

# TWU LOCAL 100 MEMBERS



# FALL 2022 COURSE CATALOG

## A LOOK INSIDE THIS ISSUE

**Career Track Programs**  
**Construction Trades**  
**Digital Literacy**  
**Educational Preparation**  
**Energy Efficient New Technology**  
**Technical Courses**  
**Tuition Reimbursement**  
**Quick Courses**  
**AND MUCH MORE!**



195 Montague Street, 4th Floor  
Brooklyn, NY 11201

TEL: 718-780-8700

Email: [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org)

Website: [www.twulocal100tuf.org](http://www.twulocal100tuf.org)

Follow us:



## REGISTER NOW! SEATS FILL FAST!

## Virtual & Face to Face Training Available!



Omicron remains the dominant variant in New York City. Also, a new viral infection is on the rise known as "Monkey Pox". The Training & Upgrading Fund continues to track the spread of Omicron, other variants and the Monkey Pox. With all that's going on in the world, we still need to continue to be safe.

# **YOUR SAFETY IS STILL TUF'S TOP PRIORITY!!**

## **HELP PREVENT THE SPREAD!!**



**The Training & Upgrading Fund will remain vigilant in safeguarding members, instructors, and staff against Corona virus transmission. This includes the delta variant, omicron variant, and any other variant that emerges. Following the guidelines of the CDC will continue to be our priority.**

***Continue to wear your beautiful variant masks that symbolize you and your story to keep safe and strong.***

The Training & Upgrading Fund will not allow COVID-19/Delta Variant to stop our education through advancement for our members. TUF will continue to offering our training courses and programs though various platforms.

Mission statement:

# INSPIRING OUR MEMBERS THROUGH ADVANCEMENT EDUCATION

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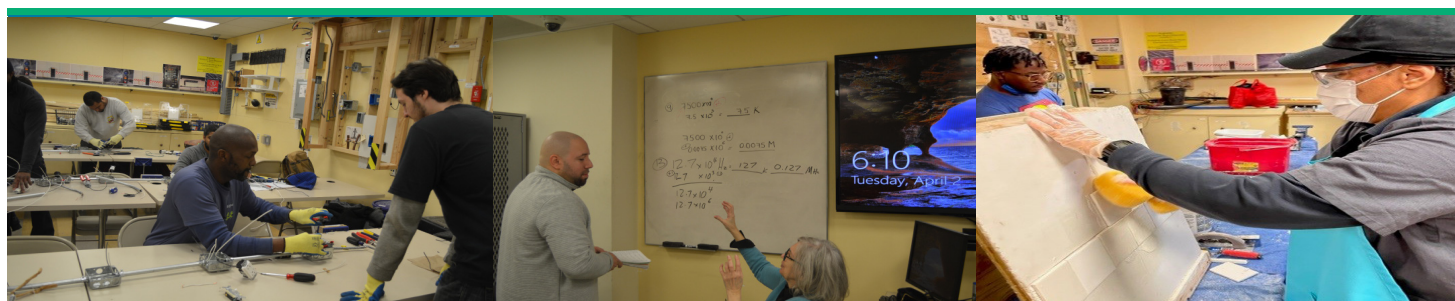
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# CHARLES JENKINS

## DIRECTOR

### WELCOME TO FALL 2022!!!



**NEW** - Training and Upgrading Fund has gone **digital** with our 2022 fall catalog. Using your smart device, you can scan into our world of education. Our classrooms are being equipped with the latest forms of technology. Doors of the training center are fully open with in-person and online training available to fit your schedule. With the addition of new talent, TUF will continue to assist members advance in their career to have a future they can boast of. Let TUF help you obtain a new career; I promise it'll be worth it. As a great man once said, education is the passport to the future, for tomorrow belongs to those who prepare for it today.

### I look forward to meeting you at the doors of success!

**Elevate program** is a seven-month program designed for employees who do not qualify for the upward advancement program. 25 members have successfully graduated and are now qualified to take the exam for "Transit Electrical Helper" and the second class is well on their way. TUF, in partnership with Electrical Training Center has made it possible for you (yes you) to be among the next set of members that will jumpstart their career or advance within their current role. Learn more about the elevate program on page 8.

The **Upward Advancement Program** continues to be one of the programs at TUF that is highly in demand. In just six (6) months, a new skill can be acquired. It is an incredible opportunity for nontechnical members to be promoted to one of NYCT's highest paying positions. For more information see page 10

Want to help move New Yorker's? The **Transit Certificate program** maybe the right track for you. See more details inside (Page 9).

Thinking of going back to school? Take advantage of TUF **Tuition Reimbursement program** up to \$4000.00 by letting us help you obtain your degree and save money. With school back in session, ensure your child stays ahead this school year. Take advantage of **TUTOR.COM** - a service for you and your family. This is a household benefit for students in Kindergarten through College. Registration is quick and easy!

Not sure what course to take? TUF has academic and career counseling with coaches that will assist you in leveling yourself in your NYCT career. See more details on page 7. We have highly trained staff waiting to assist you. Visit us at 195 Montague Street, 4th Fl, Brooklyn, N.Y. 11201, or call us at (718) 780-8700. Our training hours are 9:30 AM to 8:30 PM.

Let TUF put you on the right Track!

**Advancement through Education leads to success.**

## MISSION STATEMENT

The TWU Local 100 - NYCT Training & Upgrading Fund (TUF) will offer continuous education and training to dedicated public transit workers who operate and maintain the largest system in the nation. It aims to enhance individual employability, growth, and opportunity. As the system modernizes, the Fund will help to ensure workers keep pace with emerging technology. The Fund will give opportunities for workers to remain highly skilled, thus providing the best possible service and maximizing the value of the public investment in transportation.

## ELIGIBILITY

Eligibility for TUF benefits depends upon the particular collective bargaining agreement or participation agreement covering your employment. You are eligible to participate in TUF as soon as you become a Member of TWU Local 100 and an employee of a participating employer.

