How to take a class via Zoom

1. Please download the Zoom app on your laptop or desktop computer. If you don’t have easy access to a computer you can also download the app for your phone.

2. Desktops and laptops are preferable as they provide a more stable connection. For mobile phones, message and data rates may apply. *Please note: all courses require you to be visible on camera for the duration of the class.* Please be prepared to participate in your Zoom class as you would if it were an in-person class, and arrange for the time to be dedicated solely to the class.

   For safety reasons, please do not participate in Zoom classes while driving.

   *For assistance with Zoom, please contact us at 888-284-3225.*

3. To join a Zoom class log in to your 32BJ Member Portal account, and click the “Your Benefits” tab on the top of the page. Click “Training” and then go to your transcript. Next to your Remote course there will be a button that says “Launch Zoom.” Click to begin the class. Having difficulty setting up your Member Portal account? Contact the Member Portal team at 800-551-3225.

4. Make sure you join at least five to ten minutes prior to the start of the class, and be sure to set up Zoom beforehand to avoid delays. You will be placed in a “waiting room” until your instructor starts and admits you.
Welcome!

We passionately believe that education is the key to unlocking endless possibilities and opening doors to brighter futures. At the Training Fund, we can honestly say we are one place where the American Dream is alive and well.

Our courses are designed to give you the knowledge, skills, and expertise needed to excel in your career and seize new opportunities. From technical skills training to leadership development, our classes are designed to empower you at every stage of your professional journey.

The Training Fund is more than just a provider of courses. We want to be your partners in success and are committed to offering the guidance and support you need to thrive. From career tracks to career counseling, we are with you every step of the way.

At the Training Fund we understand the importance of balancing work, family, and education, which is why, regardless of your schedule or location, we have created opportunities that accommodate your needs. You can choose to attend classes in person, participate remotely, or access our online courses at your own convenience.

No matter how you choose to participate, we wish you a productive school year as you pursue your own American dream.

Howard Rothschild
President, Realty Advisory Board

Manny Pastreich
President, SEIU 32BJ
Registration and Eligibility

Registration

Online
Go to 32bjmemberportal.org to learn more.

By Phone
Please call 888-284-3225 (toll-free outside New York City) on the registration dates specified on pages 54–56.

Walk-In
See pages 54-56.

What to Bring
☐ Union ID to gain access to the building.
☐ Name(s) of the course(s) you want to take and the day(s) and the time(s) that you are available to take the courses.
☐ Check if your desired course(s) require(s) a prerequisite(s). See Course/Quick Course Prerequisites on the right of this page for more information.

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

Stay updated on your registration with text messaging!

Are you on the waitlist for a class? Courses are oversubscribed, so make sure you have your educational prerequisites confirmed and completed. You will be notified if a seat opens up.

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

Didn’t get into your class?
Contact us for information on the next available session.
Log in to 32bjmemberportal.org to update your contact information.

About Us

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

Emergency School Closings
To inquire about the possible cancellation of classes in the event of a weather emergency or other hazardous conditions, contact your site manager, whose contact information can be found on pages 54–56.

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

Eligibility
To check if you are eligible for Training Fund benefits, visit our website at: 32bjmemberportal.org, then click on “About” to learn more. You can also download our summary plan description from the same place.

Scholarships Available for You and Your Eligible Dependents

Applications for scholarships available November 1st.

The 32BJ Training Fund awards a limited number of scholarships in the amounts of:

- up to $20,000 towards an undergraduate (bachelor’s) degree
- up to $32,000 towards a graduate degree

For general information, eligibility requirements and to apply online go to: 32bjmemberportal.org or call 888-284-3225.

Completed applications and supporting documents must be submitted by January 31st.
Career Tracks

Take Your Career to the Next Level

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

ENROLL IN A COURSE OR CAREER TRACK AT 32BJMEMBERPORTAL.ORG

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

Services Available:
• Choose a career track and develop an action plan
• Find a mentor
• Review career plans
• Improve your resume and cover letter writing skills
• Develop your interviewing skills

Career Services is available in person in NYC and via Zoom for members in other locations. Please contact us if you already had a career track in progress and something changed on our list of required or elective courses.

Career Development: Creating a Career Path
QUICK COURSE: ONE 2-HOUR SESSION

Discover how to develop a professional career path in the building service industry.
Explore the benefits of advancing your lifelong goals and distinguish between short-term and long-term success.

REMOTE LEARNING (ZOOM)
Nov 18, Sat, 4–6pm
Mar 2, Sat, 4–6pm
Jun 1, Sat, 4–6pm

Career Development: Interviewing Skills
QUICK COURSE: ONE 2-HOUR SESSION

Develop the skills to prepare for and perform in an interview setting. Become aware of how thoughts and feelings are communicated with body language in an interview.

REMOTE LEARNING (ZOOM)
Dec 9, Sat, 10am–12pm
Mar 16, Thu, 6–8pm
Jun 12, Wed, 3–5pm

Career Development: Resume Writing
QUICK COURSE: ONE 2-HOUR SESSION

Learn how to create an impressive resume or to improve the one you already have. Develop the tools to write an effective cover letter.

NEW YORK
Manhattan: 25 West 18th Street
Oct 5, Thu, 10am–12pm
Nov 8, Wed, 6–8pm
Jan 23, Tue, 2–4pm
Feb 15, Thu, 6–8pm
Apr 26, Fri, 10am–12pm
May 16, Thu, 6–8pm

REMOTE LEARNING (ZOOM)
Dec 9, Sat, 1–3pm
Mar 9, Sat, 1–3pm
Jun 8, Sat, 1:30–3:30pm

Over 100 members completed Career Tracks last year

“Contact me to guide you through our eleven Career Tracks and explore how to improve your resume and interview skills. We offer you the tools you need to ensure your continued success.”
To make an appointment, email careerservices@32bjfunds.com or call 888-284-3225.

Akida Phillip
Career Services Specialist
Career Tracks

Building Engineer

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

**Required Courses**
- Air Conditioning & Refrigeration I
- Air Conditioning & Refrigeration II
- Air Conditioning & Refrigeration III
- Air Conditioning & Refrigeration: Absorption Systems
- Air Pollution Control (P-99)
- Building Automation Systems I: HVAC Concepts
- Building Automation Systems II: Core Concepts
- Building Automation Systems III: Advanced
- Computer: Basics/New Users
- Electricity Basics
- FDNY: Refrigeration Operating Engineer I (Q-01)
- FDNY: Refrigeration Operating Engineer II (Q-01)

**Elective Courses**
- FDNY: Refrigeration Operating Engineer III (Q-01)
- Human Relations
- OSHA 30-Hour General Industry
- Plumbing Basics

**Elective Quick Courses**
- FDNY: Refrigeration System Operating Engineer Practical Examination (Q-01)
- Heat Pumps

**Cleaner**

Enhance skills to meet advanced industry standards

**Prerequisite**
- Must possess the ability to proficiently communicate in English, complete English as a Second Language III, or test out.

**Required Courses**
- Cleaning: Products & Techniques

**Required Quick Courses**
- Cleaning: Industrial Floor Surface Cleaning
- Customer Service or Online: Customer Service
- Floor Care: Long Term
- Floor Care: Terrazzo & Tile
- Online: Cleaning for COVID-19 & Other Infectious Diseases
- OSHA 10-Hour General Industry
- Wall Maintenance

**Cleaning Foreperson/Lead Cleaner**

Progress from commercial office cleaner to lead cleaner or foreperson

**Prerequisite**
- Must possess the ability to proficiently communicate in English, complete English as a Second Language III, or test out.

**Prerequisite**
- Cleaner Career Track

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

**Required Quick Courses**
- Leadership & Supervisory Skills
- Security Awareness
- Time Management
### Commercial Superintendent

**COMMERCIAL**

**ESTIMATED CLASSROOM HOURS: 592**

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Required Quick Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Air Conditioning &amp; Refrigeration I</td>
<td>- Building Management: Ethics</td>
</tr>
<tr>
<td>- Air Conditioning &amp; Refrigeration II</td>
<td>- HVAC Principles of Preventative Maintenance</td>
</tr>
<tr>
<td>- Air Conditioning &amp; Refrigeration III</td>
<td></td>
</tr>
<tr>
<td>- Air Pollution Control (P-99)</td>
<td></td>
</tr>
<tr>
<td>- Electricity Basics</td>
<td>- Electricity: Troubleshooting</td>
</tr>
<tr>
<td>- Heating Systems I</td>
<td>- Heat Pumps</td>
</tr>
<tr>
<td>- Heating Systems II</td>
<td>- Heating Systems III: Lab</td>
</tr>
<tr>
<td>- Human Relations</td>
<td>- Plumbing: Troubleshooting</td>
</tr>
<tr>
<td>- OSHA 30-Hour General Industry</td>
<td></td>
</tr>
<tr>
<td>- Plumbing Basics</td>
<td></td>
</tr>
</tbody>
</table>

### Green Commercial

**COMMERCIAL**

**ESTIMATED CLASSROOM HOURS: 780**

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Required Quick Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Computer: Running a Building with a Computer</td>
<td></td>
</tr>
<tr>
<td>- Computer: Spreadsheets (MS Excel)</td>
<td></td>
</tr>
<tr>
<td>- Electricity Basics</td>
<td></td>
</tr>
<tr>
<td>- FDNY: Refrigeration Operating Engineer I (Q-01)</td>
<td></td>
</tr>
<tr>
<td>- FDNY: Refrigeration Operating Engineer II (Q-01)</td>
<td></td>
</tr>
<tr>
<td>- FDNY: Refrigeration Operating Engineer III (Q-01)</td>
<td></td>
</tr>
<tr>
<td>- Green Commercial I: GPRO Mechanical, Electrical &amp; Plumbing</td>
<td></td>
</tr>
<tr>
<td>- Green Commercial II: Building Operator Certification I (BOC I)</td>
<td></td>
</tr>
<tr>
<td>- Green Professional I: LEED Green Associate</td>
<td></td>
</tr>
<tr>
<td>- Heating Systems I</td>
<td></td>
</tr>
<tr>
<td>- Heating Systems II</td>
<td></td>
</tr>
<tr>
<td>- Heating Systems III: Lab</td>
<td></td>
</tr>
<tr>
<td>- Plumbing Basics</td>
<td></td>
</tr>
</tbody>
</table>

