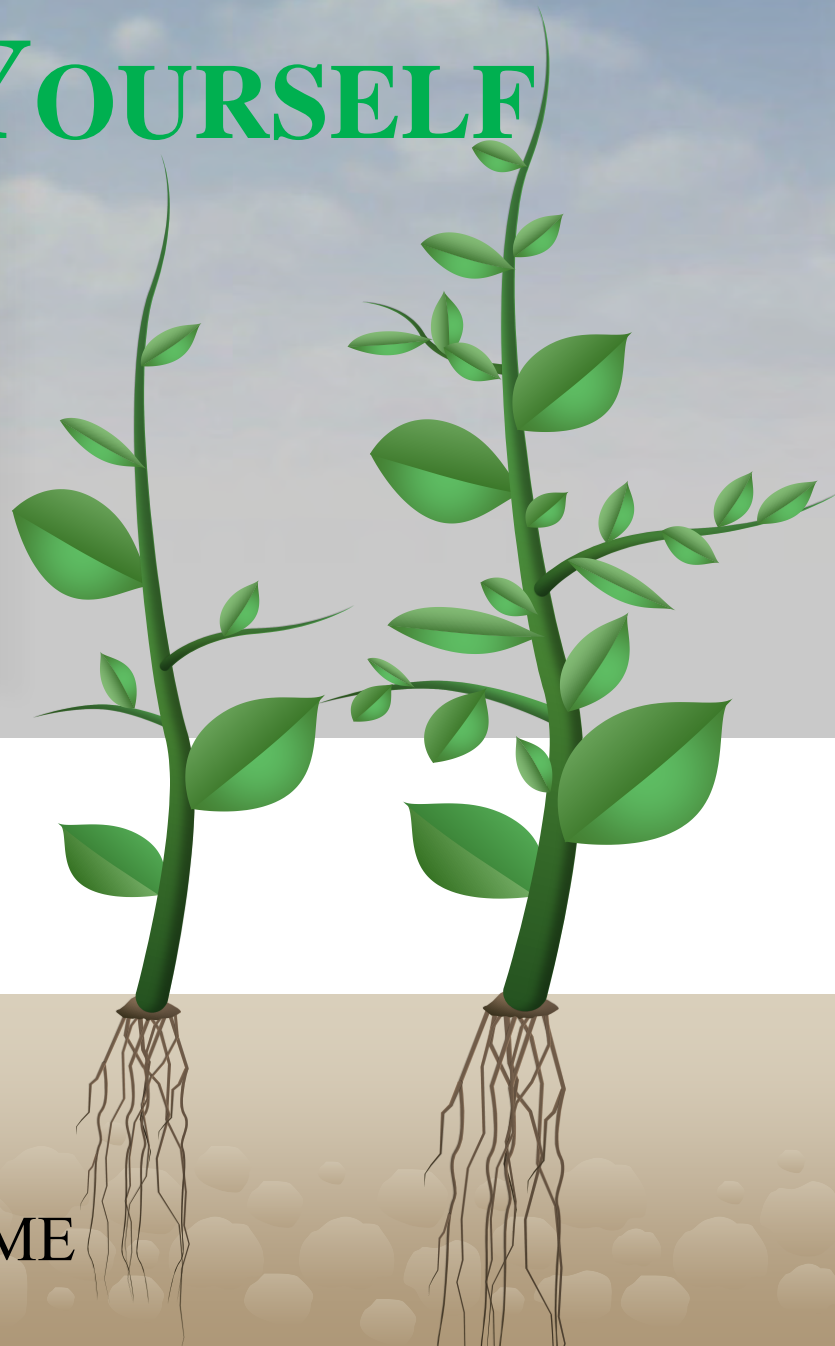


# INVESTING IN YOURSELF

HOW TO GET SOMEONE ELSE'S  
MONEY TO PAY FOR YOUR  
PROFESSIONAL DEVELOPMENT!



Nathalie Mendez, MA, ACWD  
Kino Williams, MS, CPHQ, C-TAGME



# Continuing Education

## \* An Investment in Yourself \*



Continuing Education generally refers to any post-secondary learning or programs that adults pursue after formal education. This can vary from seminars or one-time classes to online courses and degree programs.







# WHAT FITS YOUR LIFESTYLE?

It's not about where you are today,  
but where you want to be tomorrow!

- Associates
- Bachelors
- Masters
- PhD
- Seminars
- Licensures
- Certifications
- Advanced Certifications



# EDUCATION OPPORTUNITIES AVAILABLE @ SUNY

SUNY Opportunity's Statewide Learning Management System has over 400 courses available to each employee.