**Limited classes are available for Retirees.**

## YOU ARE INELIGIBLE:

- When you resign or are terminated from your position
- You are no longer an active member of TWU Local 100
- Your employer terminates its participation in the Plan
- The date the Plan is terminated

## NON-DISCRIMINATION POLICY

TUF admits eligible students of any race, color, national, or ethnic origin to all rights, privileges, and activities generally accorded or made available to members of the Fund. It does not discriminate on the basis of race, color, sexual orientation, national, or ethnic origin in administration of its educational policies and other Fund administered programs.

## REGISTRATION

Every eligible member will have an equal opportunity to register for courses. Enrollment is done on a first come, first served basis for courses listed in this catalog.



### PHONE REGISTRATION

Please call 718-780-8700



### FAX REGISTRATION

Fax us at 718-222-1580



### EMAIL REGISTRATION

training@twulocal100tuf.org



### WALK-IN REGISTRATION

Hours: M-F; 9:00 am to 5:00 pm  
195 Montague Street, 4th Floor  
Brooklyn, N.Y. 11201



### ONLINE REGISTRATION NOW AVAILABLE

www.twulocal100tuf.org

**Please note that classes may be canceled if enrollment is less than anticipated.  
All schedules are subject to change. Advance notice will be given as possible.  
If you do not see a class listed, it may be offered next semester.**

# FALL 2022 TUF ACADEMIC CALENDAR

☐ Class Begins

○ TUF Closed

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FOSTERING AN ENVIRONMENT FOR LEARNING

Members who take classes with TUF are hardworking people who are making big commitments to enhance their personal and professional careers. The complete Classroom Rules and Regulations regarding the logistics and what is expected of members during the operation of the course will be distributed at the beginning of each class. Members are also encouraged to remember to show their fellow classmates the respect they deserve by following the rules.

## ATTENDANCE POLICY

Regular attendance is mandatory. Depending on the length of your class, no more than three (3) absences are allowed for a certificate of completion. If you are more than one (1) hour late to any of your classes, you will be marked absent for the day and it will count towards your total allowed absences for the course. Attendance requirements will be discussed further in detail in your class.

## CLASS PREREQUISITES

Some classes will require you to successfully complete a prerequisite class before you are allowed to enroll. Also, some classes will require you to have minimum reading and math skills before you are allowed to enroll. If necessary, there will be an assessment test given soon after registration. If the class has a prerequisite, it will be noted within the course description.

## EMERGENCY CLOSINGS

To find out if classes are canceled in the event of a weather emergency or other unsafe conditions, call 718-780-8700 or check our website at [www.twulocal100tuf.org](http://www.twulocal100tuf.org) for the latest information.

**Please make sure that the Training & Upgrading Fund has your most current contact information on file.**

## CLASSROOM LOCATIONS

TWU Local 100 - NYCT Training & Upgrading Fund  
**195 Montague Street, 4th Floor, Brooklyn, N.Y. 11201**  
**(All classes will be held at this location unless otherwise noted)**

Virtual Platforms  
**Google Classrooms, Microsoft Teams, & Zoom**

## TWU Local 100 Members

# FIND YOUR CAREER TRACK

The Training & Upgrading Fund career advancement track programs are designed to provide members with the skills and training needed to advance their career.

### **Elevate Program**

Obtain the skills and knowledge needed to qualify for the Transit Helper Exam

#### **Required Documents:**

High School Diploma

#### **Required Courses:**

Electrical Training Center 600-Electrical Program

### **Transit Certificate Program**

Obtain the skills and knowledge needed to become eligible for the promotional Train Operator exam

#### **Required Documents:**

High School Diploma

#### **Required Courses:**

Worker, Health, & Safety

An Overview of Transit

Urban Studies Field Work - Train Operator

Urban Studies in Electronics

### **Upward Advancement Program**

Six (6) Months of Classroom and hands-on training

Three (3) years working side by side with a maintainer in the field

3.5 years of program dedication and commitment



### **Academic and Career Counseling**

TUF staff is available for one-on-one support to help members establish the necessary steps to climb their career track through advanced education. Members will receive help in identifying the programs and services you need to reach the next level.

