

FALL 2025-26

# COURSE CATALOG

**CAREER PATH PROGRAMS • CONSTRUCTION TRADES • DIGITAL LITERACY**  
**FOUNDATIONAL COURSES • TECHNICAL COURSES • QUICK COURSES**

**CLICK HERE**



**TO REGISTER ONLINE!**

195 Montague Street, 4th Floor Brooklyn, NY 11201

☎: 718-780-8700 ✉: [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org)

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

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to keep up with the latest  
courses, programs, registration  
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# DIRECTOR'S MESSAGE

*The mission Training and Upgrading Fund (TUF) is to break barriers and equip TWU Local 100 members with the skills and knowledge needed to advance in Transit, build stronger careers, and secure a brighter future.*

TUF DIRECTOR



CHARLES JENKINS

This year, we are proud to announce the enhancement of our Transit Certificate Program. What began with just two accredited courses has now grown to four fully accredited courses. Members who complete the program not only become eligible to take the Promotion to Train Operator exam, giving them a competitive edge by competing within a smaller pool of applicants, but they also earn **13 College Credits**, up from the previous 6 college credits, along with a Certificate in **Transportation Workers Leadership from CUNY**. This milestone reflects our ongoing commitment to providing pathways for career growth and academic achievement.

We were also excited to celebrate the graduation of the fourth ELEVATE class in April, a group of dedicated members who have embraced the challenge of building their skills and careers. In July, we welcomed the fifth ELEVATE class as they began their journey, taking their first steps toward becoming maintainers in Transit by becoming eligible to take the Transit Electrical Helper exam. Their hard work and determination represent the very best of our membership and the promise of our collective future.

As we move into the fall season and approach the holidays of Thanksgiving, Christmas, and the New Year, I want to extend my warmest wishes to you and your families. May this season bring you joy, success, and continued growth, both personally and professionally.

*I look forward to highlighting your name on TUF's wall of success!*

## MISSION STATEMENT

The TWU Local 100 - NYCT Training & Upgrading Fund (TUF) is dedicated to providing ongoing education and training for committed public transit workers responsible for operating and maintaining the nation's largest transportation system. With a commitment to enhancing individual employability, growth, and opportunity, TUF ensures that its members stay abreast of emerging technologies in this evolving era. By offering opportunities to continuously enhance skills, TUF empowers Local 100 members to maintain high-level skills, ensuring the provision of top-tier service and maximizing the value of public investment in transportation.

## ELIGIBILITY

Eligibility for TUF benefits is contingent upon the specific terms outlined in the collective bargaining agreement or participation agreement governing your employment. You become eligible to participate in TUF upon becoming a member of TWU Local 100 and an employee of a participating employer. **Selected classes are open to retirees.**

## YOU ARE INELIGIBLE IF:

- You resign or are terminated from your position
- You cease to be an active member of TWU Local 100
- You are **NOT** in good standing

## NON-DISCRIMINATION POLICY

All eligible members, regardless of race, color, national, or ethnic origin, have equal access to all rights, privileges, and activities provided by the Fund. There is no discrimination based on race, color, sexual orientation, national, or ethnic origin in the administration of educational policies and other programs managed by the Fund.

## REGISTRATION

Equal opportunities for course registration are extended to every eligible member. Enrollment operates on a first-come, first-served basis for courses outlined in this catalog.

### PHONE REGISTRATION

Please call 718-780-8700

### EMAIL REGISTRATION

[training@twulocal100tuf.org](mailto: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](http://www.twulocal100tuf.org)

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

# SPRING 2025 TUF ACADEMIC CALENDAR

☐ Class Begins

○ No Classes

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 enrolled in TUF classes are industrious individuals making significant commitments to promote their personal and professional development. The Classroom Rules and Regulations, outlining the logistics and expectations, will be provided at the start of each class. We trust that members will not only read and understand these guidelines but also respect their classmates by adhering to them diligently. Your cooperation ensures a positive and productive learning environment for all.