The following website will provide more information:

<https://is.downstate.edu/training/index.html>



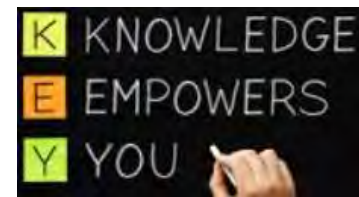


# EDUCATIONAL OPPORTUNITIES ABOUND



Avenues for pursuing your education by attending/completing:

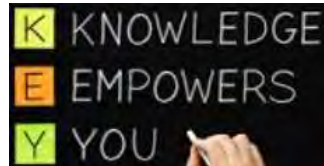
- College courses
- Seminars
- Workshops
- Specialty meetings
- Certifications



# WHAT UUP OFFERS

- CLEFR Program
- Program for Tuition Assistance
- Individual Development Awards (IDAs)
- Campus Grants Program
- Dr. Herbert N. Wright Memorial Safety and Health Training Award Program
- Empire Knowledge bank (EKB) eLearning Program
- Dr. Nuala McGann Drescher Leave Program
- Employment Counseling and Placement Program

Detailed information on each of these union benefits can be found on the union website @ [UUP Development Opportunities \(uupinfo.org\)](http://uupinfo.org)





# THIS IS WHERE IT GETS INTERESTING!

One Free Class Per Semester  
&  
Yearly Individual Development Award  
upward to **\$1,000**

**MONEY  
IN YOUR  
POCKET**



# ONE FREE CLASS PER SEMESTER

UUP offers members that attends any State University of New York (SUNY) academic institution:

- ❖ One free class per semester (OFCPS)
- ❖ Up to four semesters per year for students

This offering is available to **EVERY** employee that is a member of UUP.

Oh Yes!  
IT'S  
**FREE**



# GETTING STARTED

1. The student registers for the desired class.
2. Complete the UUP Tuition Waiver Form your school requires - each school has a different UUP Tuition Waiver form. This unique form is available through your school's bursar's office. The form will ask for the following:
  - a. Name of course being taken by student
  - b. Semester and dates
  - c. Student demographic information
3. Once completed, the UUP Tuition Waiver form should be sent to the Benefits Office, attention Kevin Ferreira, by fax **(718) 221-5722** or email at [kevin.ferreira@downstate.edu](mailto:kevin.ferreira@downstate.edu) for signature.
4. The signed form should then be sent to the UUP office by email to [postmaster@uupmail.org](mailto:postmaster@uupmail.org) for a confirmation of benefits letter. The confirmation letter will state that the employee is a member in good standing with UUP and they are under Article 49 of the 2016 – 2022 Agreement between the State of New York and UUP to take one free course per semester. The letter will also include the class that will be taken and the semester that it is taken in.
5. The confirmation letter should then be sent to your college's registrar's office for credit for the class that is registered for.



**SUNY EMPIRE  
STATE COLLEGE**  
**UUP Tuition Waiver**

F-188-Rev. 10/2017

**Part I** (To be completed by applicant)

1. Name (please print) \_\_\_\_\_

2. Address \_\_\_\_\_

3. Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

4. Email \_\_\_\_\_ Student ID # \_\_\_\_\_

5. Campus where employed \_\_\_\_\_

6. Campus address \_\_\_\_\_

7. Official title \_\_\_\_\_

8. Employment status (check all which apply) Full time \_\_\_\_\_ Part time \_\_\_\_\_ Temporary \_\_\_\_\_  
on leave with pay \_\_\_\_\_ on leave without pay \_\_\_\_\_

9. Highest degree earned \_\_\_\_\_ Did you take courses last term? \_\_\_\_\_

10. Campus course being taken at \_\_\_\_\_ Are you in a degree program there? \_\_\_\_\_

11. Course information for which approval is requested by this application:  
Course # \_\_\_\_\_ Course name \_\_\_\_\_  
\*# Credit hours requesting waiver \_\_\_\_\_ # Credit hours of course \_\_\_\_\_  
Term and year \_\_\_\_\_ Course dates \_\_\_\_\_

12. Have you submitted a B140 Tuition Waiver application for this term? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**\* Please note: In accordance with Article 49 of the Agreement between United University Professions and the State of New York, employees may enroll in one course tuition-free per term on a space available basis. All fees other than tuition are the responsibility of the employee.**

**Part II** (To be completed by employing campus)

14. Verification by Human Resources official. By signing this form, I am confirming the student referenced above is currently a UUP employee at our institution.

Authorized HR signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Completed form should be returned to SUNY Empire State College Student Accounts prior to the term payment due date at 111 West Ave., Saratoga Springs, NY 12866-6069 or fax to 518-580-4790. Contact StudentAccounts@esc.edu with any questions.