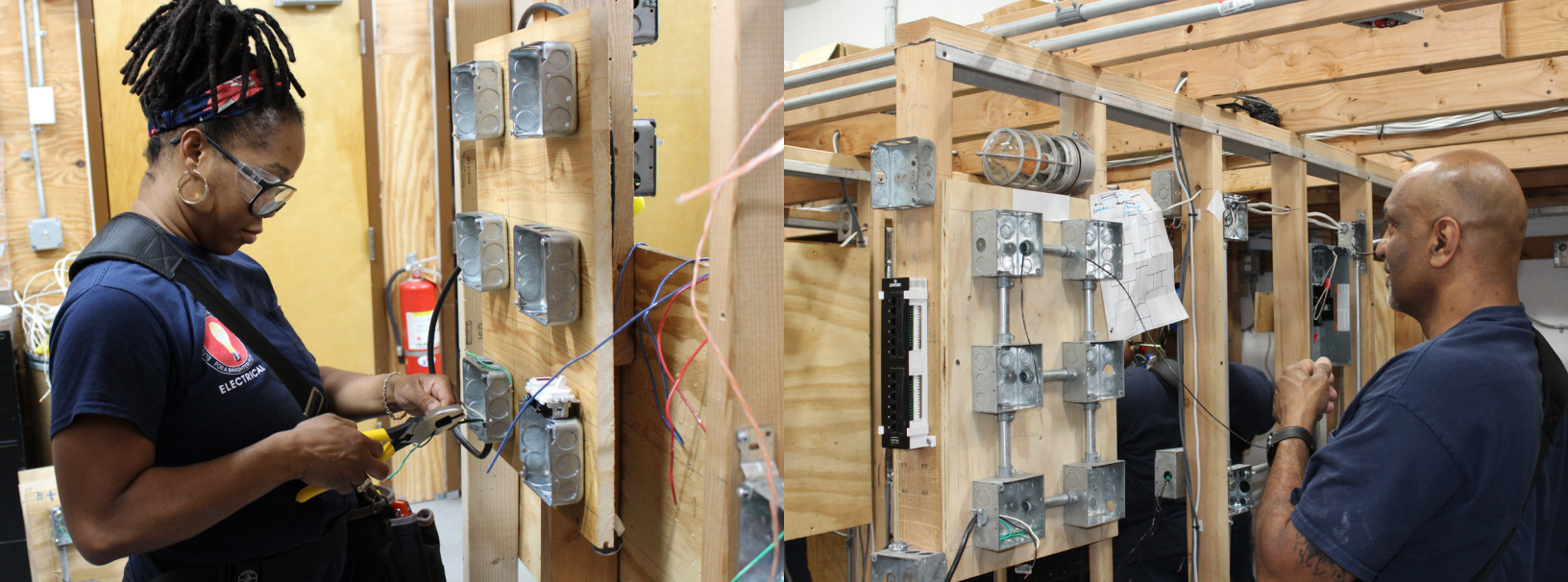
### **Advancement Workshop**

Learn about career advancement opportunities, programs, and courses that are available at TUF. Explore our advancement tracks to find your best match.

To schedule a one-on-one appointment with TUF staff for academic and career counseling or to register for the Advancement Workshop, contact TUF at 718-780-8700 or email at [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org).

**EXPRESS  
TRACK TO  
THE NEXT  
LEVEL**





# ELEVATE

Entry Level Employee Vocation & training Enhancement

*Coming to Brooklyn*

**TWU LOCAL 100 MEMBERS**

Looking to **JUMPSTART** your career?

**ADVANCE** within your current job?

If so, the **ELEVATE PROGRAM** is a good career track option for you.

In response to the urgent needs of the Transit Authority concerning Capital Construction, Subway Infrastructure, and the retiring workforce, the Training and Upgrading Fund, in partnership with the Electrical Training Center created the Elevate program.

Elevate is a program that was designed to provide workers with requisite skills and training. Members in unskilled titles can gain a new skill-set and become eligible to qualify for the Transit Electrical Helper exam. Working as a helper, may afford promotional opportunities after one (1) year in the title to become maintainer.



Our first Elevate program was a success with 25 graduates in October of 2021. Recently, they applied for and took the Transit Electrical Helper exam. Many of our graduates with dedication and commitment have passed the Civil Service exam and are on their way to becoming transit electrical helpers. In March of 2022, our second class of 24 began and will graduate this fall. Our next registration will take place in January 2023, so keep an eye out for it.

**Request more information today to take your career to the next level.  
Contact TUF at 718-780-8700 or visit our website at [www.twulocal100tuf.org](http://www.twulocal100tuf.org).**



# CAREER ADVANCEMENT ON THE FAST TRACK



## Transit Certificate Program

The Transit Certificate Program gives civil service members the opportunity to become eligible to take the promotional Train Operator exam. Members can also earn up to 14 college credits toward a degree of their choice at CUNY School of Labor and Urban Studies Institute upon successfully completing the four courses below:

- **An Overview of Transit (3 College Credits) - 15 weeks**
- **Workers, Health, & Safety (3 College Credits) - 15 weeks**
- **Urban Studies Field Work - Train Operator (4 College Credit) - 16 weeks**
- **Urban Studies in Electronics - (4 College Credits) - 15 weeks (NEW)**

## JOIN US FOR OUR VIRTUAL TCP WORKSHOP

### WEBINAR TCP WORKSHOP DATES:

Monday, December 5, 2022 from 10:00 AM - 12:00 PM

Wednesday, December 7, 2022 from 10:00 AM - 12:00 PM

Tuesday, December 13, 2022 from 5:00 PM - 7:00 PM

Thursday, December 15, 2022 from 5:00 PM - 7:00 PM



**Members interested in the TCP Program will be required to take a TABE Assessment test prior to entering these courses. Please check with your school to make sure that they will accept these credits.**

***Please note: MaBSTOA employees are NOT eligible to promote into Civil Service titles. However, they can take the classes to earn college credits.***

**For more information contact TUF at 718-780-8700 or visit our website at [www.twulocal100tuf.org](http://www.twulocal100tuf.org)**



## ***TWU Local 100 Members***

**The Upward Advancement Program, is a trades-focused program that allows members in non-skilled titles to learn a hands-on skill trade in Electrical or Construction.**

# **UPWARD ADVANCEMENT Program**

The TUF Upward Advancement Program (UAP) in construction and/or electrical trades offer a career pathway to better paying careers. UAP signifies the success of a prior pledge to create an in-house occupational ladder that focuses on our non-skilled work force. TUF is not only committed to providing good middle class jobs through the negotiation of solid union contracts but is also determined to help its members achieve the best during their transit careers. UAP provides a career track for men and women to acquire a skilled trade as they advance through a 6-month program.

### **Eligibility Requirements:**

- Must be a Cleaner, Traffic Checker or Transit Property Protection Agent
- Must have completed your probationary period with TA.
- Satisfactory attendance & disciplinary records with TA.
- Must be in good standing

**For more information and to find out the dates for open enrollment,  
Visit [www.twulocal100tuf.org](http://www.twulocal100tuf.org) or call 718-780-8700**

**In-person**

# **Tuition Reimbursement**

# OPEN HOUSE



**Is Back Fall 2022!!**

**WEDNESDAY, OCTOBER 19, 2022 AT 4PM - 7PM**  
**SATURDAY, OCTOBER 22, 2022 AT 10AM - 2PM**

TWU Local 100 members continuing education is one of the best career investments you can make. Join us for our Tuition Reimbursement open house. See how you can receive up to **\$4,000.00** per year through your Tuition Reimbursement benefit to enhance your career in NYC Transit through education advancement.