## ATTENDANCE POLICY

Attendance is a fundamental requirement for all classes. For courses of varying durations, a maximum of three (3) absences is permissible to qualify for a certificate of completion. It is important to note that being more than one (1) hour late to any class will be considered an absence for that day, counting towards the total allowable absences for the course. Further details on attendance requirements will be elaborated upon during your class sessions. Your punctuality and regular attendance contribute significantly to the overall learning experience.

## CLASS PREREQUISITES

Before enrolling, certain classes may have prerequisites, while others may necessitate basic reading and math skills. If applicable, an assessment test will be administered upon registration. Any prerequisites for a specific class will be clearly outlined in the course description. This ensures that you are adequately prepared and positioned for success in your chosen courses.

## EMERGENCY CLOSINGS

To inquire about class cancellations due to weather emergencies or other unsafe conditions, please call 718-780-8700 or check our website at [www.twulocal100tuf.org](http://www.twulocal100tuf.org) for the latest information.

**Kindly ensure that the Training & Upgrading Fund has your latest contact information on record.**

## CLASS 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**

# TECHNICAL COURSES



## **BASIC ELECTRICITY**

Members will be taught basic electricity principles, how to understand electrical circuits, how to understand electrical drawings and symbols, generators and transformers, electric motor, electrical protections, industrial wiring. In addition, they will learn about high voltage electrical safety. **\*Math Assessment Required**

**\*The Math Assessment test is required prior to the start of the class. If you do not pass the test, you are required to take a basic math course before you can register for the Basic Electricity course. Math Assessments are available upon request, no appointment needed. Assessments are offered weekdays between 9:00 am to 4:00 pm.**

**Sessions:** 10 (3 Hours each) - **Onsite**

**Day:** Mondays, 5:30 PM to 8:30 PM  
9/22/25 - 12/1/25

**Day:** Saturdays, 9:30 AM to 12:30 PM  
9/27/25 - 11/22/25

## **ELECTRICITY TROUBLESHOOTING**

Members will be taught electrical safety requirements during system installation and equipment maintenance, testing procedures, electrical testing on low voltage equipment, medium voltage equipment, troubleshooting, remote instrumentation and online monitoring systems, grounding system maintenance and testing requirements, high voltage testing and troubleshooting, and power transformer troubleshooting

**Sessions:** 5 (3 Hours each) - **Onsite**

**Day:** Mondays, 5:30 PM to 8:30 PM  
12/8/25 - 1/12/26

**Day:** Saturdays, 9:30 AM to 12:30 PM  
12/6/25 - 1/10/26





# ELECTRONICS 1 & 2

## **Electronics Level 1**

Begin your journey into the world of electronics a foundation that covers the principles and theory behind electronic components **\*Math Assessment Required**

**Sessions:** 20 (4 Hours each) - **Onsite**  
**Day:** Thursdays, 5:00 PM to 9:00 PM  
9/25/25 - 1/22/26

## **Electronics Level 2**

Focused on functional hardware, members will use the electronics theory that was applied in Electronics 1 and identify electronic components to complete each project. Deepen the understanding of electronics through guided projects and practical activities **\*Electronics Level 1 Required**

**Sessions:** 15 (3 Hours each) - **Onsite**  
**(Call to be placed on waitlist.)**

## **Schematics & Blueprint Reading**

In this class, members are taught how to identify symbols that are schematically and pictorially used to represent various electrical components in an electrical circuit. They will be taught how to accurately read and trace out simple and complex schematic circuits.

**Sessions:** 10 (3 Hours each) - **Onsite**  
**Day:** Tuesdays, 5:30 PM to 8:30 PM  
9/23/25 - 12/2/25





# CONSTRUCTION TRADES



## INTRODUCTION TO MASONRY

This hands-on introductory class provides members with the foundational skills of masonry. Members will be taught about tools, materials, and safety practices while gaining experience with basic techniques such as mixing mortar, laying bricks, and creating simple structures.