# United University Professions



Downstate Health Science University Chapter  
President: Rowena Blackman-Stroud

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March 24, 2021

Office of the Registrar  
SUNY-Empire State College

To Whom It May Concern:

I would like to take this opportunity to confirm that \_\_\_\_\_ is a member in good standing of United University Professions (UUP), and is entitled under Article 49 of the 2016-2022 Agreement between the State of New York and United University Professions to take one tuition-free course per semester at any SUNY school on a space available basis.

We are pleased to support \_\_\_\_\_ application in Strategic Corporate Communication and Inter-professional Collaboration - HPM 7005, Summer 2021 at SUNY – Empire State College.

Sincerely,

Rowena Blackman-Stroud  
UUP Chapter President



# OFCPS = FREE \$\$\$\$

The average three-credit course at SUNY Empire State College costs:

Tuition Credits	\$1,875.00
College Fee	\$5.10
Activity Fee	\$26.25
Health Fee	\$15.00
Technology Fee	\$185.00
<b>Total</b>	<b>\$2,106.35</b>

The union only covers the **Tuition Credit portion** of the tuition.

In this example, \$1,875.00 would be covered the union.

The remaining costs of **\$231.35**, (processing fees) are paid by the student.

An average Masters Degree program costs approximately **\$25,000**.



PROFESSIONAL DEVELOPMENT AWARD  
OR  
INDIVIDUAL DEVELOPMENT AWARD  
AND  
CERTIFICATION LICENSURE EXAM FEE  
REIMBURSEMENT (CLEFR)



# PDA/IDA

UUP offers a yearly Professional Development Award (PDA) also called Individual Development Award (IDA). This **reimbursement award** covers professional development for up to \$1,000 per academic year.

For instance, July 1, 2020 to June 30, 2021 is one academic year.

Although the UUP office will send a center wide email to the UUP members detailing the benefit and the materials that are required for the application processing as well as submission details at the beginning of each year. **WE ADVISE EVERY EMPLOYEE TO CONTACT THE LOCAL CHAPTER UUP OFFICE AT x1519 to obtain the application form and other pertinent information.**



# What the IDA application looks like (continued)



## NEW YORK STATE/UNITED UNIVERSITY PROFESSIONS JOINT LABOR-MANAGEMENT COMMITTEES

### Individual Development Award Program Application

This application must be completed for consideration for the Individual Development Award Program. Prior to completing this application, read the Individual Development Award Program Guidelines and review the Application Instructions. Before filling out this application, save it to your files. After filling out this application form, print it, the required signatures and submit it, with all attachments, as directed at the bottom of the form. Be advised this incomplete application will not be considered.

#### PART A: APPLICANT INFORMATION

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_

Email \_\_\_\_\_ Work Phone \_\_\_\_\_

Division/Program/Department \_\_\_\_\_

Work Address \_\_\_\_\_

Campus -- Select a campus --

Professional  Academic  Full-time  Part-time

#### PART B: PROPOSAL INFORMATION

Date of proposed project or activity: From: \_\_\_\_\_ To: \_\_\_\_\_

2. A. Project or Activity Title: \_\_\_\_\_

2. B. Briefly describe the proposed project or activity and its job relatedness in 250 words or fewer:

Expenditures	Amount Requested From		
	Campus Contribution	Other Sources*	NYS/UUP JLMC
2. Tuition (at SUNY rate). Specify Institution: _____ No. of Credits: _____ Amount: _____			\$0.00
3. Registration fees for conferences, seminars, or workshops. Specify. Name of event: _____ Fee Amount: _____			\$0.00
4. Other Expenses: Describe and Specify ** Description: _____ Amount: _____			\$0.00
<b>TOTAL REQUESTED</b>	\$0.00	\$0.00	\$0.00

Identify Other Sources: \_\_\_\_\_ Campus Contribution: \_\_\_\_\_

\*Justification for Other Expenses:

#### PART D: REQUIRED ATTACHMENTS

All required attachments listed below must be submitted with the application

- A description of the proposed project or activity including:
  - Type of event, event site, and sponsor.
  - Whether the employee is presenting a paper or formally participating. If presenting a paper, the title of the paper and nature of the presentation must be provided.
  - A letter of acceptance of the paper being presented or other proposal. If acceptance is pending, the Campus Professional Development Committee should be notified of its receipt as soon as possible.
  - How this project or activity will further the employee's professional development or otherwise assist in preparing for advancement
- An updated brief curriculum vitae.
- A brochure, announcement, or other relevant material describing the project or activity. If material is not yet available, information should be sent as soon as possible.