## **Training & Upgrading Fund**

195 Montague Street, 4th Floor Brooklyn, N.Y. 11201

### **YOU WILL HAVE A CHANCE TO:**

- MEET THE TRAINING & UPGRADING FUND (TUF) STAFF
- LEARN HOW EDUCATION CAN HELP ADVANCE YOUR CAREER IN NYCT
- REVIEW THE APPLICATION PROCESS
- MEET REPRESENTATIVES FROM COLLEGES, UNIVERSITY'S, TRADE, TECHNICAL, OR VOCATIONAL SCHOOLS

## **Eligibility for Tuition Reimbursement**

- Must be an active TWU Local 100 member in good standing AND be employed by New York City Transit, MaBSTOA (Operating titles only) or MTA Bus. **Computer, Staff Ananlyst, Career, and Salary are not eligible for Tuition Reimbursement.**
- Must have completed your 1st year probation
- Must be enrolled in a course at an accredited institution
- You must pass your class with a C- or better for undergraduate courses, a grade of B- or better for graduate courses, or a grade of 'Pass' in a Pass/Fail course.

**For more information or to register for our Open House,  
please contact TUF at 718-780-78000.**





**Start the school year off strong!**

**Get ahead in your classwork, homework and exams!**

Make TUTOR.COM another source for helping our children stay on track academically.

Enroll now and receive five (5) free hours per month (\$2,160 cost savings) of personalized live tutoring AT NO COST. Get help in Math, English, Social Studies, AP Courses, Sat Test Prep, Homework Assistance and Much More!

#### **ABOUT TUTOR.COM**

Personalized, live tutoring is now available for you and your children, Grades K through College, five hours per month.

You and your family will now have access to the premier on-line educational website in the country - TUTOR.COM - as a continued benefit.

**Students can work one-to-one in an on-line classroom with an expert tutor to:**

- Complete homework
- Understand concepts in all subjects
- Study for exams

#### **REGISTRATION IS SIMPLE AND EASY!**

[www.tutor.com/twulocaltuf](http://www.tutor.com/twulocaltuf)

Your **USER-NAME** will be your Employee Pass Number or ID Number

**PASSWORD:** twulocal100

**TUTOR.COM ANY TIME PLACE WHERE**

Let the Training & Upgrading Fund help you prepare for your next upcoming written and/or practical exam!!!

## **Civil Service Test Preparation**

Have you filed for the Car Inspector Exam, but you need a brush up on your test taking skills? Maybe your Train Operator Exam is approaching and you would like to know more about the job?

Our hands-on laboratory can help you accomplish that and more! Prep courses are given for promotional exams within the TWU Local 100 Collective Bargaining Unit. Please call TUF to inquire about prep courses for upcoming promotional exams.

Agency	Exam Title	Exam No.	Application Period
NYT	Revenue Equipment Maintainer	3602	8/1/22-9/15/22
MTB	Bus Maintainer Chassis (Auto Mechanic)	3400	8/1/22 - 9/15/22
MAB	Bus Maintainer Chassis (Auto Mechanic)	3101	8/1/22 - 9/15/22
NYT	Bus Maintainer - Group A (Auto Body Technician)	3700	9/1/22 - 10/15/22
NYT	Elevator & Escalator Maintainer	3701	9/1/22 - 10/15/22
NYT	Bus Maintainer - Group B (Auto Mechanic)	3705	9/1/22 - 10/15/22
NYT	Transit Electrical Helper	3603	9/1/22 - 10/15/22
NYT	Bus Maintainer, Group A (Auto Body Technician)	3604	10/3/22 - 11/15/22
NYT	Power Distribution Maintainer	3606	11/1/22 - 12/15/22
NYT	Station Agent	3607	11/1/22 - 12/15/22
NYT	Conductor	3708	11/1/22 - 12/15/22
NYT	Structure Maintainer - Group E (Plumber)	3609	12/1/22 - 1/15/23
NYT	Power Distribution Maintainer	3710	12/1/22 - 1/15/23

**\*The above information was obtained from the MTA website and is current as of 8/19/22.**

**Please check the MTA's website for any updates or changes at**

**<http://web.mta.info/nyct/hr/appexam.htm>.**



## **Skill Enhancement Training**

Technology is constantly evolving, so keeping on track is always a good idea. TUF can help you with that. Our skill enhancement training is aimed at:

- Assisting members in updating their current skills and introducing new technology that has an impact on current represented titles
- Training members to advance in their careers or prepare for new opportunities

**For more information visit our website at [www.twulocal100tuf.org](http://www.twulocal100tuf.org) or call 718-780-8700**

# 2022

CLASS OF

**TUF**  
**CONGRATULATES**  
*Apprenticeship Graduates*

**3RD UPWARD ADVANCEMENT PROGRAM**

Please join me in congratulating the 29 members in the 3rd Upward Advancement Apprenticeship program. In pursuit of career advancement, these 29 members started their journey 3.5 years ago with determination and commitment. After successfully completing the apprenticeship program in August 2022, they will become provisional plumbers, carpenters, and masons.