**Sessions:** 6 (3 Hours each) - **On-site**

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

9/24/25 - 10/29/25



## INTRODUCTION TO CARPENTRY

This course offers an introduction to the fundamentals of carpentry. Members are taught basic carpentry skills, including tool identification and usage, measurement techniques, and foundational construction concepts. This course teaches safety and proper tool handling. The hands-on projects provide practical experience in constructing simple structures, allowing members to develop skills in cutting, assembling and finishing wood.

**Sessions:** 10 (3 Hours each) - **On-site**

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

9/25/25 - 12/4/25



## INTRODUCTION TO PLUMBING

This course provides an understanding of plumbing systems and practices. Members are taught about plumbing tools, materials, and techniques used in plumbing. This course covers topics such as reading plumbing diagrams, understanding water supply and drainage systems, pipe fitting and fixture installation. The hands-on projects allow members to gain practical skills in installing and repairing basic plumbing systems.

**Sessions:** 10 (3 Hours each) - **On-site**

**Day:** Tuesdays, 5:30 PM to 8:30 PM

9/23/25 - 12/2/25





# Non-Traditional Career Exploration for WOMEN WORKSHOP

Open to All Non-Maintainer  
women in NYC Transit

## Are you curious about careers in:

- ✂ Bus Maintainer
- ✂ Car Inspector
- ✂ Electronic Equipment Maintainer
- ✂ Elevator & Escalator
- ✂ Heating & Air Conditioning
- ✂ Light Maintainer
- ✂ Power Distribution Maintainer
- ✂ Revenue Equipment Maintainer
- ✂ Signal Maintainer
- ✂ Structure Maintainer
- ✂ Telephone Maintainer
- ✂ Track Equipment Maintainer
- ✂ Transit Electro-Mech Maintainer
- ✂ Ventilation & Drainage Maintainer

## This is your chance to explore maintainer positions within NYC Transit.

The Non-Traditional Career Exploration for Women workshop will give women who are interested in pursuing a career in a skilled trade the opportunity to learn from experienced maintainers. The workshop will also prepare women to make decisions about their career path in NYC Transit.

**Sessions:** 2 (3 Hours) - On-site  
**Day:** Friday, 9:30 AM to 12:30 PM  
10/10/25 - 10/17/25



**Break Barriers. Build Skills.**  
**Let's open the door to opportunities together!**



# OSHA 30-HOUR TRAINING

This comprehensive course provides the knowledge and skills necessary to identify and avoid common workplace hazards. From hazardous material to fall protection, you'll learn everything you need to know to stay safe on the job site. Start your journey towards a safer future in the construction industry. Expand your knowledge and protect yourself against workplace hazards.

**\*All sessions must be attended to meet the 30-hour attendance requirement**

**Sessions:** 10 (3 Hours each) - **On-site**  
**Day:** Wednesdays, 5:30 PM to 8:30 PM  
10/1/25 - 12/10/25

**Sessions:** 10 (3 Hours each) - **On-site**  
**Day:** Saturdays, 9:30 AM to 12:30 PM  
10/4/25 - 11/1/25



## FIBER OPTICS

The introductory Fiber Optics course is designated 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, mechanical splicing. Upon successfully completing this course and passing the exam, members will obtain a CFOT certification.

**Sessions:** 10 (3 Hours each) - **On-site**  
**Day:** (Call to be placed on waitlist.)

# DIGITAL LITERACY



## Computer Level 1

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 (3 Hours each) - **On-site**

**Day:** Mondays, 9:30 AM to 12:30 PM

9/22/25 - 12/1/25

## Computer Level 2

This intermediate course builds on the fundamentals learned in Computer Level 1 and focuses on strengthening your confidence with commonly used applications and tools. You will be taught advanced features of word processing, spreadsheets, and email, including formatting, formulas, charts, and file organization, applying best practices for secure and effective use of technology in both personal and professional settings.

**Sessions:** 10 (3 Hours each) - **On-site**

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

9/22/25 - 12/1/25

## 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 (3 Hours each) - **On-site**

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

9/24/25 - 12/3/25



# A+/NETWORK+ CERTIFICATION TRAINING

## A+ Certification

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.
- 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.