### Green Residential

**RESIDENTIAL**

**ESTIMATED CLASSROOM HOURS: 737**

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Long Elective Quick Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Computer: Running a Building with a Computer</td>
<td>- Roof Fan Maintenance</td>
</tr>
<tr>
<td>- Computer: Spreadsheets (MS Excel)</td>
<td>- Green Buildings: Combustion Safety &amp; Efficiency Testing</td>
</tr>
<tr>
<td>- Electricity Basics</td>
<td>- Green Buildings: Understanding Your Building’s Energy Grade</td>
</tr>
<tr>
<td>- Green Residential I: BPI Multifamily Building Operator (MFBO)</td>
<td>- Green Commercial: Recycling</td>
</tr>
<tr>
<td>- Green Residential II: GPRO Operations &amp; Maintenance (O+M)</td>
<td>- Log Keeping</td>
</tr>
<tr>
<td>- Green Residential III: BPI Multifamily Building Analyst (MFBA)</td>
<td></td>
</tr>
<tr>
<td>- Heating Systems I</td>
<td></td>
</tr>
<tr>
<td>- Heating Systems II</td>
<td></td>
</tr>
<tr>
<td>- Heating Systems III: Lab</td>
<td></td>
</tr>
<tr>
<td>- Plumbing Basics</td>
<td></td>
</tr>
</tbody>
</table>
# Career Tracks

## Handyperson

**COMMERCIAL/RESIDENTIAL**  
**ESTIMATED CLASSROOM HOURS: 406**  
Gain the ability to perform the basic carpentry, electricity, plumbing, and other repairs required of a handyperson

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Elective Courses (choose two of these courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Air Pollution Control (P-99)</td>
<td>□ Bed Bug Awareness</td>
</tr>
<tr>
<td>□ Carpentry Basics</td>
<td>□ Carbon Monoxide Compliance</td>
</tr>
<tr>
<td>□ Electricity Basics</td>
<td>□ Heat &amp; Hot Water</td>
</tr>
<tr>
<td>□ FDNY: Standpipe &amp; Sprinkler Systems (S-12, S-13, S-14, S-15)</td>
<td>□ Integrated Pest Management</td>
</tr>
<tr>
<td>□ Human Relations</td>
<td>□ Lead Safety for Renovation, Repair &amp; Painting: Initial</td>
</tr>
<tr>
<td>□ OSHA 30-Hour General Industry</td>
<td>□ Visual Assessment &amp; Local Law I</td>
</tr>
<tr>
<td>□ Plumbing Basics</td>
<td></td>
</tr>
</tbody>
</table>

### Required Quick Courses

- Fire Safety for Residential Buildings
- Mold Awareness

### Elective Quick Courses

- Asbestos Awareness
- Cleaning: Industrial Floor Surface Cleaning
- Electricity: Troubleshooting
- Plumbing: Troubleshooting

## New York City Superintendent

**RESIDENTIAL**  
**ESTIMATED CLASSROOM HOURS: 248**  
Gain the Superintendent Certification required by the NYC Housing Code 27-2055, D26-22.07

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Required Quick Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Air Pollution Control (P-99)</td>
<td>□ Bed Bug Awareness</td>
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<tr>
<td>□ Carpentry Basics</td>
<td>□ Carbon Monoxide Compliance</td>
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<tr>
<td>□ Electricity Basics</td>
<td>□ Heat &amp; Hot Water</td>
</tr>
<tr>
<td>□ Plumbing Basics</td>
<td>□ Integrated Pest Management</td>
</tr>
</tbody>
</table>

### Required Quick Courses

- Fire Safety for Residential Buildings
- Mold Awareness

## Security Professional

**COMMERCIAL**  
**ESTIMATED CLASSROOM HOURS: 224**  
Acquire skills to handle a wide range of emergency situations

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Electro Quick Courses (choose seven of these courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Computer: Basics/New Users</td>
<td>□ Security Officer: Bomb Threat Awareness</td>
</tr>
<tr>
<td>□ FDNY: Fire &amp; Life Safety Director (F-89)</td>
<td>□ Security Officer: Crisis Intervention and De-Escalation Techniques</td>
</tr>
<tr>
<td>□ FDNY: Standpipe &amp; Sprinkler Systems (S-12, S-13, S-14, S-15)</td>
<td>□ Security Officer: Diversity &amp; Cultural Competence</td>
</tr>
<tr>
<td>□ Human Relations</td>
<td>□ Security Officer: Emergency &amp; Disaster Management</td>
</tr>
<tr>
<td>□ OSHA 30-Hour Construction or OSHA 30-Hour General Industry</td>
<td>□ Security Officer: Ethics for the Security Professional</td>
</tr>
</tbody>
</table>

### Required Quick Courses

- CPR/AED
- First Aid
- Leadership & Supervisory Skills
- Mental Health First Aid

### Elective Quick Courses

- FDNY: Citywide Fire Guard for Impairment (F-01)
- NYC DOB Site Safety Training: 8-Hour Fall Prevention / 2-Hour Drug & Alcohol
- Online: OSHA 10-Hour General Industry
- Opioid Awareness
- OSHA 10-Hour Construction
- OSHA 10-Hour General Industry
- Security Officer: Basic Tips You Can Use During Difficult Encounters
- Security Officer: Bomb Threat Awareness
- Security Officer: Crisis Intervention and De-Escalation Techniques
- Security Officer: Diversity & Cultural Competence
- Security Officer: Emergency & Disaster Management
- Security Officer: Ethics for the Security Professional
- Security Officer: Event Risk Management
- Security Officer: Report Writing
- Security Officer: Resilience Training for Mental Wellness
- Security Officer: Terrorism Awareness & Prevention Strategies
Superintendent/Resident Manager I

RESIDENTIAL

ESTIMATED CLASSROOM HOURS: 518

Obtain the knowledge needed to become an entry-level superintendent

**Prerequisite**
- New York City Superintendent Career Track

**Required Courses**
- Building Management I: Budgets & Preventative Maintenance
- Building Management II: Documentation & the Law
- Building Management III: Project Management
- Computer: Basics/New Users
- Computer: Running a Building with a Computer
- Computer: Spreadsheets (MS Excel)
- Electricity Basics
- FDNY: Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)
- Green Residential I: BPI Multifamily Building Operator (MFBO)
- Heating Systems I
- Heating Systems II
- Human Relations
- OSHA 30-Hour General Industry

**Required Quick Courses**
- Customer Service
- Disaster Preparedness & Crisis Management
- Fire Safety for Residential Buildings
- Superintendent: How to Become One

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

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

**Long Elective Quick Courses** (choose one of these courses)
- Electricity: Troubleshooting
- Heating Systems III: Lab
- Plumbing: Troubleshooting

Superintendent/Resident Manager II

RESIDENTIAL

ESTIMATED CLASSROOM HOURS: 176

Move to a higher level of superintendent or resident manager

**Prerequisites**
- Superintendent/Resident Manager I Career Track
- Must possess the ability to proficiently communicate in Spanish, complete Spanish for the Workplace (3 trimesters), or test out.

**Required Courses**
- Building Automation Systems I: HVAC Concepts
- Building Automation Systems II: Core Concepts
- Building Automation Systems III: Advanced
- Green Residential II: GPRO Operations & Maintenance (O+M)

**Required Quick Courses**
- Blueprints: An Introduction
- Building Management: Ethics
- Disaster Preparedness & Crisis Management
- Leadership & Supervisory Skills
- Online: Business Writing
- Security Awareness
- Superintendent: Habits of Highly Effective Supers

**Short Elective Quick Courses** (choose two of these courses)
- Asbestos Awareness
- Building Insurance: Who Is Covered?
- Building Management: An Introduction
- Mold Awareness
- Online: Elder Abuse Awareness
- Renovation Projects: How to Manage

**Long Elective Quick Courses** (choose three of these courses)
- Boiler Feed Water Testing & Treatment
- Boiler Parts & Accessories
- Electricity: Troubleshooting
- Heat Timer: Hot Water Reset
- Hydronic Hot Water Systems
- Plumbing: Troubleshooting
- Steam Distribution

New York Association of Realty Managers

COMMERCIAL/RESIDENTIAL

Gain the New York Accredited Realty Manager Certification

**Prerequisite**
- Superintendent/Resident Manager II Career Track

**Required Quick Course**
- Building Management: Ethics Certification/Competency
- New York Accredited Realty Manager Certification (NYARM)

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

About Course Offerings

Courses
Courses take place each trimester over the course of the academic year unless otherwise noted. Each trimester is eleven to sixteen weeks long. The length is indicated under each course title, shown in the following format:

**COURSE: 11 WEEKS**

Quick Courses
Quick Courses vary in length, ranging from one to ten sessions. The number of sessions and the length are indicated under each Quick Course title, shown in the following format:

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

Courses and Quick Courses are offered during the day, evenings, and on weekends. Schedules and locations are located underneath the descriptions. Eleven-week courses run all three trimesters unless otherwise stated.

**WEEKDAY SESSIONS** meet once or twice per week.

**WEEKEND SESSIONS** meet once per week.

Remote Learning (Zoom)
For courses being offered remotely via Zoom, look for this symbol (Zoom) under each course description. To register, go to the 32BJ Member Portal at 32bjmemberportal.org, call 888-284-3225, or email training@32bjfunds.com for more information.

On-Site Classes
A contributing employer may request that the 32BJ Training Fund hold certain classes for its eligible employees at the employer’s location if it provides appropriate space and registers at least ten eligible participants. Email employer-request@32bjfunds.com for more information.

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

Attendance Policy
Minimum attendance of 80% is required. Unfortunately, classes that do not have regular attendance of at least eight students may be combined, shortened, or canceled. We will do our best to accommodate all students in another section. Ask your instructor to assign makeup work to improve your attendance rate.

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

Test Out Available
The 32BJ Training Fund allows members to test out of some prerequisite courses, where available.