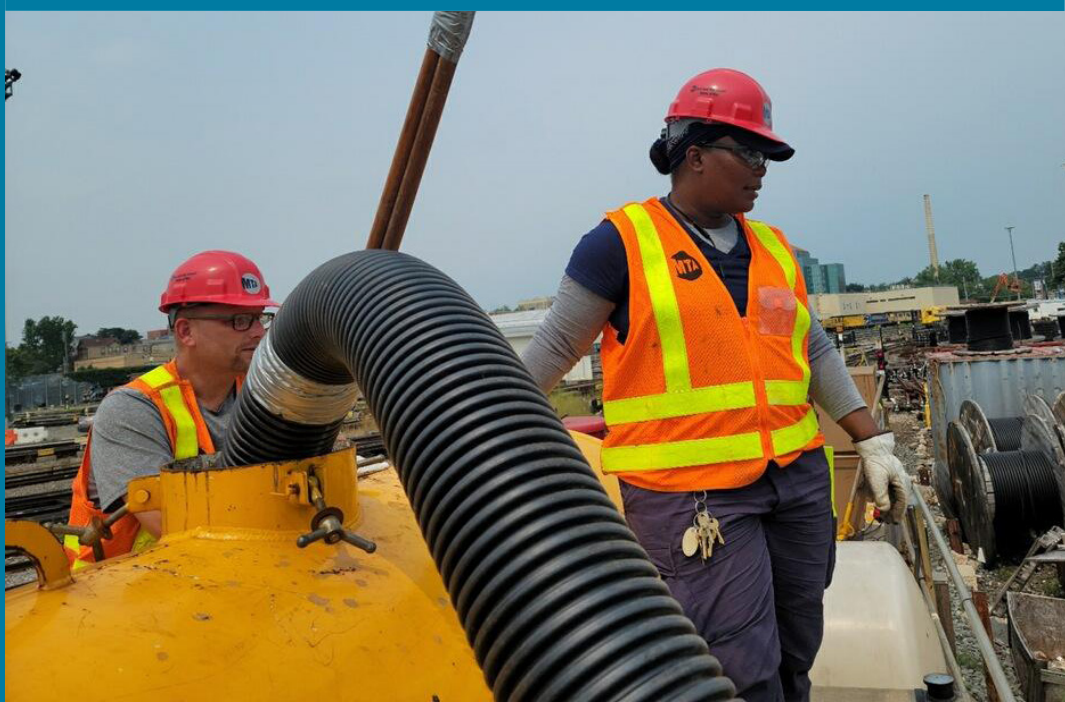
Help us congratulate them on a job well done.  
You made TUF proud!!!

**C.JENKINS - DIRECTOR**





**Dedication  
+  
Hardwork  
=  
Success**



# MEMBER SUCCESS STORY

## Latoya Edwards



**I will never forget January 4th, 2019 receiving my letter stating “Dear Member: Congratulations! You have been accepted into the TWU Local 100 Upward Advancement Program. Report to the following: APEX Technical School”.**

Upon receiving this letter, I was beyond grateful. My job at the time was in the Department of Security as a Transit Property Protection Agent. As much as I enjoyed working in my previous department, I desired to advance in my career. I have applied for numerous positions at Transit without success. I lacked computer skills. As a mother of two young children, I knew I had to improve my skills, not only as a mother, but as an individual as well. By taking the Training & Upgrading Fund computer classes at night, I took small steps towards my goal. It was then that I learned about the Upward Advancement Program and decided to apply. A 6-week UAP course was required and I passed it. Afterwards, I entered APEX.

It was both an exciting and overwhelming experience entering APEX. It was obvious to me that this was the place I wanted and needed to be. Over the course of six months, we learned carpentry, plumbing, and masonry in the construction trades. Together, the team and I learned teamwork and banding together. It was not easy working as a team, because we did not always get along. We went through the rough times, but we all successfully made it to the finish line. I met new people and created new friendships. I acquired a skillset that will not only advance my career as a (SMB), but as well as my personal life.

I am very thankful to the TWU Local 100 - NYC Transit Training & Upgrading Fund, Mr. Jenkins, Kristyl Black, Yards, Barns, and ICC, for the time they all put in for us Apprentices.



# EDUCATION PREPARATION

TWU Local 100 - NYCT Training & Upgrading Fund believes in empowering our members with the academic skills necessary to excel in college and in our competitive workforce. The mission of TUF educational preparation is to help our members develop themselves as leaders through a rigorous course that focuses on college level readiness. Our classes are designed to help members enter college and succeed. Learn more about the following classes to jump start your college experience.

## Basic Math

Basic Math will prepare members for the Transit Certificate Program (TCP), Upward Advancement Program and/or college level courses. Topics include addition, subtraction, multiplication, division, scientific measurements, algebra and much more.

**Sessions:** 15 (45 Hours) - **Online Class**

**Day:** Mondays, 5:30 PM - 8:30 PM  
9/19/2022 - 1/2/2023

**Day:** Wednesdays, 9:30 AM - 12:30 PM  
9/21/2022 - 1/11/2023

## English

English will provide a basic review of remedial English including grammar, sentence structure, punctuation, paragraph development, writing, etc. Members will complete many practice exercises including writing paragraphs.

**Sessions:** 15 (45 Hours) - **Online Class**

**Day:** Tuesdays, 5:00 PM - 8:00 PM  
9/20/2022 - 1/3/2023

**Day:** Fridays, 9:30 AM - 12:30 PM  
9/23/2022 - 1/20/2023

## American Sign Language Level 1 & 2

Introduces students to the language and culture of deaf people in the United States. The course will focus on specific language and cultural behavior. As well as introduce students to the grammar of ASL.

**Sessions:** 10 (30 Hours) - **Online Class**

### **ASL Level 1**

**Day:** Mondays, 9:30 AM - 12:30 PM  
9/19/2022 - 11/21/2022

### **ASL Level 2**

**Day:** Wednesdays, 9:30 AM - 12:30 PM  
9/21/2022 - 11/30/2022

## Technical Math

Technical Math is designed to prepare members to understand the mathematics terminology in electronics and/or electricity. This course can also help members prepare for any civil service exam. Topics include: Application of algebraic equations on Ohm's and Kirchoff's laws, solving for circuit resistance and reactions, relevant trigonometric functions, and use of graphs to analyze data.

**Sessions:** 15 (45 Hours) - **Online Class**

**Day:** Thursdays, 5:00 PM - 8:00 PM  
9/22/2022 - 1/19/2023

## Introduction to Spanish Level 1 & 2

Spanish Level 1 and 2 will prepare members to communicate effectively with customers of diverse communities. This can be a great benefit for any employer when dealing with public emergency situations and providing essential services. Members will learn reading and writing basic grammar tools, and conversational skills.