**Pre-requisite required:**  
Computer Level 1

**Day: (Call to be placed on waitlist.)**

## Network+ Certification

NETWORK+ Certification training will teach members about computer networking technology, installation, configuration, media and topologies, management, network security, and troubleshooting. This class will prepare students to successfully pass the CompTia network+ exam.

**Pre-requisite required:** A+ Certification

**Day: (Call to be placed on waitlist.)**



**Note:** After these courses, you will be required to take an exam to be certified.

# CONGRATULATIONS

## €.L.€V.A.T.€

### ***CLASS OF 2025***

**YOU SHOWED UP.  
YOU STAYED COMMITTED.  
YOU FINISHED STRONG.**

Your journey through the ELEVATE program is more than just a graduation, it's a milestone of transformation, a symbol of your resilience, and a launchpad for your next success.

We honor the strength, courage, and growth you demonstrated every step of the way.

**You didn't just complete a program.  
You €LEVATED your qualifications.**



# HIGHLIGHTS



# FOUNDATIONAL COURSES

TWU Local 100 - NYCT Training & Upgrading Fund believes in empowering our members with the academic skills necessary to excel in our competitive workforce. Foundational courses is to help members develop themselves through courses that focus on college level readiness.

## **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:** 10 (3 Hours each) - **On-site**

**Day:** Wednesdays, 5:30 PM to 8:30 PM  
9/24/25 - 12/3/25

## **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:** 10 (3 Hours each) - **On-site**

**Day:** Mondays, 5:30 PM to 8:30 PM  
9/22/25 - 12/1/25

## **Incident Report Writing (G2)**

This class incorporates a grammar component that adds a beneficial dimension to learning to write both work-related emails and incident reports. By integrating proper grammar usage into the training, participants will learn the importance of clear, concise language to ensure accuracy in crafting well-structured, coherent reports. The class will equip participants with critical incident-reporting skills while increasing overall written communication.

**Sessions:** 10 (3 Hours) - **Online**

**Day:** Tuesdays, 5:30 PM to 8:30 PM  
9/23/25 - 12/2/25

**Day:** Wednesdays, 9:30 AM to 12:30 PM  
9/24/25 - 12/3/25

## **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 (3 Hours each)

**ASL Level 1 - On-site**

**Day:** Wednesdays, 9:30 AM to 12:30 PM  
9/24/25 - 12/3/25

**ASL Level 2 - Online**

**Day:** Wednesdays, 5:30 PM to 8:30 PM  
9/24/25 - 12/3/25

## **English as a Second Language (ESL)**

Are you a non-native English speaker looking to improve your language abilities? Our ESL course is specifically designed for members who want to enhance their proficiency in speaking, listening, reading, and writing.

**Sessions:** 10 (3 Hours each) - **On-site**

**Day:** Wednesdays, 9:30 AM to 12:30 PM  
9/25/25 - 12/4/25

## **Introduction to Spanish Level 1**

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 (3 Hours each)

**Spanish Level 1 - On-site**

**Day:** Tuesdays, 5:30 PM to 8:30 PM  
9/23/25 - 12/2/25

**Day:** Saturdays, 9:30 AM to 12:30 PM  
9/27/25 - 11/22/25



# QUICK COURSES

## **Tools of Trade - NEW**

This hands-on workshop introduces members to essential tools used in skilled trades, from basic hand tools to power tools. Designed for TWU Local 100 members eager to gain practical knowledge, this course builds confidence and equips you to use tools safely and effectively. Whether preparing for a technical role or simply exploring the world of tools, Tools of the Trades offers valuable skills you can use on the job or in everyday life.

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

**Day:** Fridays, 9:30 AM to 12:30 PM  
11/14/25 - 11/21/25



## **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 day (3 Hours each day)** course. The purpose of this course is to help members maximize the use 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**

**Day:** Fridays, 9:30 AM to 12:30 PM  
12/5/25 - 12/12/25





# FINANCIAL LITERACY

## Financial Courses - Online/On-site

### 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
- Includes Credit, Budgeting, Savings and Identity Theft

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

**Day:** Fridays, 10:00 AM to 12:00 PM  
10/3/25 - 10/24/25

### Tax Preparation

In this workshop, you will gain a substantial amount of knowledge of federal tax law as it pertains to the workforce of America. Save yourself time and money by doing it yourself. Most software programs include a built-in audit review feature, helping you avoid hassles with the IRS.