Active Shooter
**QUICK COURSE: ONE 3-HOUR SESSION**
Learn the concept of Run, Hide, Fight used in active shooter situations. Become better prepared in the event of an active shooter situation in the workplace.

**FLORIDA**
Miami: SEIU 32BJ Office
Nov 18, Sat, 11am–2pm

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 10, Tue, 10am–1pm
Oct 20, Fri, 6–9pm
Jan 18, Thu, 9am–12pm
Jan 25, Thu, 6–9pm
Mar 23, Sat, 9am–12pm
May 4, Sat, 1–4pm

Air Conditioning & Refrigeration I
**COURSE: 11 WEEKS**

Prerequisite(s): Plumbing Basics & Electricity Basics (test out available)
Prepare to fix refrigerators and window units by understanding fundamental refrigeration theories and principles. Develop soldering and brazing skills essential to air conditioning repairs. Must have appropriate reading levels, or high school diploma or its equivalent.

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

**NEW YORK**
Bronx: Monroe College (East Fordham Road)
Sat, 9am–4pm (Winter)
Mon & Wed, 6–9pm (Winter)
Tue & Thu, 6–9pm (Fall)
Manhattan: 25 West 18th Street
Sat, 9am–4pm (Fall)
Tue & Thu, 8:30–11:30am (Fall)
Tue & Thu, 11:45am–2:45pm (Fall)
Tue & Thu, 6–9pm (Fall)
Wed & Fri, 2:45–5:45pm (Fall)
Wed & Fri, 6–9pm (Fall)
Queens: Queens College
Sat, 9am–4pm (Fall)
White Plains: 99 Church Street
Sat, 9am–4pm (Fall)
Mon & Wed, 6–9pm (Fall)

**PENNSYLVANIA**
Philadelphia: 32BJ SEIU Office
Sat, 8am–3pm (Fall)
Air Conditioning & Refrigeration II

**COURSE:** 11 WEEKS

- **Prerequisite(s):** Air Conditioning & Refrigeration I
- Understand system pressure. Study the recovery, evacuation, and charging of refrigerants. Repair electrical and mechanical systems on domestic refrigerators and window units. Read electrical schematics and learn basic motor principles and operation.

**MARYLAND**
- Camp Springs: Prince George's Community College
  - Sat, 9am–4pm (Winter)

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

**NEW YORK**
- Bronx: Monroe College
  - (East Fordham Road)
  - Sat, 9am–4pm (Fall)
  - Mon & Wed, 6–9pm (Fall)
  - Tue & Thu, 6–9pm (Spring)
- Manhattan: 25 West 18th Street
  - Sat, 9am–4pm (Spring)
  - Tue & Thu, 8:30–11:30am (Spring)
  - Tue & Thu, 11:45am–2:45pm (Spring)
  - Tue & Thu, 6–9pm (Spring)
  - Wed & Fri, 2:45–5:45pm (Spring)
  - Wed & Fri, 6–9pm (Spring)

**PENNSYLVANIA**
- Philadelphia: 32BJ SEIU Office
  - Sat, 8am–3pm (Spring)

Air Conditioning & Refrigeration III

**COURSE:** 11 WEEKS

- **Prerequisite(s):** Air Conditioning & Refrigeration II (test out available)
- Troubleshoot domestic and light commercial AC systems and refrigeration controls. Improve wiring skills and build a functional control panel.

**MARYLAND**
- Camp Springs: Prince George's Community College
  - Sat, 9am–4pm (Winter)

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

**NEW YORK**
- Bronx: Monroe College
  - (East Fordham Road)
  - Sat, 9am–4pm (Fall)
  - Mon & Wed, 6–9pm (Fall)
  - Tue & Thu, 6–9pm (Spring)
- Manhattan: 25 West 18th Street
  - Sat, 9am–4pm (Spring)
  - Tue & Thu, 8:30–11:30am (Spring)
  - Tue & Thu, 11:45am–2:45pm (Spring)
  - Tue & Thu, 6–9pm (Spring)
  - Wed & Fri, 2:45–5:45pm (Spring)
  - Wed & Fri, 6–9pm (Spring)

**PENNSYLVANIA**
- Philadelphia: 32BJ SEIU Office
  - Sat, 8am–3pm (Spring)

Air Conditioning & Refrigeration: Absorption Systems

**COURSE:** 11 WEEKS

- **Prerequisite(s):** Air Conditioning & Refrigeration III
- Master basic absorption theory, operations, and maintenance. Understand the internal cycle of the absorption machine.

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Fri, 6–9pm

Air Conditioning & Refrigeration: EPA Refrigerant Recovery (608)

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

- Prepare to take the EPA certification exam for Refrigerant Recovery. The certification is a prerequisite for Refrigeration Operating Engineer I and may be necessary for license renewal. The exam will be administered in the final class.

**MARYLAND**
- Camp Springs: Prince George's Community College
  - Apr 13–May 11, Sat, 9am–12pm

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Nov 4–Dec 9, Sat, 1–4pm
  - Feb 2–Mar 1, Fri, 6–9pm
  - Feb 14–Mar 13, Wed, 9am–12pm
  - Apr 25–May 23, Thu, 6–9pm
  - May 2–May 30, Thu, 6–9pm

Air Pollution Control (P-99)

**COURSE:** 11 WEEKS

- Learn methods of energy conservation, understand the differences between various types of fuel oil, and how to protect air quality in compliance with NYC Department of Environmental Protection regulations. Must have appropriate reading levels, or high school diploma, or its equivalent.

**NEW YORK**
- Bronx: Monroe College
  - (East Fordham Road)
  - Wed, 6–8:30pm
- Manhattan: 25 West 18th Street
  - Sat, 9:30am–12pm
  - Tue, 6–8:30pm
  - Wed, 6–8:30pm
  - Queens: Queens College
    - Sat, 9:30am–12pm
    - Tue, 6–8:30pm
    - Thu, 6–8:30pm
  - White Plains: 99 Church Street
    - Sat, 9:30am–12pm
    - Wed, 6–8:30pm
  - Remote Learning (Zoom)
    - Sat, 9–11:30am
    - Thu, 12–2:30pm
Courses and Quick Courses

Air Pollution Reduction
**COURSE:** 11 WEEKS
Learn how to protect air quality, methods of energy conservation, and the differences between various types of fuel oil.

**PENNSYLVANIA**
Philadelphia: 32BJ SEIU Office
Sat, 12:30–3:30pm

Alarm Systems
**COURSE:** 11 WEEKS
Prerequisite(s): Electricity Basics
Note: Test out available
Identify the alarm needs of various buildings. Understand circuits, switches, and panels. Learn to construct a basic system and to supervise installation.

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

Anger Management
**QUICK COURSE:** TWO 3-HOUR SESSIONS
Develop practical skills to defuse anger in yourself and others. Understand feelings and behaviors when confronted by anger, increase awareness of the causes of rage and hostility, and acquire skills to resolve confrontations peacefully.

**PENNSYLVANIA**
Philadelphia: 32BJ SEIU Office
Nov 11–Nov 18, Sat, 12:30–3:30pm
Mar 2–Mar 9, Sat, 12:30–3:30pm
May 11–May 18, Sat, 12:30–3:30pm

Asbestos Awareness
**QUICK COURSE:** ONE 2-HOUR SESSION
Identify the presence of asbestos inside and outside a building. Understand the health effects of asbestos and how to handle situations where it has been disturbed or damaged. Note: For an equivalent self-paced class online, see the listing on page 50.

**NEW YORK**
Bronx: Monroe College (East Fordham Road)
Nov 11, Sat, 1–3pm
Nov 2, Thu, 6–8pm
Feb 9, Fri, 6–8pm
Apr 11, Thu, 6–8pm
May 7, Tue, 1:30–3:30pm

**PENNSYLVANIA**
Philadelphia: 32BJ SEIU Office
Nov 4, Sat, 12:30–2:30pm
Apr 9, Tue, 10am–12:30pm

Bed Bug Awareness
**QUICK COURSE:** ONE 2.5-HOUR SESSION
Learn to detect, control, and eradicate bed bugs. Note: For an equivalent self-paced class online, see the listing on page 50.

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 2, Mon, 10am–12:30pm
Jan 9, Tue, 6–8:30pm
Jun 1, Sat, 1:30–4pm

**PENNSYLVANIA**
Philadelphia: 32BJ SEIU Office
May 4, Sat, 9:30am–12pm

**REMOTE LEARNING (ZOOM)**
Nov 1, Wed, 6–8:30pm
Jan 18, Thu, 10am–12:30pm
Apr 9, Tue, 10am–12:30pm

Blueprints: An Introduction
**QUICK COURSE:** ONE 3-HOUR SESSION
Receive a basic overview of the symbols and scales contained in blueprints, and a brief look at how to decipher them.

**NEW YORK**
Manhattan: 25 West 18th Street
Nov 30, Thu, 6–9pm
Mar 6, Wed, 12–3pm
Apr 11, Thu, 6–9pm

**REMOTE LEARNING (ZOOM)**
Oct 7, Sat, 1–4pm
Nov 18, Sat, 1–4pm
Jan 11, Thu, 6–9pm
Feb 6, Tue, 6–9pm
May 7, Tue, 12–3pm
Jun 5, Wed, 6–9pm

Blueprint Reading
**COURSE:** 11 WEEKS
Acquire skill in reading and understanding blueprints. Review symbols, scale, and other basic concepts related to repair and renovation projects in residential and commercial buildings. Must have appropriate math and reading levels, or high school diploma, or its equivalent.

**NEW YORK**
Manhattan: 25 West 18th Street
Sat, 1–4pm (Fall)
Wed, 2–5pm (Fall)
Wed, 6–9pm
Thu, 12–3pm (Spring)
Thu, 2–5pm (Fall)

**REMOTE LEARNING (ZOOM)**
Wed, 5–8pm (Fall)
**Boiler Feed Water Testing & Treatment**

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

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

*Partner: New York City College of Technology*

**NEW YORK**

Brooklyn: New York City College of Technology (Pearl Street)

Nov 4, Sat, 9am–4pm

Mar 8, Fri, 9am–4pm

Apr 20, Sat, 9am–4pm

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**Boiler Parts & Accessories**

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

Gain a basic understanding of heat and heat transfer. Learn to identify various types of gas and oil boilers, their operating controls, safety, burner equipment, and feed-water piping.