**Sessions:** 10 (30 Hours) - **Online Class**

### **Spanish Level 1**

**Day:** Tuesdays, 5:00 PM - 8:00 PM  
9/20/2022 - 11/22/2022

### **Spanish Level 2**

**Day:** Thursdays, 5:30 PM - 8:30 PM  
9/22/2022 - 12/8/2022







## Introduction to Computer Basics with Internet

This basic computer skills course will provide you with an understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on course while you learn to access, create, save and manage documents, spreadsheets and emails and use the internet effectively. We demystify terminology and impart best practice skills for productive and secure use of hardware and software

**Sessions:** 10 (30 Hours) - **On-site Class**

**Day:** Wednesdays, 5:30 PM - 8:30 PM

9/21/2022 - 11/30/2022

## Microsoft Word Beginner

Turn boring documents into must-read material. You will learn how to create professional documents such as letters, reports, memos etc., Through formatting tools, themes, designs, and sharing features.

**Sessions:** 10 (30 Hours) - **On-site Class**

**Day:** Mondays, 5:30 PM - 8:30 PM

9/19/2022 - 11/21/2022

## Microsoft Excel Beginner

Turn unorganized data into useful information. Excel is Microsoft's popular spreadsheet application. Topics include entering data and formulas, moving and copying data, and formatting and previewing worksheets.

**Sessions:** 10 (30 Hours) - **On-site Class**

**Day:** Thursdays, 5:30 PM - 8:30 PM

9/22/2022 - 12/8/2022



## TWU Local 100 Members

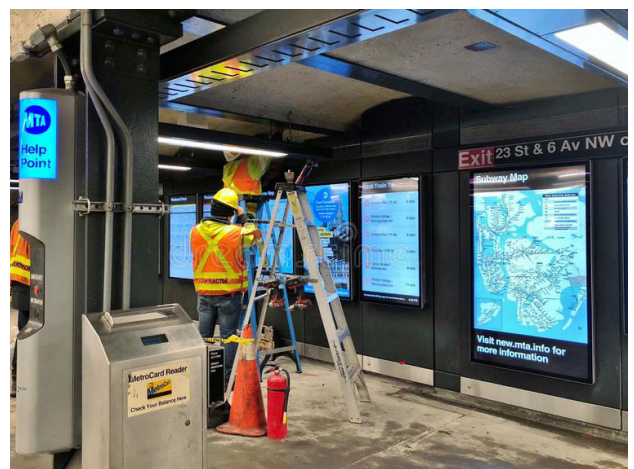
Information moves a mile a minute, thanks to non-stop developments in technology with-in NYC Transit. As the information technology grows, so do careers and learning opportunities and you have to keep up! Be one of many to keep with the technology industry as NYC Transit adopts new and updated technology, such as countdown clocks, station intercoms, passenger kiosks, wireless, cellular network connections digital ads, Bluetooth-based clock system and contactless payments and so on.

**Are you interested in titles such as Telecommunications, Computer Specialist, Computer Analyst, or Revenue Equipment Maintainer. If so, then this certification career track can get you started.**

## A+, Network+, Security+

IT builds skills in computer hardware and operating systems, including installation and support, troubleshooting, security, networking, mobile devices, operational procedures and much more.

- Learn the fundamentals of IT
- Learn how to build and manage a data network
- Understand how to troubleshoot networking issues
- Learn about routing and switching, risk assessment and data recovery
- Practice concepts that will prepare for exam certification



**For more information visit our website at [www.twulocal100tuf.org](http://www.twulocal100tuf.org) or call 718-780-8700**



## Electronics Level 1

You will learn the basic fundamentals of electronics terminology and mathematical formulas which allow you to advance into other technical courses. Course content includes but is not limited to: Basic Electricity D.C. and A.C. Electronics Theory, Semiconductor Theory, and Solid State Theory.

**\*Math Assessment Required**

**Sessions:** 20 (60 Hours) - **On-site Class**

**Day:** Tuesdays and Thursdays, 9:30 AM - 12:30 PM  
9/20/2022 - 11/29/2022

**Day:** Mondays and Wednesdays, 5:30 PM - 8:30 PM  
9/19/2022 - 11/28/2022



## Basic Electricity

Members will learn basic electricity principles, how to understand electrical circuits, how to understand electrical drawings and symbols, generators and transformers, electric motors, electrical protection, and industrial wiring. In addition, they will learn about high voltage electrical safety.

**\*Math Assessment Required**

**Sessions:** 10 (30 Hours) - **On-site Class**

**Day:** Tuesdays, 5:30 PM - 8:30 PM  
9/20/2022 - 11/22/2022

**Day:** Saturdays, 9:30 AM - 12:30 PM  
9/24/2022 - 12/10/2022

## Electricity - Troubleshooting

Members will learn electrical safety requirements during system installation and equipment maintenance, testing procedures, electrical testing on low voltage equipment, medium voltage equipment troubleshooting, remote instrumentation and on-line monitoring systems, grounding system maintenance and testing requirements, high voltage testing and troubleshooting, and power transformer troubleshooting.

**\*Prerequisite Required: Basic Electricity**

**Sessions:** 5 (15 Hours) - **On-site Class**

**Day:** Tuesdays, 5:30 PM - 8:30 PM  
11/29/2022 - 1/3/23

**Day:** Saturdays, 9:30 AM - 12:30 PM  
12/17/2022 - 1/21/2023



**\*The Math Assessment test is required prior to the start of class. If you do not pass the test, you are required to take a basic math or technical math course before you can enter the Basic Electricity course. Contact TUF to schedule your test before arriving. Math Assessment Schedule is Monday through Friday: 9:00 AM to 4:00 PM; Saturday: Call for availability**





## Introduction to Construction Trades

Construction Trades is a theory and hands-on three course program with instructor led demonstrations and lectures focusing on three main trades: carpentry, masonry, and plumbing. The courses will introduce members to the process of construction from beginning to end. Topics covered will include blueprint reading, calculations, types of materials used, and the correct safety measurements. The courses will discuss and illustrate all safety procedures. Actual hands-on instruction will include:

- Hand tool & equipment for leveling, spreading and shaping concrete
- Creating a tool box out of wood
- Design and installation of standard plumbing systems

**Sessions:** 10 (30 Hours) - **On-site Class**

**Day:** Thursday, 5:30 PM - 8:30 PM  
9/22/2022 - 1/19/2023

**Day:** Saturday, 9:30 AM - 12:30 PM  
9/24/2022 - 1/28/2023





Trade jobs have no gender,  
let TUF help you explore a new career path!!



