 (toll-free)

**Phone Registration**  
202-742-1873, 218-248-2978 or 888-284-3225 (toll-free)

**Online Registration**  
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### Baltimore

**SITE MANAGER:** JOSE GONZALEZ  
marylandtraining@32bjfunds.com  
202-742-1875

**Baltimore City Community College**  
710 East Lombard Street, Baltimore, MD 21202  
| Metro to Shot Tower/Market Place 7, 10, or 19 |

## Camp Springs

**Prince George’s Community College**  
6400 Old Branch Avenue, Camp Springs, MD 20748  
| Metro Rail: Allapattah Station |

## Germantown

**Montgomery College**  
20200 Observation Drive, Germantown, MD 20876  
| Train to Shady Grove station and transfer to Ride On Bus 100 (Germantown Transit Center) |

## Hyattsville

**Prince George’s Community College**  
6505 Belcrest Road, Hyattsville, MD 20782  
| Metro Rail: Allapattah Station |

## Rockville

**Montgomery College**  
1400 Hungerford Drive, Rockville, MD 20850  
| Take Red Line train to Rockville station and transfer to Metrobus #Q2 (Veirs Mill Road line) |

## Silver Spring

**Montgomery College**  
930 King Street, Silver Spring, MD 20910  
| Red Line Train to Silver Spring then transfer to Bus Route 17 or 18 |

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Follow us on:  
facebook.com/32bjtraining  
@32bjtraining
Massachusetts
SITE MANAGER: ANA ZAMBRANO
newenglandtraining@32bjfunds.com
(617) 878-7537, (617) 876-7843 or
(617) 605-2247

32BJ SEIU Office
26 West Street, 3rd Floor, Boston, MA 02111
Office hours: Tue–Sat, 9am–5pm
By Train: Green/Red lines to Park Street or
Red/Orange lines to Downtown Crossing.
By Bus: SL4.

Phone Registration
(617) 878-7537, or 888-284-3225

Online Registration
Log on to training.32bjfunds.org

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Brockton
Brockton Massasoit Community College
1 Massasoit Blvd, Brockton, MA 02302
Bus (BAT) #6

Lawrence
Coming soon!

Lowell
First United Baptist Church
99 Church Street, Lowell MA 01852
Buses 2, 9 and 12

Lynn
Lynn Vocational Technical Institute
80 Neptune Blvd, Lynn, MA 01902
By Bus: 435, 441 or 442

Marlborough
First Church
37 High Street Marlborough, MA 01752
By Bus: 7C

Providence
Providence, Rhode Island
SEIU 32BJ Office
280 Broadway, Providence RI 02903
By bus: 27 and 28

Waltham
Saint Mary’s Church
133 School Street, Waltham MA 02451
Buses: 70 and 70a Saint Mary’s Church
on School Street

Worcester
Worcester State University
486 Chandler Street, Worcester, MA 01602
WRTA buses #6, #3 and #2

New Jersey North
SITE MANAGER: JHOANNA CAMPOS
njnorthtraining@32bjfunds.com
973-733-9670, extension 2281, 732-575–7330,
or 888-284-3225 (toll-free)
STAFF: GLENDA MORENO
973-733-9670 extension 2280,
or 973-803-2647
STAFF: EDUARDO BRISTOL
973-733-9670 extension 2282

32BJ SEIU Office
494 Broad Street, 3rd Floor,
Newark, NJ 07102
Office hours: Mon–Fri, 9am–5pm
Sat, 8am–4pm

Phone Registration
973-733-9670, extension 2281, 732-575–7330,
or 888-284-3225

Online Registration
Log on to training.32bjfunds.org

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Bayonne
Bayonne High School
669 Avenue A, Bayonne, NJ 07002
NJ Transit: Hudson Bergen Light Rail to
East 45th Street HBLR Station