*Partner: New York City College of Technology*

**NEW YORK**

Brooklyn: New York City College of Technology (Pearl Street)

Oct 6–Oct 13, Fri, 9am–4pm

Nov 11–Nov 18, Sat, 9am–4pm

Jan 19–Jan 26, Fri, 9am–4pm

Feb 16–Feb 23, Fri, 9am–4pm

Apr 5–Apr 12, Fri, 9am–4pm

Apr 27–May 4, Sat, 9am–4pm

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**Boiler Parts & Systems**

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

Understand basic boiler operation principles pertaining to large-scale environments such as schools and office buildings. Also gain an understanding of steam, draft, fuel, and feed-water boiler systems and how they function in these complex systems. Designed for School District of Philadelphia participants.

**PENNSYLVANIA**

Philadelphia: 32BJ SEIU Office

Sep 30–Oct 7, Sat, 9am–1pm

Jan 13–Jan 20, Sat, 9am–1pm

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**Building Automation Systems I: HVAC Concepts**

**COURSE: 11 WEEKS**

*Formerly known as Building Management Systems I: HVAC Concepts.*

Prerequisite(s): Air Conditioning & Refrigeration I: Computer Basics/New Users

Learn basic HVAC concepts such as psychrometrics, heat load calculations, and HVAC design. Diagnose and solve scenarios using a Building Automation System (BAS).

**NEW YORK**

Manhattan: 25 West 18th Street

Mon, 11am–2pm (Fall)

Tue, 6–9pm (Fall)

Wed, 6–9pm (Fall)

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“**They say ‘knowledge is power,’ but without the skills to apply it, knowledge can be useless. My 32BJ Training Fund classes have given me both essential information, and the skills to implement it.**”

**Idri Brecani**

Location: Manhattan, New York

Job Title: Commercial Building Superintendent

Employer: ABS Partners Real Estate

Course(s) Taken: FDNY: Refrigeration System Operating Engineers

Practical Examination (Q-01)

Career Track: NYC Superintendent

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**Building Automation Systems II: Core Concepts**

**COURSE: 11 WEEKS**

*Formerly known as Building Management Systems II: Core Concepts.*

Prerequisite(s): Building Automation Systems I: HVAC Concepts

Note: Test out available

Gain practical experience using a Building Automation System (BAS). Identify the hardware in BAS architecture and use a BAS to adjust set points, manage alarms, schedule events, analyze system trends, and troubleshoot scenarios.

**NEW YORK**

Manhattan: 25 West 18th Street

Mon, 11am–2pm (Winter)

Tue, 6–9pm (Winter)

Wed, 6–9pm (Winter)
Courses and Quick Courses

Building Automation Systems III: Advanced

**COURSE: 11 WEEKS**
Formerly known as Building Management Systems III: Advanced.
Prerequisite(s): Building Automation Systems II: Core Concepts
Learn advanced applications of Building Automation Systems (BAS), including accessing runtime reports and trend logs, reading and writing simple Control BASIC, and using a BAS for building commissioning purposes.

**NEW YORK**
Manhattan: 25 West 18th Street
Mon, 11am–2pm (Spring)
Tue, 6–9pm (Spring)
Wed, 6–9pm (Spring)

Building Automation Systems: Sustainable Technologies

**COURSE: 11 WEEKS**
Prerequisite(s): Building Automation Systems II: Core Concepts
Gain practical experience using a Building Automation System. Control and monitor a solar array, battery storage, VRF heat pump, and other sustainable technologies. Analyze system trend reports and troubleshoot scenarios.

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

Building Code Awareness

**QUICK COURSE: ONE 3-HOUR SESSION**
Understand the history of building codes and how to research them in New York City. Learn about the violation removal process.

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 20, Fri, 6–9pm
Mar 8, Fri, 6–9pm

REMOTE LEARNING (ZOOM)
Nov 11, Sat, 2–5pm
Jun 1, Sat, 9am–12pm

Building Engineer Trainee: BET Entrance Exam Preparation

**QUICK COURSE: EIGHT 3-HOUR SESSIONS**
Prepare for the School District of Philadelphia Building Engineer Entrance Exam to be eligible for enrollment in the Building Engineer Trainee (BET) Program.

**Pennsylvania**
Philadelphia: 32BJ SEIU Office
Oct 14–Dec. 9, Sat, 9am–1pm
Jan 27–Mar 16, Sat, 9am–1pm
Apr 13–Jun 8, Sat, 9am–1pm

Building Engineer Trainee: Class A Engineer’s License Exam Preparation

**QUICK COURSE: EIGHT 4-HOUR SESSIONS**
Prepare for the Building Engineer Class A License Exam. Learn HVAC operation and maintenance, and other required skills. Must be hired as a BET with the School District of Philadelphia OR have passed the BET Entrance Exam. Must be shadowing a Class A Engineer.

**Pennsylvania**
Philadelphia: 32BJ SEIU Office
Oct 14–Dec. 9, Sat, 9am–1pm
Jan 27–Mar 16, Sat, 9am–1pm
Apr 13–Jun 8, Sat, 9am–1pm

Building Insurance: Who Is Covered?

**QUICK COURSE: ONE 3-HOUR SESSION**
Understand who and what is covered by property, liability, and workers’ compensation insurance. Identify what additional coverage should be in place during renovation projects or special events in a building.

**NEW YORK**
Manhattan: 25 West 18th Street
Mar 14, Thu, 6–9pm
May 16, Thu, 2–5pm

REMOTE LEARNING (ZOOM)
Dec 6, Wed, 10am–1pm
Apr 10, Wed, 10am–1pm

Building Management: An Introduction

**QUICK COURSE: ONE 3-HOUR SESSION**
Discover how a management company operates on a day-to-day basis, including back-office procedures, staff management, and building staff hiring practices.

**NEW YORK**
Manhattan: 25 West 18th Street
Nov 10, Fri, 6–9pm
Feb 1, Thu, 6–9pm
Apr 16, Tue, 6–9pm

REMOTE LEARNING (ZOOM)
Jan 26, Fri, 12–3pm
May 1, Wed, 12–3pm
Building Management I: Budgets & Preventative Maintenance

**COURSE: 11 WEEKS**

**Prerequisite(s):** Computer: Basics/New Users

Become familiar with operating budgets, their review process, and how to interpret building financials. Learn how preventative maintenance affects a budget as well as how to create budgets and preventative maintenance schedules in Microsoft Excel. Must have appropriate math and reading levels, or high school diploma, or its equivalent.

**NEW YORK**
Manhattan: 25 West 18th Street
Sat, 12–2pm (Fall)
Tue, 6–8pm (Fall)

Building Management II: Documentation & the Law

**COURSE: 11 WEEKS**

**Prerequisite(s):** Building Management I: Budgets & Preventative Maintenance

Understand the property manager’s obligations under OSHA, Fair Housing, EEOC, NYC Administrative Codes, and local laws. Use Microsoft Excel for required record keeping and learn to navigate the NYC DOB website.

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

Building Management III: Project Management

**COURSE: 11 WEEKS**

**Prerequisite(s):** Building Management II: Documentation & the Law

Learn how to complete rehabilitation projects on schedule, within budget, and to code. Understand capital budgets, construction contracts, alteration agreements, payment breakdowns, and requisitioning.

**NEW YORK**
Manhattan: 25 West 18th Street
Sat, 12–2pm (Spring)
Tue, 6–8pm (Spring)

Building Management: Ethics

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

Explore ethical issues such as fair housing and conflicts of interest. Develop models to evaluate situations and make sound ethical decisions.

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 4, Wed, 12–3pm
Feb 1, Thu, 6–9pm
May 28, Tue, 11am–2pm
REMOTE LEARNING (ZOOM)
Nov 7, Tue, 6–9pm
Jan 6, Sat, 1:30–4:30pm
May 3, Fri, 6–9pm

Building Management: Taking Over a New or Existing Building

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

Understand all aspects of commissioning a building and develop effective plans for communicating with key players. Determine how to assess an existing property, its systems, and personnel. Explore strategies for effective leadership.

**NEW YORK**
Manhattan: 25 West 18th Street
May 11–Jun 8, Sat, 9am–12pm

Bystander Response

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

Understand your responsibilities when witnessing crime, accidents, and other unexpected incidents while on the job. Learn about active bystander tools in order to safely intervene in these situations and transform from a bystander to an upstander while remaining within any employment limitations.

**Partner: Center for Anti-Violence Education**

**NEW YORK**
Manhattan: 25 West 18th Street
Nov 3, Fri, 9am–12pm
Mar 20, Wed, 1–4pm
Apr 18, Thu, 6–9pm
May 8, Wed, 2–5pm
REMOTE LEARNING (ZOOM)
Oct 14, Sat, 10am–1pm
Feb 17, Sat, 2–5pm
Apr 16, Tue, 9am–12pm
May 3, Fri, 6–9pm
Jun 7, Fri, 6–9pm

“I am enjoying my 32BJ Training Fund classes, my instructor and colleagues, and have learned so much!”

Patricia Romero

Location: Miami, Florida
Job Title: Janitor
Employer: Harvard Maintenance
Course(s) Taken: English as a Second Language
Carbon Monoxide Awareness

QUICK COURSE: ONE 3-HOUR SESSION
Learn about the hazards of carbon monoxide (CO) in residential buildings and the requirements for installing CO detectors.
Note: For an equivalent self-paced class online, see the listing on page 50.

NEW YORK
Bronx: Monroe College (East Fordham Road)
Jan 30, Tue, 6–9pm
Manhattan: 25 West 18th Street
Oct 4, Wed, 6–9pm
Jan 11, Thu, 10am–1pm
Jun 4, Tue, 6–9pm
White Plains: 99 Church Street
Feb 20, Tue, 6–9pm

PENNSYLVANIA
Philadelphia: 32BJ SEIU Office
Mon & Wed, 9am–12pm (Winter)
Tue & Wed, 5:30–8:30pm
Tue & Thu, 9am–12pm (Fall)

Carpentry Basics

COURSE: 11 WEEKS
Learn to diagnose problems, make minor floor, wall, and ceiling repairs, and perform basic carpentry tasks on existing structures. Identify appropriate materials, tools, and repair techniques. Gain practical skills and safety awareness through hands-on experience. Must have appropriate math and reading levels, or high school diploma, or its equivalent and successful completion of, or concurrent enrollment in, Online: Tools of the Trade.