For women interested in skilled trades whose titles are non-skilled, New York City Transit offers lots of opportunity. Let TUF help you get started on your career path.

## NON-TRADITIONAL CAREER EXPLORATION FOR WOMEN WORKSHOP



The Non-Traditional Career Exploration for Women workshop prepares women to make decisions about their career path in NYC Transit. Women will learn about a number of different trades in order to better understand what titles could be a better fit for you.

**Are you interested in upgrading your career to one of these titles?**

- Elevator & Escalator
- Light Maintainer
- Signal Maintainer
- Structure Maintainer

**Sessions:** 5 (15 Hours) - **On-Site Class**

**Day:** Wednesdays, 5:30 PM - 8:30 PM  
9/21/2022 - 10/19/2022





## Become a Certified Fiber Optics Technician!!

### Certified Fiber Optics Technician On-Site Course

The introductory Fiber Optics course is designed for members interested in learning basic Fiber Optics networking. The program combines theory and hands-on activities to prepare members to take the CFOT (Certified Fiber Optics Technician) test. The course also introduces members to industry standards, basic fusion, and mechanical splicing. Members interested in becoming a CFOT should attend this class.

**Prerequisite required:** Electronics 1 or must have electronic knowledge and pass an assessment exam.

**Sessions:** 10 (40 Hours)

**Day:** Monday - Friday, 9:00 AM to 1:00 PM  
10/24/2022 - 11/4/2022

**Day:** Monday - Friday, 5:00 PM to 9:00 PM  
10/24/2022 - 11/4/2022





# Quick Courses

## Career Development

### Fall 2022 On-site & Virtual Workshops

#### **COURSES OFFERED**

##### **DIGITAL MULTI-METER**

With Electrical & Electronics systems emerging in NYC Transit, maintainers need to be confident in their Multi-Meter skills. The Training & Upgrading Fund is proud to announce our new **Multi-Meter** quick course. TWU local 100 members wanting to build more skills in electrical or electronics within the New York City transit will benefit from this **2 days (3 Hours each day)** course. This course was developed for members to get the most out of their meters. Whether you use a multimeter for electrical, electronics, repairs, or troubleshooting, the information in this course will be helpful.

**Sessions:** 2 (3 Hours) - **On-site Class**

**Day:** Mondays, 9:30 AM - 12:30 PM  
9/26/2022 & 10/3/2022  
12/5/2022 & 12/12/2022

**Day:** Thursdays, 5:30 PM - 8:30 PM  
9/29/2022 & 10/6/2022  
12/8/2022 & 12/15/2022



##### **EFFECTIVE WRITING (G2)**

The Effective writing G2 course is designed to provide TWU Local 100 members with the writing skills training needed to help create documents. Documents like the G2 statements should be straight to the point and provide only information asked for. By taking this 2 days (3 Hours each day) quick course, members will be able to acquire the skills and language they need to write effectively. In most companies and organizations, the ability to write clearly and directly is highly valued. Members can better communicate their concerns through well-written reports.

**Sessions:** 2 (3 Hours) - **Online Class**

**Day:** Mondays, 9:30 AM - 12:30 PM  
9/26/2022 & 10/3/2022  
12/5/2022 & 12/12/2022

**Day:** Monday, 5:00 PM - 8:00 PM  
9/26/2022 & 10/3/2022

**Day:** Wednesdays, 5:00 PM - 8:00 PM  
12/7/2022 & 12/14/2022

##### **RESUME WRITING**

The Training & Upgrading Fund is proud to announce our new virtual quick course **Resume Writing**. This course is designed to provide **TWU Local 100 members** with the writing skills training needed to help create professional resumes. A great resume speaks on your personal and professional strengths. This 2 days (3 Hours each day) course will provide members with the techniques to help construct your resume. Learn how to write a resume that will stand out and make employers take notice.

**Sessions:** 2 (3 Hours) - **Online Class**

**Day:** Mondays, 9:30 AM - 12:30 PM  
11/7/2022 & 11/14/2022

**Day:** Mondays, 5:00 PM - 8:00 PM  
11/7/2022 & 11/14/2022



# FINANCIAL LITERACY

## Financial Short Courses

### Foundations in Financial Wellness

Learn more about savings and debt management to create healthy financial habits.

- Increase Cash Flow and Debt Management
- Building A Strong financial Foundation and proper Protection
- Building Wealth and Asset Accumulation
- Retirement Planning and Wealth Preservation

**Sessions:** 4 (2 Hour) - Online Class  
(Includes Credit, Budgeting, Savings and Identity Theft)

**Day:** Fridays, 10:00 AM - 12:00 PM  
9/16/2022 - 10/7/2022



### Investment Basics

This course goes over stocks, bonds, mutual funds, short-term investments, hybrid instruments, and more. Plus, it does not require any previous investing knowledge or experience.