Bound Brook
Bound Brook High School
111 West Union Avenue,
Bound Brook, NJ 08805
NJ Transit: Avenue to Bound Brook Station

Dover
The Organization for Hispanic Affairs
95-97 Bassett Highway, Dover, NJ 07801
Bus 880 or NJ Transit to Dover
Train Station

Elizabeth
Union County College
40 West Jersey Street, Elizabeth, NJ 07202
NJ Transit Northeast Corridor Rail to
Broad Street Station Elizabeth
NJ Transit Buses: 24, 25, 26, 52, 56/57, 58,
59, 62, 112, 113, or 115

Hackensack
Bergen County Technical Schools
190 Hackensack Avenue,
Hackensack, NJ 07601
NJ Transit Buses: 751 or 765

Jersey City
Hudson County Community College
119 Newkirk Street, Jersey City, NJ 07306
PATH train to Journal Square
NJ Transit Buses: 82, 83, 84/86, 87, or 88
to Jersey City

Morristown
Morristown High School
50 Early Street, Morristown, NJ 07960
Bus No 873 toward Greystone & Morristown
Bus No 874 toward Morristown Via RT 46

Newark
32BJ SEIU Office
494 Broad Street, 3rd Floor,
Newark, NJ 07102
NJ Transit to Newark Broad Street Station
or Newark Penn Station
NJ Transit Buses: 11, 27, 30, 72, or 76

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Locations

Paterson
Passaic County Community College
1 College Boulevard, Paterson, NJ 07505
• NJ Transit Main/Bergen County or Port Jervis Line to Paterson

Perth Amboy
Dr. Herbert N. Richardson School
318 Stockton Street, Perth Amboy, NJ 08861
• NJ Transit to Perth Amboy Station or NJ Transit Bus 116 or 815

Plainfield
Union County College
232 East 2nd Street, Plainfield, NJ 07060
• NJ Transit Raritan Valley Rail Line to Plainfield Station
• NJ Transit Buses: 18-22, M19, 113, or 114/117

Union City
Union City High School
2500 Kennedy Boulevard, Union City, NJ 07087
• Bus: #108, #125 or #64

New Jersey South
SITE MANAGER: OMAR VILLACRES
njsouthtraining@32bjfunds.com
Phone Registration
609-435-4094 or 888-284-3225 (toll-free)
Online Registration
Log on to training.32bjfunds.org

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New York
Bronx
SITE MANAGERS:
JOSEPH CUNNINGHAM (INDUSTRY)
bronxtraining@32bjfunds.com
845-494-9297 or 212-388-3701
JOHNI PUERTA-LOPEZ
(ACADEMIC/COMPUTER)
bronxtraining@32bjfunds.com
718-518-6786 or 718-612-5708

Administrative Office:
Hostos Community College
475 Grand Concourse, Bronx, NY 10451
Rooms 419 & 420 (elevator to 4R)
Office Hours: Mon–Thu, 4:30–6:30pm
• 2, 4, or 5 to 149th Street Grand Concourse
• Bx1 or Bx19 to 149th Street and Grand Concourse

Phone Registration
Academic: 718-518-6766 or 718-612-5708
Industry: 845-494-9297 or 212-388-3701

Online Registration
Log on to training.32bjfunds.org

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Brooklyn
SITE MANAGER: DONALD WINGATE
brooklyntraining@32bjfunds.com
347-638-3482 or 212-388-3701

Phone Registration
347-638-3482 or 212-388-3701

Online Registration
Log on to training.32bjfunds.org

Fall Trimester Registration
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NYC Technical College (Jay Street)
300 Jay Street, Brooklyn NY 11201
• A or C to High Street/Brooklyn Bridge or R to Jay Street/Metro Tech

NYC Technical College (Pearl Street)
172 Pearl Street, Brooklyn, NY 11201
• A or C to High Street/Brooklyn Bridge

Long Island
SITE MANAGER: MICHAEL COMO
longislandtraining@32bjfunds.com
347-638-3483 or 888-284-3225