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

**Day:** Friday, 10:00 AM to 12:00 PM  
12/12/25 OR 1/23/26

## Financial Fridays

### 1st Time Home Buyers

**Sessions:** 1 (2 Hours) - **On-site**

**Day:** Friday, 10:00 AM to 12:00 PM  
9/26/25

**Day:** Friday, 10:00 AM to 12:00 PM  
11/21/25

### Retirement Planning

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

**Day:** Friday, 10:00 AM to 12:00 PM  
11/7/25

**Day:** Friday, 10:00 AM to 12:00 PM  
12/5/25





## 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.

*\*\$25.00 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.

**\* Retirees 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)
Saturday	10:00 AM - 4:00 PM	10/4/25
Tuesday	10:00 AM - 4:00 PM	11/4/25
Saturday	10:00 AM - 4:00 PM	12/6/25

**All dates are subject to change.**

## On-site CPR/First Aid/AED Course

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:

- Communicate effectively with EMS.
- Care for conscious and unconscious victims.
- Perform CPR and care cardiac emergencies in adults and infants.
- Use an automated external defibrillator (AED) on a victim of sudden cardiac arrest.
- Gain the confidence you need to act quickly and effectively in the face of emergency.



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

Day (s)	Time (s)	Date (s)
Tuesday	10:00 AM - 4:00 PM	10/7/25
Thursday	10:00 AM - 4:00 PM	11/13/25
Saturday	10:00 AM - 4:00 PM	12/13/25

**All dates are subject to change.**

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

# GET EXAM READY WITH TUF!

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

## CIVIL SERVICE TEST PREPARATION



Have you applied for the an upcoming Civil Service exam and feel the need to refine your test-taking skills? Is your Civil Service exam on the horizon, and you're eager to gain insights into the role?

Agency	Exam Number	Exam Title	Exam Type	Application Period
NYT	6702	Car Inspector	Promotion	8/1/2025 -- 9/15/2025
NYT	6703	Mechanical Maintainer - Group C	Promotion	9/1/2025 - 10/15/2025
NYT	6710	Car Maintainer - Group B	Promotion	9/1/2025 - 10/15/2025
NYT	6711	Bus Maintainer - Group B	Promotion	11/1/2025 - 12/15/2025
NYT	6606	Transit Electrical Helper	Open Competitive	12/1/2025 - 1/15/2026
NYT	6700	Maintainer's Helper - Group B	Promotion	12/1/2025 - 1/15/2026

Our hands-on laboratory is here to assist you in achieving these goals and more! We offer preparatory courses tailored for promotional exams within the TWU Local 100 Collective Bargaining Unit. For details on upcoming prep courses for promotional exams, please reach out to TUF.



# SKILLS ENHANCEMENT

**TRACK WORKER**



**CAR INSPECTOR**



**SIGNAL  
MAINTAINERS**



**ELEVATOR &  
ESCALATOR**



**Explore the Possibilities!**

Tailored for all maintainers and individuals aspiring to enhance the level of their skill. Our Skill Enhancement Program is crafted to furnish you with the essential knowledge and competencies needed to excel in your field. Seize the opportunity to enhance your capabilities by enrolling in this highly beneficial course. Join us today and let's embark on a journey to unlock your highest potential.

**Call TUF at 718-780-8700 for more information.**

# SET THE GOAL. LEARN THE SKILL. GET THE JOB. TOGETHER, WE MAKE IT HAPPEN.

The career advancement track programs offered by the Training & Upgrading Fund are crafted to equip members with the essential skills and training required to propel their careers forward.

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## ELEVATE Program

Acquire the essential skills and knowledge necessary to meet the qualifications for the Transit Electrical Helper Exam.

### Requirements:

- High School Diploma
  - Driver License
- 

## Transit Certificate Program (TCP)

Acquire the requisite skills and knowledge essential for eligibility in the promotional Train Operator exam.