"We advocate for ourselves and each other."

**PART C: BUDGET SUMMARY**

Complete only those sections that are applicable to your project or activity and specify the type of expenditure for each item. The total NYS/UUP JLMC funds for your expenditures are calculated for you. All expenditures must be itemized and justified below. If you received additional funding, please list the amount in the Campus Contribution (reimbursement from department) or Other Sources\* (personal funds, award, grant, etc.). The total award for one applicant cannot exceed \$1,000 per academic year. A separate Budget Summary must be completed for each semester for which funding is being requested.

Semester date: From: \_\_\_\_\_ To: \_\_\_\_\_

Expenditures	Amount Requested From		
	Campus Contribution	Other Sources*	NYS/UUP JLMC
<b>I. Travel and Related Expenses. Include a separate entry for each trip.</b>			
<b>A.</b>			
Lodging: Amt./Day _____ No. of Days <u>0</u> Total <u>\$0.00</u> Dates: From: _____ To: _____ Location: _____			\$0.00
Meals: Amt./Day _____ No. of Days <u>0</u> Total <u>\$0.00</u> Dates: From: _____ To: _____ Location: _____			\$0.00
Transportation Mode _____ Amount _____ Location: From: _____ To: _____			\$0.00
<b>B.</b>			
Lodging: Amt./Day _____ No. of Days _____ Total <u>\$0.00</u> Dates: From: _____ To: _____ Location: _____			\$0.00
Meals: Amt./Day _____ No. of Days _____ Total <u>\$0.00</u> Dates: From: _____ To: _____ Location: _____			\$0.00
Transportation Mode _____ Amount _____ Location: From: _____ To: _____			\$0.00
<b>C.</b>			
Lodging: Amt./Day _____ No. of Days _____ Total <u>\$0.00</u> Dates: From: _____ To: _____ Location: _____			\$0.00
Meals: Amt./Day _____ No. of Days _____ Total <u>\$0.00</u> Dates: From: _____ To: _____ Location: _____			\$0.00
Transportation Mode _____ Amount _____ Location: From: _____ To: _____			\$0.00

Revised February 2020

**ACKNOWLEDGEMENT AND SIGNATURE**

I have read the Individual Development Award program guidelines and understand that only documented expenditures pursuant to the procedures described in the program guidelines and approved by the statewide Professional Development Committee will be reimbursed. I understand that expenditures will be reimbursed subject to the New York State Comptroller's Rules and Regulations. I understand that any changes to this project or activity must be approved by the Campus Professional Development Committee. I also understand that the NYS/UUP Joint Labor-Management Committees must be acknowledged as a source of funding.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT SUBMIT YOUR APPLICATION TO THE NYS/UUP JLMC STAFF.**

Submit completed application and all required attachments pursuant to the deadline date specified in the Individual Development Award Program Guidelines to:

**Campus Professional Development Committee**

For information on where to submit this application, contact the UUP Chapter President or Human Resources on campus.

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, sexual harassment, disability, predisposing genetic characteristics, familial status, marital status or status as a victim of domestic violence, pregnancy-related conditions, prior arrest records, youthful offender adjudications and sealed conviction records, and previous conviction records and any other status or condition protected by law.

Revised February 2020





# PDA/IDA APPLICATION

The application for PDA/IDA can be found at the following website:

<https://goer.ny.gov/system/files/documents/2021/03/individual-development-award-application.pdf>

After submission, the application will be reviewed by SUNY Downstate's volunteer PDA Committee. Upon approval, an email will be sent to the applying employee with the amount that was approved and the next steps for processing. This benefit required that you first pay for your courses and then submit the receipts associated with the tuition.

**Note:** The PDA/IDA benefit does not have an automatic approval. The amount of funding awarded depends on the amount of the expenditure submitted by the employee for consideration and how many applications were approved. Approved funding will be deposited in the employee's direct deposit account or will be added to the paper check of that pay period after the approval cycle.



# DEVELOPMENT REIMBURSEMENTS COVERED UNDER THE IDA

- Course work (including books and other college related expenditure)
- Seminars/Conference attendance (registration, flight, hotel)
- Workshops
- Research activities



# CLEFR



NYS/UUP Joint Labor-Management Committees

**NEW EXAM FEE REIMBURSEMENT PROGRAM**

## CERTIFICATION LICENSURE EXAM FEE REIMBURSEMENT

The CLEFR Program assists employees with the cost of attaining initial certifications, licenses or designations which are related to their profession or necessary for promotional opportunities and career mobility within the State University of New York (SUNY). Examination fees to renew certifications, licenses, or designations previously obtained by an employee are **not** reimbursable. Maximum reimbursement is \$1,000 for the period January 1, 2021 to December 31, 2021.