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

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

NEW YORK
Bronx: Monroe College (East Fordham Road)
Sat, 9am–4pm
Tue & Thu, 6–9pm
Manhattan: 25 West 18th Street
Sat, 9am–4pm
Tue & Thu, 8:30–11:30am
Tue & Thu, 11:45am–2:45pm (Winter)
Tue & Thu, 6–9pm
Wed & Fri, 8:30–11:30am (Winter, Spring)
Wed & Fri, 11:45am–2:45pm (Fall)
Wed & Fri, 6–9pm

Carpentry: Patching, Plastering & Painting Repair

QUICK COURSE: THREE 4-HOUR SESSIONS
Prerequisite(s): Carpentry Basics
Learn how to make minor repairs in plaster and drywall surfaces and prepare them for painting. Recognize materials used to create and finish walls, and learn how to choose materials and tools for the job.

NEW YORK
Manhattan: 25 West 18th Street
Oct 16–Oct 30, Mon, 5–9pm
Jan 29–Feb 12, Mon, 5–9pm
May 6–May 20, Mon, 8:30am–12:30pm

PENNSYLVANIA
Philadelphia: 32BJ SEIU Office
Jan 27–Feb 10, Sat, 9am–1pm
Apr 20–May 4, Sat, 9am–1pm
Citizenship Exam: Test Preparation

**COURSE:** VARIOUS

Prepare for the U.S. Citizenship Examination and learn about the 32BJ Legal Fund benefit. Review the questions on the citizenship exam and practice the citizenship interview. **Must have the appropriate English skills, or be currently enrolled in English as a Second Language course. Call 888-284-3225 to see if you qualify to take this course in Spanish.**

**Partner: 32BJ Legal Fund**

**CONNECTICUT**

Bridgeport: Housatonic Community College
Sat, 1–3pm

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

Hartford: Capital Community College
Sat, 9–11am

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

Norwalk: Norwalk Community College
Sat, 1–3pm

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

**FLORIDA**

Miami: SEIU 32BJ Office
Sat, 2–4pm (Winter)

**MARYLAND**

Baltimore: Baltimore City Community College
Sat, 2:30–4:30pm (Español or English)

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

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

**NEW JERSEY**

Bound Brook: Bound Brook High School
Sat, 1:30–3:30pm

Camden: Camden County College
Sat, 1:30–3:30pm

Dover: The Organization for Hispanic Affairs
Sat, 1:30–3:30pm

Elizabeth (Kellogg): Union County College
Sat, 1:30–3:30pm

Hackensack: Bergen County Technical Schools
Sat, 1:30–3:30pm

Jersey City: Hudson County Community College
Sat, 1:30–3:30pm

Lincoln: Brookdale Community College
Sat, 1:30–3:30pm

Morristown: Morristown High School
Sat, 1:30–3:30pm

New Brunswick: Middlesex County College
Sat, 1:30–3:30pm

**NEW YORK**

Bronx: Monroe College (East Fordham Road)
Sat, 1:30–3:30pm

Garden City: Nassau Community College
Sat, 11am–1pm

Manhattan: 25 West 18th Street
Sat, 2–4pm

Queens: Queens College
Sat, 1:30–3:30pm

White Plains: 99 Church Street
Sat, 1:30–3:30pm

**RHODE ISLAND**

Providence: Rhode Island School of Design
Sat, 1:30–3:30pm

**VIRGINIA**

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

**WASHINGTON, DC**

SED Center
Sun, 10am–2pm (Español or English)

**REMOTE LEARNING (ZOOM)**

Sat, 9–11am

Sat, 1:30–3:30pm (Winter, Spring)

Sat, 2–4pm (Fall) (Español)

Mon, 1:30–3:30pm (Fall)

Wed, 10:30am–12:30pm

Wed, 3–5pm (Winter, Spring)

Thu, 1:30–3:30pm (Español)

Fri, 10am–12pm (Spring) (Español)

Fri, 2–4pm (Winter) (Español)

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**You can use your phone to prepare for the Citizenship Exam!**

Use your mobile device to learn on the go through Cell-Ed. This unique program allows you to work at your own pace, receive feedback, and engage with a coach. Contact us at 888-284-3225 for more information.

Use su dispositivo móvil para practicar las preguntas del examen de ciudadanía a través de Cell Ed. Este programa único le permite estudiar a su propio ritmo, recibir comentarios e interactuar con un entrenador. Contactenos al 888-284-3225 para más información.

You can use your phone to prepare for the Citizenship Exam! Use your mobile device to learn on the go through Cell-Ed. This unique program allows you to work at your own pace, receive feedback, and engage with a coach. Contact us at 888-284-3225 for more information.

Use su dispositivo móvil para practicar las preguntas del examen de ciudadanía a través de Cell Ed. Este programa único le permite estudiar a su propio ritmo, recibir comentarios e interactuar con un entrenador. Contactenos al 888-284-3225 para más información.
Courses and Quick Courses

Cleaning: Basic Skills for Cleaners

QUICK COURSE: Varies

Learn simple cleaning skills, understand work-related phrases, and signage to help communicate with coworkers, supervisors, and tenants. Learn how to avoid the most common safety hazards facing cleaners. Note: Employer referral only.

Cleaning: Healthcare Facilities

QUICK COURSE: One 2-Hour Session

Work safely in a hospital or other healthcare setting. Understand the risks of Healthcare Associated Infection (HAI) and how to protect yourself. Identify high-touch objects and know the difference between cleaning and sanitizing. Note: Employer referral only.

Cleaning: Industrial Floor Surface Cleaning

QUICK COURSE: Three 6-Hour Sessions

Learn to select and use cleaning chemicals, machinery, and equipment on a variety of surfaces (vinyl, ceramic tile, carpeting, concrete, etc.) according to industry and safety guidelines.

Partner: New York City College of Technology

NEW YORK

Brooklyn: New York City College of Technology (Jay Street)
Oct 20–Nov 3, Fri, 9am–4pm
Mar 1–Mar 15, Fri, 9am–4pm
May 10–May 24, Fri, 9am–4pm

Cleaning: Products & Techniques

COURSE: 11 Weeks

Safely use cleaning chemicals, machinery, and equipment according to industry and OSHA guidelines, including strategies for low-impact environmental cleaning and housekeeping. Also includes a review of green products and cleaning procedures for COVID-19.

NEW YORK

Manhattan: 25 West 18th Street
Sat, 9am–12pm (Spring)
Wed, 1–4pm (Fall)
Thu, 6–9pm (Spring)
Fri, 6–9pm (Fall)

PENNSYLVANIA

Pittsburgh: SEIU 32BJ Office
Sat, 1–4pm (Fall)

Computer: Android Basics

COURSE: Three 3-Hour Sessions

Learn how to operate and perform basic tasks with an Android smartphone, including: making calls, texting, emailing, taking pictures, installing and using apps, changing settings, and maintaining your phone.

FLORIDA

Miami: 32BJ SEIU Office
Jan 6–Jan 20, Sat, 2–5pm

PENNSYLVANIA

Pittsburgh: SEIU 32BJ Office
Nov 4–Nov 18, Sat, 1–4pm

Computer: iPhone Basics

COURSE: Three 3-Hour Sessions

Learn how to operate and perform basic tasks with an iPhone smartphone, including: making calls, texting, emailing, taking pictures, installing and using apps, changing settings, and maintaining your phone.

FLORIDA

Miami: 32BJ SEIU Office
Jan 6–Jan 20, Sat, 9:30am–12:30pm

PENNSYLVANIA

Pittsburgh: SEIU 32BJ Office
Nov 4–Nov 18, Sat, 9am–12pm

“Participating in courses with 32BJ Training Fund has allowed me to be the change that I want to see in the world.”

Adaja Ratcliff

Location: Philadelphia, Pennsylvania
Job Title: General Cleaner
Employer: Philadelphia School District
Course(s) Taken: Building Engineer Trainee: BET Entrance Exam Preparation
Computer: Autocad

COURSE: 11 WEEKS

Prerequisite(s): Blueprint Reading & Computer: Basics/New Users

Note: Test out available

Improve communication with independent contractors by learning the fundamentals of Computer-Aided Design (CAD) through AutoCAD software. Explore the design principles and conventions used by drafting/engineering professionals, including drawing tools, poly-lines, layers, text, and dimensioning.

NEW YORK
Manhattan: 25 West 18th Street
Sat, 12–3pm

Computer: Basics/New Users

COURSE: 11 WEEKS

Learn basic computer skills and terminology, including keyboard, mouse, and navigation in Microsoft Windows. Establish a free email account and learn to navigate the internet while avoiding scams and security breaches.

Note: Test out available.

CONNECTICUT
Norwalk: Norwalk Community College
Sat, 1–4pm (Fall)

FLORIDA
Fort Lauderdale:
Nova Southeastern University
Sat, 2–5pm (Fall)

NEW JERSEY
Bound Brook: Bound Brook High School
Sat, 1:30–4:30pm (Fall)

Computer: Hardware

COURSE: 11 WEEKS

Learn to keep workplace computers running smoothly by knowing how they are built. Identify the physical components of a personal computer. Install, uninstall, and test hardware, such as motherboards, chips, memory, and hard drives. Learn to build a PC from scratch and understand how to back up and recover vital institutional data.

NEW YORK
Manhattan: 25 West 18th Street
Fri, 6–9pm
**Courses and Quick Courses**

**Computer: Internet Basics/Social Media**  
**COURSE:** 11 WEEKS  
**Prerequisite(s):** Computer: Basics/New Users  
**Note:** Test out available  
Develop the skills to use search engines effectively, create accounts, and participate in various social media sites while protecting personal content. Understand how to use hashtags, share, and comment.  