Phone Registration
347-638-3483 or 888-284-3225

Online Registration
Log on to training.32bjfunds.org

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Nassau Community College
1 Education Drive, Garden City, NY 11530
• N16, N35, N45, or N51

Camden
Camden County College
200 North Broadway, Camden, NJ 08102
• PATCO to City Hall Station
• NJ Transit Buses: 313, 315, 317, 400, 401, 402, 404, 406, 408, 409, 410, 412, or 551
**Manhattan**

**DEPUTY DIRECTOR: JIM LEGGIO**

manhattantraining@32bjfunds.com

212-539-2808 or 212-388-3701

Office hours: Mon-Fri, 8:30am-9:30pm

Sat, 8:30am-4:30pm

**Phone Registration**

212-388-3701

**Online Registration**

Log on to training.32bjfunds.org

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**25 West 18th Street**

25 West 18th Street, Manhattan, NY 10011

② 1 to 18th Street

① 4, 5, 6, N, Q, and R to Union Square

③ F to 14th Street

**CUNY in the Heights**

5030 Broadway, New York, NY 10034

② Subway: A to 207th Street or 1 to 215th St

② Bus: Bx12 to 207th Street or Bx7, Bx20, M100 to 213th Street

**John Jay College**

524 West 59th Street, New York, NY 10019

① 1, A, B, C, or D to Columbus Circle

---

**New Rochelle**

**SITE MANAGER: JOHNI PUERTA-LOPEZ**

newrochelletraining@32bjfunds.com

718-518-6786 or 718-612-5708

**Phone Registration**

347-638-3483 or 888-284-3225

**Online Registration**

Log on to training.32bjfunds.org

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**New Rochelle: St. Gabriel’s High School**

50 Washington Avenue, 2nd Floor, New Rochelle, NY 10801

① By Train to New Rochelle Station. ② By Bus #7 to Memorial Hwy, #30 to Union Avenue, #42 or #60 to Main Street, #45 or #61 or #66 to New Rochelle Bus Terminal

---

**Queens**

**SITE MANAGER: DONALD WINGATE**

queentraining@32bjfunds.com

347-638-3482 or 212-388-3701

**Phone Registration**

347-638-3482 or 212-388-3701

**Online Registration**

Log on to training.32bjfunds.org

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**Con Edison Learning Center**

43-82 Vernon Boulevard, Queens, NY 11101

② E or M to Court Square

**Queens College**

65-30 Kissena Boulevard, Queens, NY 11367

② 7 to Main Street, E, F, G, or R to 71st and Continental Avenue, F to Parsons Boulevard, or E or F to Union Turnpike, then follow bus directions Q17, 25-34, 44, 64, 74, or 88

---

**Westchester**

**SITE MANAGER: JOHNI PUERTA-LOPEZ**

westchestertraining@32bjfunds.com

718-518-6786 or 718-612-5708

**Phone Registration**

718-612-5708 or 212-388-3701

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**Berkeley College**

99 Church Street, 3rd Floor, White Plains, NY 10601

① Take Bee Line buses 5, 6, 12, 13, 14, 20, 21, 40 or 41 to the Transit Center or the Metro-North Harlem Line train to White Plains

**Port Chester High School**

1 Tamarack Road, Port Chester, NY 10573

① Bee Line Bus #13 or Metro North at 3 Broad Street

**Southern Westchester BOCES**

65 Grasslands Road, White Plains, NY 10595

② Train: Harlem Line-Southeast

② Bus: Bee Line #40 White Plains to Valhalla

① 015, #040 or #053

**White Plains: Rochambeau Alternative High School**

228 Fisher Avenue, White Plains, NY 10606

① By Train to North White Plains Station

① By Bus #13, #20 or #40 to Post Road

---

**Pennsylvania**

**Philadelphia**

**SITE MANAGER: TY-JAMAR THOMAS**

philadelphiatraining@32bjfunds.com or 215-907-2611

**Phone Registration**

215–907-2611 or 888-284-3225

**Online Registration**

Log on to training.32bjfunds.org

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**The Murrell Dobbins Career and Technical Education High School**