For NYS/UUP CLEFR Program guidelines and application, please go to:  
[goer.ny.gov/nysuupclefr](http://goer.ny.gov/nysuupclefr).

**For additional information contact:**

NYS/UUP JLMC  
2 Empire State Plaza, 8th Floor  
Albany, NY 12223

Email: [nysuupclefr@goer.ny.gov](mailto:nysuupclefr@goer.ny.gov)  
Phone: 518.486.4666  
Fax: 518.486.9220

PROFESSIONAL  
DEVELOPMENT



# CLEFR

The UUP union in collaboration with Joint Labor Management committee instituted a Certification Licensure Exam Fee Reimbursement (CLEFR) program. This program offers up to \$1,000 in payment aid for any initial licensure program.

For more information visit:

<https://goer.ny.gov/nysuupclefr> or  
<https://uupinfo.org/opps/development.php>

The **CLEFR** guidelines states that in order to receive reimbursement, the exam taken must be passed. A failing grade will deem submitted application automatically denied. Approved reimbursement funds will be mailed to the employee's address in SUNY Downstate's payroll file.





# CLEFR \$\$

- ❖ Training Administrators of Graduate Medical Education (TAGME)
- ❖ Certified Professional in Healthcare Quality Exam (CPHQ)
- ❖ OR any other professional certification that you may be interested in

**Note: Note: The CLEFR benefit does not cover re-certifications but it does cover successful 1<sup>st</sup> time test takers REGARDLESS OF WHETHER YOU PREVIOUSLY TOOK THE EXAM.**

Reimbursement

*"We advocate for ourselves and each other."*

# ADVANCED CERTIFICATION

An Advanced Certification is different from a certification such as TAGME.

An Advanced Certification is a four to five class program with a specific concentration.

Upon completion of the coursework, a diploma is issued by the college to the student.





# WHO CAN APPLY FOR ADVANCED CERTIFICATIONS?

This type of certification can be applied after completion of a Bachelors degree. It can also be included in a master's degree program.

For example:

I had an Advanced Certification in Workforce Development. It was a 4-course program which I received 12 college credits for. When I was accepted into the 12 courses, 36 credits master's program, the 12 college credits from the certification program were accepted. Therefore, I had only 8 courses and 24 credits to complete the masters program.

For a complete listing of offered degrees and Advanced Certifications offered at SUNY Downstate kindly visit the SUNY Student Life and Services page at:

[https://sls.downstate.edu/admissions/programs\\_of\\_study.html](https://sls.downstate.edu/admissions/programs_of_study.html)

Each college has their own course/class guidelines. Please refer to the college you plan to attend.





# FURTHERING MY EDUCATION

A complete listing of SUNY campuses can be found at  
<https://www.suny.edu/campuses/>

If the university of your choice offers an on-line program, you will be able to apply to a school outside of your geographic location – this opens more possibilities of colleges that can be attended.

To highlight SUNY Downstate Health Science University;  
SUNY offers bachelor's degrees, master's degrees, Nurse Practitioner, and PhD degrees as well as Advanced Certification programs.





# HOW DO I APPROACH MY DEPARTMENT?

Some departments are more laden in resources than others but nothing beats a try:

- Many programs have Inter Fund Reimbursement Accounts otherwise known as IFR's – newer accounts typically bring in \$\$\$ (per resident) in academic support
- IFR balances transfer over to the next fiscal year
- Departments Hospital Accounts operate on the motto: Use it or lose it: funds must be spent in the current fiscal year
- COM Accounts have a spend date: monies must be spent by June 30
- Employees should contact their Administrator, April-June regarding funding educational activities
- Additionally, you may be able to bargain with your department by suggesting that they pay for your certification and then they be reimbursed through the IDA/PDA or CLEFR; thus no money ever comes out of your pocket!

**THIS IS A GOOD TIME TO PUT IN A REQUEST**

Note:

- Every coordinator in larger department should not all request educational expense coverage at the same time
- Coordinators should request every other year rather than yearly



*"We advocate for ourselves and each other."*

# HOW DO I APPROACH MY DEPARTMENT? (CONT.)

- Prepare an email about the benefits of having the professional development item:
  - benefits to the program
  - department and institution
  - finally, yourself.
- Administrators want a cost benefit analysis
- The ACGME encourages program coordinator development through their coordinator specific educational conferences
- Be persistent but respectful – THIS BENEFITS YOU





# QUESTIONS & ANSWERS

R.P.C.F.

Residency Program Coordinators' Forum

*"We advocate for ourselves and each other."*