**CONNECTICUT**  
Norwalk: Norwalk Community College  
Sat, 1–4pm (Winter)  

**FLORIDA**  
Fort Lauderdale: Nova Southeastern University  
Sat, 2–5pm (Spring)  
Miami: SEIU 32BJ Office  
Sat, 2–5pm (Spring)  

**MARYLAND**  
Baltimore: Baltimore City Community College  
Sat, 2:30–4:30pm (Winter)  
Hyattsville: Prince George's Community College  
Sat, 2:30–4:30pm (Fall)  
Silver Spring: Montgomery College  
Sat, 2:30–4:30pm (Winter)  

**PENNSYLVANIA**  
Pittsburgh: SEIU 32BJ Office  
Sat, 1–4pm (Winter)  

**WASHINGTON, DC**  
SED Center  
Sun, 10am–2pm (Spring)  

**Computer: Running a Building with a Computer**  
**COURSE:** 11 WEEKS  
**Prerequisite(s):** Computer: Spreadsheets (MS Excel)  
**Note:** Test out available  
Test-drive the most popular building management and communication systems, including BuildingLink, Building Engines, LogCheck, and Portfolio Manager. Discover how to perform advanced industry-related tasks and participate in a building tour to view new technologies and features.  

**NEW YORK**  
Manhattan: 25 West 18th Street  
Sat, 9am–12pm (Spring, Winter)  
Sat, 1–4pm (Fall)  
Fri, 6–9pm  
White Plains: 99 Church Street  
Sat, 1:30–4:30pm (Spring)  

**PENNSYLVANIA**  
Pittsburgh: SEIU 32BJ Office  
Sat, 1–4pm (Spring)  

**Computer: Spreadsheets (MS Excel)**  
**COURSE:** 11 WEEKS  
**Prerequisite(s):** Computer: Basics/New Users  
**Note:** Test out available  
Utilize Microsoft Excel to enter and format data using formulas to create budgets, invoices, and spreadsheets. Illustrate data through charts and learn about data types and validation. For an equivalent self-paced class online, see the 'Online: Microsoft Excel: Intermediate' listing on page 52.  

**MARYLAND**  
Rockville: Montgomery College  
Sat, 2:30–4:30pm (Spring)  

**NEW JERSEY**  
Bound Brook: Bound Brook High School  
Sat, 1:30–4:30pm (Spring)  
Dover: The Organization for Hispanic Affairs  
Sat, 1:30–4:30pm (Spring)  
Elizabeth (Kellogg): Union County College  
Sat, 1:30–4:30pm (Spring)  
Hackensack: Bergen County Technical Schools  
Sat, 1:30–4:30pm (Spring)  
Jersey City: Hudson County Community College  
Sat, 1:30–4:30pm (Spring)  
Lincoln: Brookdale Community College  
Sat, 1:30–4:30pm (Spring)  
Morristown: Morristown High School  
Sat, 1:30–4:30pm (Spring)  
New Brunswick: Middlesex County College  
Sat, 1:30–4:30pm (Spring)  
Newark: SEIU 32BJ Office  
Sat, 1:30–4:30pm (Spring)  

**Computer: Word Processing (MS Word)**  
**COURSE:** 11 WEEKS  
**Prerequisite(s):** Computer: Basics/New Users  
**Note:** Test out available  
Develop word processing skills using Microsoft Word. Create a document from a template, perform basic formatting, insert graphics, spell-check, and print. Note: For an equivalent self-paced class online, see the ‘Online: Microsoft Word: Basics’ listing on page 53.  

**CONNECTICUT**  
Norwalk: Norwalk Community College  
Sat, 1–4pm (Spring)  

**FLORIDA**  
Fort Lauderdale: Nova Southeastern University  
Sat, 2–5pm (Winter)  
Miami: SEIU 32BJ Office  
Sat, 2–5pm (Winter)  

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

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**Members took over 3,800 remote sessions last year. Look for this icon ( ) for classes available remotely.**
COURSES AND QUICK COURSES

REGISTER AT 32BJMEMBERPORTAL.ORG

Key to symbols
Available Online 🌐
New Course / Location 📍
Testing Fees Paid by Student 💸
Available in Spanish 🇲🇽
Remote Learning (Zoom) 📡
Third Party Certification 📙

CPR/AED

QUICK COURSE: ONE 4-HOUR SESSION

Recognize the signs of cardiac arrest, ensure immediate notification for emergency response, and learn how to perform cardio-pulmonary resuscitation (CPR) on an adult, child, or infant, and use an automated external defibrillator (AED).

Certifying Bodies: American Heart Association/American Red Cross

CONNECTICUT

Hartford: Capital Community College
Nov 18, Sat, 9am–1pm (Español)

Hartford: 32BJ SEIU Office
Sep 16, Sat, 9am–1pm

Norwalk: Norwalk Community College
Dec. 2, Sat, 8:30am–12:30pm

MICHIGAN

CPR, Manhattan, NY

LARGO: Prince George’s Community College
Nov 12, Sun, 1–5pm (Español)
Mar 9, Sat, 1–5pm (Español)
Apr 28, Sun, 1–5pm (Español)
Silver Spring: Montgomery College
Nov 19, Sun, 1–5pm (Español)
Jun 1, Sat, 1–5pm (Español)

MARYLAND

Baltimore: Baltimore City Community College
Dec 2, Sat, 1–5pm (Español or English)
Mar 16, Sat, 1–5pm (Español or English)
May 18, Sat, 1–5pm (Español or English)

GERMANTOWN: Montgomery College
Oct 22, Sun, 1–5pm (Español)
Feb 18, Sun, 1–5pm (Español)
May 12, Sun, 1–5pm (Español)

HYATTSVILLE: Prince George’s Community College
Nov 4, Sat, 12:30–4:30pm (Español)
Mar 2, Sat, 12:30–4:30pm (Español)
Jun 8, Sat, 12:30–4:30pm (Español)

NEW JERSEY

Bound Brook: Bound Brook High School
Nov 12, Sat, 12:30–4:30pm (Español)

Dover: The Organization for Hispanic Affairs
May 18, Sat, 1–5pm (Español)

TRENTON: Mercer County Community College
Feb 24, Sat, 1–5pm (Español)
# Courses and Quick Courses

## NEW YORK
- **Garden City: Nassau Community College**
  - Dec 16, Sat, 11am–3pm
  - Mar 23, Sat, 11am–3pm
  - Jun 15, Sat, 11am–3pm
- **Manhattan: 25 West 18th Street**
  - Sep 23, Sat, 9am–1pm
  - Oct 7, Sat, 12:30–4:30pm
  - Oct 16, Mon, 9am–1pm
  - Oct 21, Sat, 12:30–4:30pm
  - Nov 6, Mon, 9am–1pm
  - Nov 11, Sat, 12:30–4:30pm
  - Nov 15, Wed, 12:30–4:30pm
  - Dec 8, Fri, 9am–1pm
  - Jan 10, Wed, 9am–1pm
  - Jan 13, Sat, 12:30–4:30pm (Español)
  - Jan 24, Wed, 9am–1pm (Español)
  - Jan 27, Sat, 12:30–4:30pm
  - Feb 10, Sat, 9am–1pm (Español)
  - Feb 20, Tue, 9am–1pm
  - Feb 23, Fri, 9am–1pm
  - Feb 29, Thu, 9am–1pm
  - Mar 6, Wed, 11am–3pm
  - Mar 7, Thu, 9am–1pm
  - Mar 8, Fri, 9am–1pm
  - Mar 9, Sat, 9am–1pm
  - Mar 19, Tue, 11am–3pm
  - Mar 21, Thu, 9am–1pm
  - Apr 9, Tue, 9am–1pm
  - Apr 16, Tue, 9am–1pm
  - Apr 17, Wed, 9am–1pm
  - Apr 20, Sat, 9am–1pm
  - Apr 22, Mon, 9am–1pm
  - Apr 25, Thu, 9am–1pm
  - May 1, Wed, 9am–1pm
  - May 11, Sat, 1–5pm
  - May 14, Tue, 9am–1pm
  - May 15, Wed, 9am–1pm
  - May 17, Fri, 9am–1pm
  - Jun 7, Fri, 9am–1pm
  - Jun 10, Mon, 9am–1pm
  - Jun 19, Wed, 1–5pm
  - Jun 21, Fri, 12:30–4:30pm
  - Jun 25, Tue, 9am–1pm

## PENNSYLVANIA
- **Pittsburgh: SEIU 32BJ Office**
  - Oct 11, Wed, 9am–1pm
  - Dec 7, Thu, 1–5pm
  - Feb 24, Sat, 9am–1pm
  - May 23, Thu, 8:30am–12:30pm

## RHODE ISLAND
- **Providence: Rhode Island School of Design**
  - Oct 28, Sat, 9:30am–1:30pm (Español)

## VIRGINIA
- **Arlington: Syphax Adult Education Center**
  - Oct 28, Sat, 12–4pm (Español)
  - Feb 17, Sat, 12–4pm (Español)
  - May 18, Sat, 12–4pm (Español)
- **McLean: International Language Academy**
  - Oct 21, Sat, 12–4pm (Español)
  - Feb 10, Sat, 12–4pm (Español)
  - May 11, Sat, 12–4pm (Español)

## WASHINGTON, DC
- **SED Center**
  - Nov 5, Sun, 12–4pm (Español)
  - Feb 25, Sun, 12–4pm (Español)
  - May 19, Sun, 12–4pm (Español)

#### CPR/AED/First Aid

**Quick Course: One 8-Hour Session**

Recognize the signs of cardiac arrest, how to notify emergency response, perform CPR on an adult or child, and use an automated external defibrillator (AED). Learn appropriate responses to heart attacks, choking, diabetic shock and how to stabilize victims until EMS arrives.