2150 W. Lehigh Avenue, Philadelphia, PA 19132

② Subway: Broad Street line to Lehigh Avenue/North Philadelphia
Locations

Pittsburgh

SITE MANAGER: KATY RITTLE
pittsburghtraining@32bjfunds.com
412-639-1329 or 888-284-3225

Phone Registration
412-639-1329 or 888-284-3225

Online Registration
Log on to training.32bjfunds.org

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32BJ SEIU Office
307 Fourth Avenue, 7th Floor,
Pittsburgh, PA 15222
By Bus to Fourth Avenue at Wood or Smithfield. From North: Take the 16 or 17. From East: 67 to F78. From South: 41. From West: 71 A or B.

Parkway West Career and Technology Center
7101 Steubenville Pike, Oakdale, PA 15071
No public transportation is available at this location

Virginia

SITE MANAGER: JOSE GONZALEZ
virginiatraining@32bjfunds.com
202-742-1875

STAFF: BRIAN UMANA
202-742-1873 or 888-284-3225 (toll-free)

Phone Registration
202-742-1873 or 888-284-3225

Online Registration
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32BJ SEIU: Administrative Office
8618 Westwood Center Drive, Suite 308,
Vienna, VA 22182
Train: Silver line to Spring Hill
Bus: Fairfax Connector 401, 402, 423 or 424

Washington, DC

SITE MANAGER: JOSE GONZALEZ
dctraining@32bjfunds.com
202-742-1875 or 202-658-8282

STAFF: BRIAN UMANA
202-742-1873, 202-742-1875, or 888-284-3225 (toll-free)

32BJ SEIU: Administrative Office
1025 Vermont Avenue NW, 7th Floor
Washington, DC 20005
Office hours: Mon–Fri, 9am–5pm
Blue or Orange Line to McPherson Square

Phone Registration
202-742-1873, 202-742-1875, or 888-284-3225 (toll-free)

Fall Trimester Registration
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Winter Trimester Registration
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Winter Trimester Begins Sat, Jan 1, 2020

Spring Trimester Registration
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Spring Trimester Begins Sat, Apr 4, 2020

Petworth

Spanish Education Development (SED) Center
4110 Kansas Avenue NW, 7th Floor
Washington, DC, 20011
Green Line to Georgia Avenue—Petworth 79 to Georgia Avenue—Petworth; 96 to Georgia Avenue

Washington, DC

32BJ SEIU Office
1025 Vermont Ave NW, 7th Floor
Washington, DC, 20005
Blue or Orange line to McPherson Square
Advisory Committee
The Advisory Committee is composed of both labor and management representatives. The Committee is cochaired by:

Lenore Friedlaender
Assistant to the President, 32BJ SEIU

Howard I. Rothschild
President, Realty Advisory Board on Labor Relations, Inc.

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32BJ SEIU
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Justin Reid
Junior Development Operations
Joe Roland
Curriculum/Instructor Development Coordinator
Jose Rosa
Industry Clerk
Anthony Urena
Operations Assistant
Sonia Velez
Services Representative

SITE MANAGERS
Site Manager names and contact information listed on pages 44–48.
“Educating workers to build environments where you want to live and work.”

Register Online in Five Easy Steps

1. Go to training.32bjfunds.org and click “login” to enter your login ID and password.

2. Click on “courses” at the top. Enter the course name in the keyword field (or leave blank to see all courses). Use the dropdowns and check boxes to customize your search. Click on the green “SEARCH” button.

3. Click on the course title.

4. On the course details page you can find the date and times that work for your schedule.

5. Click on “ENROLL” or “REQUEST COURSE” to request your class.