**Sessions:** 4 (2 Hours) - Online Class

**Day:** Saturdays, 10:00 AM to 12:00 PM  
10/8/2022 - 10/22/2022

## Financial Fridays

### 1st Time Home Buyers

**Sessions:** 1 (2 Hours) - Online Class

**Day:** Friday, 10:00 AM - 12:00 PM  
10/21/2022

**Day:** Friday, 10:00 AM - 12:00 PM  
11/18/2022

**Day:** Friday, 10:00 AM - 12:00 PM  
12/16/2022

### Retirement Planning

**Sessions:** 1 (2 Hours) - Online Class

**Day:** Friday, 10:00 AM to 12:00 PM  
10/14/2022

**Day:** Friday, 10:00 AM to 12:00 PM  
11/4/2022

## **On-site NYC DEFENSIVE DRIVING**

### **6-Hour Point and Insurance Reduction Course**

All Active TWU Local 100 TA, OA, MTA Bus Members and TWU Local 100 Retiree Association\* members are eligible.

*\*\$20.00 Fee for Private Lines and Spouses*

- Refresh your driving knowledge with a review of time-tested safe driving tips and an overview of today's New York State vehicle and traffic laws
- Eligibility to reduce as many as four (4) points on your driving record
- Receive a minimum 10% reduction in the base rate of your automobile and motorcycle liability and collision insurance each year for three years

**\*You must be a member of the TWU Local 100 Retiree's Association and be in good standing in order for fee to be waived!**

Day(s)	Time(s)	Date(s)
Mon/Tues	5:00 PM - 8:00 PM	9/12/22 - 9/13/22
Wednesday	10:00 AM - 4:00 PM	9/14/22
Saturday	10:00 AM - 4:00 PM	9/17/22
Saturday	10:00 AM - 4:00 PM	10/8/22
Mon/Tues	5:00 PM - 8:00 PM	10/10/22 - 10/11/22
Wednesday	10:00 AM - 4:00 PM	10/12/22
Saturday	10:00 AM - 4:00 PM	11/5/22
Wednesday	10:00 AM - 4:00 PM	11/9/22
Thurs/Fri	10:00 AM - 1:00 PM	11/10/22 - 11/11/22
Saturday	10:00 AM - 4:00 PM	12/3/22
Wednesday	10:00 AM - 4:00 PM	12/7/22
Mon/Tues	5:00 PM - 8:00 PM	12/12/22 - 12/13/22

**All dates are tentative.**

## **Virtual NYC/NEW JERSEY DEFENSIVE DRIVING Course**

### **6-Hour Online Point & Insurance Reduction course**

*All Active NJ Licensed TWU Local 100 Members are eligible to participate!*

- Defensive driving course may be used to remove two (2) points from driving records
- Defensive Driving course provides a minimum 5% reduction in the base rate of your liability, no-fault, and collision premiums. Some insurance companies offer more
- This course is free to Active TWU Local 100 members that are employed by NYC Transit, MaBSTOA and MTA Bus
- Refresh your driving knowledge and receive new tips on driving safely and car maintenance

**Course must be completed within 7 days.**

**In order to take the class, you must have a valid email address and register with the Training & Upgrading Fund before taking the class. TUF will not be responsible for members who take the class on their own without registering with first!**

## **On-site CPR/First Aid/AED Course Is Back!!!**

Our **hands-on CPR/First Aid/AED** course will prepare members to respond to a variety of emergencies for adults and children through lectures, interactive videos, emergency scenarios, and hands-on training.

You will learn to:

- Call for and work with EMS
- Care for a variety of emergencies such as burns, cuts and scrapes, sudden illness, head, neck, and back injuries, etc
- Care for conscious and unconscious victims
- Perform CPR and care for breathing and cardiac emergencies in adults and children
- Learn how to use automatic external defibrillator (AED)
- Gain confidence to act quickly and effectively in the face of an emergency

Once the course is completed, you will receive a CPR/First Aid/AED certification. You should get re-certified every two years.

**Contact TUF at 718-780-8700 or [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org) for more information.**

Day (s)	Time (s)	Date (s)
Saturday	10:00 AM - 4:00 PM	9/24/22
Saturday	10:00 AM - 4:00 PM	10/15/22
Saturday	10:00 AM - 4:00 PM	11/19/22
Saturday	10:00 AM - 4:00 PM	12/10/22





# Registration Form

Name: \_\_\_\_\_ Pass #: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell/Alt Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ (Required)  
Title: \_\_\_\_\_ Work Schedule/Tour: \_\_\_\_\_ RDO's: \_\_\_\_\_

Have you taken any other courses with TUF? ☐ Yes ☐ No

If yes, please list the courses you have taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If no, please tell us how you heard about our courses? ☐ Mailing ☐ Email Blast ☐ Fax Blast

☐ Union Rep ☐ Co-Worker ☐ Phone Call ☐ Other: \_\_\_\_\_

TUF will use your contact information to communicate with you concerning upcoming courses, class cancellation, course reminders, and registration confirmations via text messages and emails. TUF will not share your information with any third parties.

*Please use this form to submit your course selections. You may also use this form to submit any request for new classes that you may want to take. TUF will consider all requests for new courses. If you have any questions, please feel free to contact us at 718-780-8700 from Monday through Friday between the hours of 9:00am to 5:00pm.*

	Course	Day(s)	Start Time
1.			
2.			
3.			
4.			
5.			
6.			

Please fax form to: 718-222-1580

Email: [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org)

Mail/Walk-in: 195 Montague Street, 4th Floor, Brooklyn, NY 11201



195 Montague Street, 4th Floor  
Brooklyn, NY 11201  
718-780-8700 tel  
718-222-1580 fax  
[www.twulocal100tuf.org](http://www.twulocal100tuf.org)



Training Fund  
Union Hall  
195 Montague Street  
Brooklyn, N.Y. 11201

## FALL 2022

Register Now! Courses fill fast.  
[WWW.TWULOCAL100TUF.ORG](http://WWW.TWULOCAL100TUF.ORG)

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WITH TUF

**Upcoming Registration & Events**  
**Holiday Schedule**  
**Class Cancellation**  
**Inclement Weather**



**VISIT TUF WEBSITE**  
[www.twulocal100tuf.org](http://www.twulocal100tuf.org)



### TEXT & EMAIL ALERTS

Text "TUF" to (833) 987-1156 to receive messages  
Email TUF at [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org)



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