**Certifying Bodies:** American Heart Association/American Red Cross

## PENNSYLVANIA
- **Philadelphia, Pennsylvania**
  - Nov 4, Sat, 9am–5pm
  - Feb 17, Sat, 9am–5pm
  - May 11, Sat, 9am–5pm

## NEW YORK
- **Bronx: Monroe College**
  - (East Fordham Road)
  - Nov 4, Sat, 9am–5pm
  - Feb 17, Sat, 9am–5pm
  - May 11, Sat, 9am–5pm

## RHODE ISLAND
- **Providence: Rhode Island School of Design**
  - Oct 28, Sat, 9:30am–1:30pm

## VIRGINIA
- **Arlington: Syphax Adult Education Center**
  - Oct 28, Sat, 12–4pm (Español)
  - Feb 17, Sat, 12–4pm (Español)
  - May 18, Sat, 12–4pm (Español)

## WASHINGTON, DC
- **SED Center**
  - Nov 5, Sun, 12–4pm (Español)
  - Feb 25, Sun, 12–4pm (Español)
  - May 19, Sun, 12–4pm (Español)

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**“As a Building Services professional, one of our mottos is ‘Treat people how you want to be treated.’ At 32BJ Training I can take classes to help me better apply that attitude.”**

**Ashley Hart**

**Location:** Philadelphia, Pennsylvania  
**Job Title:** Bus Attendant  
**Employer:** Philadelphia School District  
**Course(s) Taken:** Online: Basic Principles of Electricity, Online OSHA 10-Hour General, Online: OSHA 30-Hour Construction Training
Electricity Basics

COURSE: 11 WEEKS
Learn basic electrical theory, codes and energy efficient best practices. Identify wires, cables, and service distribution panels. Maintain and repair electrical components safely. Must have appropriate reading and math levels or high school diploma or its equivalent and successful completion of or concurrent enrollment in Online: Tools of the Trade. Note: Test out available.

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

NEW YORK
Bronx: Monroe College
(East Fordham Road)
Sat, 9am–4pm
Mon & Wed, 6–9pm
Tue & Thu, 6–9pm
Manhattan: 25 West 18th Street
Sat, 9am–4pm
Tue & Thu, 8:30–11:30am
Tue & Thu, 11:45am–2:45pm
Tue & Thu, 3–5:45pm (Winter)
Tue & Thu, 6–9pm
Wed & Fri, 8:30–11:30am (Fall)
Wed & Fri, 11:45am–2:45pm (Fall)
Wed & Fri, 2:45–5:45pm (Spring)
Wed & Fri, 6–9pm
Queens: Queens College
Sat, 9am–4pm
Mon & Wed, 9am–12pm
Mon & Wed, 6–9pm
White Plains: 99 Church Street
Sat, 9am–4pm
Tue & Thu, 6–9pm

PENNSYLVANIA
Philadelphia: 32BJ SEIU Office
Sat, 8am–3pm
Mon & Wed, 6–9pm (Fall)

Disaster Preparedness & Crisis Management

QUICK COURSE: TWO 3-HOUR SESSIONS OR ONE 6-HOUR SESSION
Learn about the phases of disasters, their potential impacts, and how to support residents and restore building operations. Understand how to manage emergencies to prevent crisis situations.
Partner: Pinnacle Performance Management

NEW YORK
Manhattan: 25 West 18th Street
Apr 24–May 1, Wed, 11am–2pm
REMOTE LEARNING (ZOOM)
Feb 16, Fri, 2–8pm

Doorperson Skills: Excellence in Service

QUICK COURSE: ONE 3-HOUR SESSION
Develop strong communication skills to maintain professionalism, multitask, and remain calm under pressure. Harness the many talents it takes to run the customer service functions of a building.

NEW YORK
Manhattan: 25 West 18th Street
Nov 11, Sat, 1–4pm
Mar 9, Sat, 1–4pm
May 7, Tue, 6–9pm
White Plains: 99 Church Street
May 14, Tue, 6–9pm
REMOTE LEARNING (ZOOM)
Oct 11, Wed, 6–9pm
Feb 20, Tue, 11am–2pm
Apr 10, Wed, 6–9pm

Customer Service

QUICK COURSE: ONE 4-HOUR SESSION
Learn to communicate effectively with tenants, employers, coworkers, and members of the public. Through discussion and role-play, learn about conflict resolution, professional conduct, and communication skills.
Note: For an equivalent self-paced class online, see the listing on page 51.

NEW YORK
Manhattan: 25 West 18th Street
Nov 2, Thu, 11am–3pm
Feb 9, Fri, 5–9pm
May 4, Sat, 12:30–4:30pm

PENNSYLVANIA
Philadelphia: 32BJ SEIU Office
Oct 21, Sat, 12:30–4:30pm
Feb 10, Sat, 12:30–4:30pm
Apr 27, Sat, 12:30–4:30pm
Courses and Quick Courses

**Electricity: Troubleshooting**

**QUICK COURSE**: VARES

**Prerequisite(s)**: Electricity Basics

**Note**: Test out available

Learn to read electrical blueprints. Troubleshoot and repair lighting fixtures, circuits and low voltage systems such as control devices.

**NEW YORK**

**Manhattan**: 25 West 18th Street

Nov 6–Dec 11, Mon, 6–9pm

Jan 22–Mar 4, Mon, 11am–2pm

Jan 22–Mar 4, Mon, 6–9pm

Apr 9–May 14, Tue, 3–5:45pm

Apr 11–May 16, Thu, 3–5:45pm

Apr 22–Jun 3, Mon, 11am–2pm

Apr 22–Jun 3, Mon, 6–9pm

**White Plains**: 99 Church Street

Feb 5–Feb 26, Mon & Wed, 6–9pm

**Maryland**

**Baltimore**: Baltimore City Community College

Sat, 9am–2pm

**Germantown**: Montgomery College

Sat, 9am–2pm

**Hyattsville**: Prince George’s Community College

Sat, 9am–2pm

Tue & Thu, 10am–1pm

Fri, 9am–2pm

**Largo**: Prince George’s Community College

Sat, 9am–2pm

**Rockville**: Montgomery College

Sat, 9am–2pm

**Silver Spring**: Montgomery College

Sat, 9am–2pm

**Massachusetts**

**Boston**: 32BJ SEIU Office

Sat, 9am–12:30pm

Sat, 1:30–5pm

Tue, 9:30am–1pm

Tue, 1:30–5pm

Wed, 9:30am–1pm

Wed & Fri, 10am–12pm

Wed & Fri, 3–5pm

Fri, 9:30am–1pm

**Brockton**: Arnone Elementary School

Sat, 9am–12:30pm

**Lawrence**: Northern Essex Community College

Sat, 9am–12:30pm

**Lowell**: First United Baptist Church

Sat, 9am–12:30pm

**Lynn**: Lynn Vocational Technical Institute

Sat, 9am–12:30pm

**Marlborough**: Assabet Valley Collaborative

Sat, 8:30am–12pm

**Waltham**: Waltham Community and Cultural Center

Sat, 9am–12:30pm

**Worcester**: Worcester State University

Sat, 9am–12:30pm

**New Jersey**

**Bound Brook**: Bound Brook High School

Sat, 9am–1pm

**Camden**: Camden County College

Sat, 9am–1pm

**Dover**: The Organization for Hispanic Affairs

Sat, 9am–1pm

**Elizabeth (Kellogg)**: Union County College

Sat, 9am–1pm

**Hackensack**: Bergen County Technical Schools

Sat, 9am–1pm

**Connecticut**

**Bridgeport**: Housatonic Community College

Sat, 8:30am–12:30pm

**Danbury**: Western CT State University

Sat, 8:30am–12:30pm

**Hartford**: Capital Community College

Sat, 9am–1pm

**New Haven**: Adult Education Center

Sat, 8:30am–12:30pm

**Norwalk**: Norwalk Community College

Sat, 8:30am–12:30pm

**Stamford**: University of Connecticut (UCONN)

Sat, 8:30am–12:30pm

**Florida**

**Fort Lauderdale**: Nova Southeastern University

Sat, 9:30am–1:30pm

**Miami**: 32BJ SEIU Office

Sat, 9:30am–1:30pm

**Connecticut**

**Worcester**: Worcester State University

Sat, 9am–12:30pm

**New Jersey**

**New Brunswick**: Middlesex County College

Sat, 9am–1pm

**Newark**: 32BJ SEIU Office

Sat, 9am–1pm

Mon, 9am–1pm

Mon, 4–8pm

Wed, 9am–1pm

**Paterson**: Passaic County Community College

Sat, 9am–1pm

**Pre-English as a Second Language**

**COURSE**: 11 WEEKS

Develop basic literacy including reading, writing, and communication skills. Recognize letters and sounds to develop vocabulary. Build reading fluency and practice sentence formation. Contact us at 888-284-3225 for more information.

**English as a Second Language: Intro & Levels I-IV**

**COURSE**: 11 WEEKS

Develop English skills to become more successful and confident at work and in daily life. Practice speaking, listening, reading, writing, grammar, and pronunciation through interactive activities inspired by real-world scenarios. Students will be assessed to ensure placement in the correct level. Note: For an equivalent self-paced class online, see page 51.

**Four Ways to Learn English!**

1. **In Person**
   - Participate in one of our traditional in-person classes at fifty-plus locations.

2. **Remote**
   - Take a class over Zoom with a live instructor and other students.

3. **Cell Phone**
   - Use your mobile device to learn on the go through Cell-Ed. This unique program allows you to work at your own pace, receive feedback, and engage with a coach.