### Requirements:

High School Diploma & Transcript

### Courses Include:

- Worker, Health, & Safety
  - Development of Mass Transit
  - Train Operator - Workings and Rationale
  - Mathematics for supporting a city
- 

## Upward Advancement Apprenticeship Program (U.A.A.P)

- Six (6) Months at a Trade School
- Three (3) years working collaboratively with a maintainer in the field

*Meet the voices behind the phone!*



## Academic and Career Counseling

TUF staff provides personalized one-on-one support guiding members in charting the steps for advancing their career through education. Members will receive assistance in identifying the programs required to reach the next level of their professional journey.

Discover the array of career opportunities, programs, and courses available at TUF. Explore advancement tracks to find the perfect match for your professional growth.

For personalized academic and career counseling, feel free to schedule a one-on-one appointment with TUF at 718-780-8700 or email at [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org).



# E.L.E.V.A.T.E

## ENTRY LEVEL EMPLOYEE VOCATIONAL AND TRAINING ENHANCEMENT

### CALLING ALL NON-MAINTAINERS

**From learning the trade to earning the title, ELEVATE takes you there.**

**ELEVATE** is a pathway to career advancement that offers you the opportunity to gain in-demand skills and take control of your professional growth within NYC Transit. Members who have joined this innovative program are now on their way to becoming Transit Electrical Helpers. ELEVATE is a proven success with four successful classes, two in Long Island and two in Brooklyn. Don't wait, take the first step to elevate your potential and join a program designed to illuminate your path to success.



### ABOUT THE ELEVATE PROGRAM

**ELEVATE** is a nine-month electrical training program specifically for non-maintainer titles seeking to acquire a new skill and pursue a rewarding career in the electrical departments of transit. Members will attend a trade school on their own time while still working and the educational expense will be fully covered by the Training and Upgrading Fund. After completing the program, members may qualify for the Civil Service Test - Transit Electrical Helper exam, which may afford opportunities to a maintainer title after 1 year of service.



# Join the team that moves millions!

## Your Pathway to Becoming a Train Operator.

From passenger to operator - the Transit Certificate Program puts you on track to seeing New York, its diverse communities, and iconic landmarks all in a day, while earning college credits along the way.

The Transit Certificate Program (TCP) is designed for you! Become eligible to take the promotion to Train Operator exam, in addition you will obtain **13 college credits** and a **certificate in Transportation Workers Leadership** from **CUNY**.

**Don't get left behind, transform Your Future with just 4 classes.**

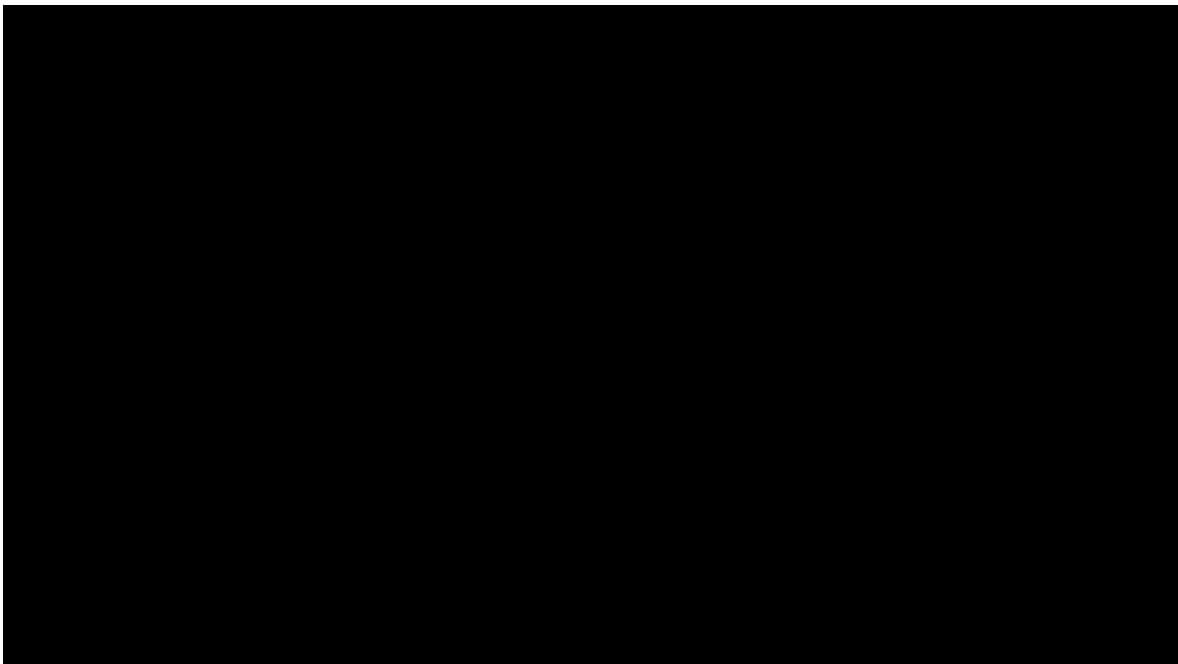


Development of Mass Transit in NYC: The Industry and It's Workers (3 College Credits)

Worker, Health, and Safety (3 College Credits)

**NEW** - Mathematics for Supporting a City (3 College Credits)

**Enhanced** - Train Operators Workings and Rationale (4 College Credits)





# Tuition Reimbursement

## OPEN HOUSE

**EXPLORE LIMITLESS OPPORTUNITIES**

**Tues, 10/14/25, 10AM  
Thurs, 10/16/25, 1PM**

**195 Montague Street, 4th  
Brooklyn, NY 11201**

**Eligible TWU Local 100 Members  
are able to receive up to**

**\$4,000**

**Tuition reimbursement** is a benefit for TWU Local 100 members looking to advance their careers within NYC Transit through education.

### **PROGRAM ELIBILITY:**

- Be an active TWU Local 100 member in good standing.
- Be employed by NYC Transit, MaBSTOA (Operating Titles only), MTA Bus.  
\*Computer Staff Analyst & Career Salary positions are not eligible.
- Be enrolled at an accredited institution.
- Pass with a C- or better for undergrad, B- or better for grad, or "Pass" in Pass/Fail.

### **WHAT CAN BE REIMBURSED:**

Associates  
Bachelor's  
Master's  
Doctoral  
Technical Degree  
Certification  
License

#### **Fees Covered:**

Application Fees  
Registration Fees  
Laboratory Fees (Not supplies)  
Student Activity Fees  
Graduation Fees  
Tuition

**NOW ACCEPTING  
FALL/WINTER  
2025/26  
APPLICATIONS**

# TUTOR.COM



This valuable benefit is accessible to all TWU Local 100 members and their families from the first day of employment. Enroll today and enjoy the advantage of receiving five (5) free hours per month, resulting in significant cost savings amounting to \$2,160 dollars, all for personalized live tutoring at absolutely no cost to you. Whether you need assistance in Math, English, Social Studies, AP Courses, SAT Test Prep, Homework Aid or any other subject, We've got you covered!

## ABOUT TUTOR.COM

Experience the convenience of personalized, live tutoring for both you and your children, spanning Grades K through College, with a generous allocation of five hours per month. As a continued benefit, you and your family gain exclusive access to [TUTOR.COM](https://www.tutor.com), the leading online educational platform in the country.

**TO CREATE AN ACCOUNT  
CALL 718-780-8700**

**Students can work one-on-one  
with a tutor to:**

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



# 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 ☐ Text

☐ 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.			

CLICK HERE  TO REGISTER ONLINE

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



**FALL 2025**

Register Now!

[WWW.TWULOCAL100TUF.ORG](http://WWW.TWULOCAL100TUF.ORG)

**CLICK HERE  TO REGISTER ONLINE**

***STAY CONNECTED***  
***WITH TUF***



**VISIT TUF WEBSITE**

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



**CALL & EMAIL ALERTS**

CALL "TUF" at (718) 780-8700 to register

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



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