4. **Online**
   - Take class at your own pace online.
   - Contact us at 888-284-3225 for more information.
Plainfield: Union County College  
Sat, 9am–1pm  
Trenton: Mercer County Community College  
Sat, 9am–1pm  
Union City: Hudson County Community College  
Sat, 9am–1pm  
NEW YORK  
Bronx: Monroe College  
(East Fordham Road)  
Sat, 9am–1pm  
Tue & Thu, 6–8pm  
Wed & Thu, 10am–12pm  
Garden City: Nassau Community College  
Sat, 10am–2pm  
Manhattan: 25 West 18th Street  
Sat, 9am–1pm  
Tue & Thu, 12–2pm  
Tue & Thu, 2–4pm  
Tue & Thu, 6–8pm  
New Rochelle: Monroe College  
Sat, 9am–1pm  
Queens: Queens College  
Sat, 9am–1pm  
Tue & Thu, 6–8pm  
White Plains: 99 Church Street  
Sat, 9am–1pm  
Mon & Wed, 6–8pm  
Yonkers: Saunders Trades and Technical High School  
Sat, 9am–1pm  
RHODE ISLAND  
Providence: Rhode Island School of Design  
Sat, 9am–12:30pm  
VIRGINIA  
Arlington: Syphax Adult Education Center  
Sat, 9am–2pm  
McLean: International Language Academy  
Sat, 9am–2pm  
WASHINGTON, DC  
SED Center  
Sat, 9am–2pm  
Mon, Wed & Thu, 10am–12pm  
REMOTE LEARNING (ZOOM)  
Sat, 9am–1pm  
Sat, 1–5pm  
Mon & Wed, 6–8pm  
Tue & Thu, 10am–12pm  
Tue & Thu, 12–2pm  
Tue & Thu, 6–8pm  
Wed & Fri, 10am–12pm

English as a Second Language: Carpentry Projects  
QUICK COURSE: EIGHT 3-HOUR SESSIONS  
Prerequisite(s): English as a Second Language II  
Learn work-specific English from two instructors, one ESL instructor and one carpentry instructor, while doing hands-on basic carpentry projects. Must have proven ability to speak and write English.

MARYLAND  
Camp Springs: Prince George’s Community College  
Oct 14–Dec 9, Sat, 1–4pm  
Jan 20–Mar 9, Sat, 1–4pm  
Apr 27–Jun 22, Sat, 1–4pm

English as a Second Language: Electricity Projects  
QUICK COURSE: EIGHT 3-HOUR SESSIONS  
Prerequisite(s): English as a Second Language II  
Learn work-specific English from two instructors, one English and one electricity, while doing hands-on basic electricity projects. Must have proven ability to speak and write English.

MARYLAND  
Camp Springs: Prince George’s Community College  
Oct 14–Dec 9, Sat, 9am–12pm  
Jan 20–Mar 9, Sat, 9am–12pm  
Apr 27–Jun 22, Sat, 9am–12pm

English as a Second Language: Plumbing Projects  
QUICK COURSE: EIGHT 3-HOUR SESSIONS  
Prerequisite(s): English as a Second Language II  
Learn work-specific English from two instructors, one ESL instructor and one plumbing instructor, while doing hands-on basic plumbing projects. Must have proven ability to speak and write English.

MARYLAND  
Camp Springs: Prince George’s Community College  
Oct 14–Dec 9, Sat, 9am–12pm  
Jan 20–Mar 9, Sat, 9am–12pm  
Apr 27–Jun 22, Sat, 9am–12pm

Over 2,600 members enrolled in a class for the first time in 2022/23
# Courses and Quick Courses

The FDNY requires Certificates of Fitness for many job responsibilities. The Training Fund offers courses preparing members to take necessary exams and earn these certificates. While the FDNY requires a letter of recommendation from employers for these exams, this letter is not needed to attend our classes. You can find more details at the FDNY website by entering “FDNY Certificates of Fitness” in your web browser.

## FDNY: Citywide Fire Guard for Impairment (F-01)

**Quick Course:**
One 3-hour session

*Formerly known as Fire Guard for Impairment*
Prepare to take the FDNY Certificate of Fitness Examination for Citywide Fire Guard for Impairment (F-01), which replaces the F-36 and F-91.

**New York**
- **Manhattan:** 25 West 18th Street
  - Jan 20, Sat, 12:30–3:30pm
  - Jun 4, Tue, 3–6pm
- **Remote Learning (Zoom)**
  - Oct 17, Tue, 3–6pm
  - Nov 1, Wed, 6–9pm
  - Mar 5, Tue, 3–6pm
  - Mar 20, Wed, 6–9pm
  - May 14, Tue, 6–9pm
  - Jun 14, Fri, 6–9pm

## FDNY: Emergency One-Way Voice Announcement Personnel (F-53)

**Quick Course:**
Two 2-hour or One 4-hour session

Prepare to take the FDNY’s Certificate of Fitness Examination for the Emergency One-Way Voice Announcement Personnel (F-53). Note: Your employer must complete the appropriate FDNY forms and you must have a verification letter from your building’s fire alarm company in order to qualify to take the exam.

**New York**
- **Bronx:** Monroe College (East Fordham Road)
  - Oct 10–Oct 17, Tue, 6–8pm
- **Remote Learning (Zoom)**
  - Feb 2, Fri, 5–9pm
  - Jun 3–Jun 10, Mon, 6–8pm

## FDNY: Coordinator of Fire Safety & Alarm Systems in Homeless Shelters (F-80)

**Quick Course:**
Two 4-hour sessions

Prepare to take the FDNY Certificate of Fitness Examination for Coordinator of Fire Safety & Alarm Systems in Homeless Shelters (F-80). Note: Your employer must complete the appropriate FDNY forms for you to qualify to take the exam. Upon successful completion the 32BJ Training Fund will also provide you with a diploma to be presented to the FDNY.

**New York**
- **Manhattan:** 25 West 18th Street
  - Oct 10–Oct 17, Tue, 10am–2pm
  - Nov 30–Dec 7, Thu, 10am–2pm
  - Jan 18–Jan 25, Thu, 2–6pm
  - Feb 20–Feb 27, Tue, 10am–2pm
  - Apr 30–May 7, Tue, 10am–2pm

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

**Quick Course:**
One 3-hour session

Prepare to take the FDNY Certificate of Fitness Examination for Fire and Emergency Drill Conductor (F-07). Learn how to lead fire drills in buildings that do not require a Fire Safety Director.

**Remote Learning (Zoom)**
- Nov 17, Fri, 6–9pm
- Feb 9, Fri, 12–3pm
- May 16, Thu, 6–9pm

## FDNY: Fire & Life Safety Director (F-89)

**Course:**
12 weeks

Prepare for the FDNY Fire Life & Safety Director (FLSD) Certificate of Fitness Examinations (F-85/F-89). Must have appropriate reading levels, or high school diploma, or its equivalent. Must be assigned to a commercial building to take the on-site exam. Upon successful completion, the Training Fund will issue a letter for FDNY. Must provide to FDNY written proof of assignment to a commercial building to take the on-site exam.

**New York**
- **Bronx:** Monroe College (East Fordham Road)
  - Mon, 5:30–9pm
  - Manhattan: 25 West 18th Street
  - Sat, 9am–1pm
  - Tue, 5–9pm
  - Fri, 9am–1pm
  - Queens: Queens College
  - Sat, 9am–1pm
- **Remote Learning (Zoom)**
  - Wed, 11am–3pm (Winter)

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

**Quick Course:**
One 3-hour session

Prepare for the FDNY Fire Life & Safety Director (FLSD) Certificate of Fitness Examinations (F-85/F-89). Must have appropriate reading levels, or high school diploma, or its equivalent. Upon successful completion, the Training Fund will issue a letter for FDNY. Must provide to FDNY written proof of assignment to a commercial building to take the on-site exam.

**New York**
- **Manhattan:** 25 West 18th Street
  - Mar 23, Sat, 1–4pm
  - May 1, Wed, 1–4pm
- **Remote Learning (Zoom)**
  - Oct 16, Mon, 1–4pm
**Key to symbols**

- Available Online
- New Course / Location
- Testing Fees Paid by Student
- Available in Spanish
- Remote Learning (Zoom)
- Third Party Certification

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**FDNY: Refrigerating System Operating Engineer I (Q-01)**

**COURSE:** 11 WEEKS  
**Prerequisite(s):** Air Conditioning & Refrigeration III

Learn advanced refrigerating theory and how it applies to evaporators, condensers, metering devices, and compressors in commercial refrigerating. **Note:** In order to take the exam, you must have a high school diploma or GED. If you have a degree issued from outside the US and/or it is not in English, it needs to be evaluated by an independent evaluation service accepted by the FDNY. For a list of approved services visit: https://on.nyc.gov/3bzg2zv

**NEW YORK**
- Bronx: Monroe College  
  - Mon & Wed, 6–9pm (Spring)
  - Tue & Thu, 6–9pm (Winter)
- Manhattan: 25 West 18th Street  
  - Sat, 9am–4pm (Winter)
  - Tue & Thu, 6–9pm (Winter)
  - Wed & Fri, 6–9pm (Winter)
- Queens: Queens College  
  - Sat, 9am–4pm (Winter)
- White Plains: 99 Church Street  
  - Sat, 9am–4pm (Winter)
  - Mon & Wed, 6–9pm (Winter)

**REMOTE LEARNING (ZOOM)**
- Tue & Thu, 9am–12pm (Winter)
- Wed & Fri, 9am–12pm (Winter)

**FDNY: Refrigerating System Operating Engineer II (Q-01)**

**COURSE:** 11 WEEKS  
**Prerequisite(s):** FDNY: Refrigerating System Operating Engineer I (Q-01)

Troubleshoot a variety of compressor systems and understand the fundamentals of commercial refrigerating system accessories. Understand the required New York City codes for refrigerating system operation.

**NEW YORK**
- Bronx: Monroe College  
  - Mon & Wed, 6–9pm (Spring)
  - Tue & Thu, 6–9pm (Winter)
- Manhattan: 25 West 18th Street  
  - Sat, 9am–4pm (Winter)
  - Tue & Thu, 6–9pm (Winter)
  - Wed & Fri, 6–9pm (Winter)
- Queens: Queens College  
  - Sat, 9am–4pm (Winter)
- White Plains: 99 Church Street  
  - Sat, 9am–4pm (Winter)
  - Mon & Wed, 6–9pm (Winter)

**REMOTE LEARNING (ZOOM)**
- Tue & Thu, 9am–12pm (Winter)
- Wed & Fri, 9am–12pm (Winter)

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**FDNY: Fire Guard for Torch Operations (F-60)**

**QUICK COURSE:** ONE 3-HOUR SESSION  
Prepare to take the FDNY Certificate of Fitness Examination for Fire Guard for Torch Operations (F-60).

**NEW YORK**
- Manhattan: 25 West 18th Street  
  - Oct 4, Wed, 6–9pm
  - Feb 1, Thu, 11am–2pm
  - May 13, Mon, 11am–2pm
- **REMOTE LEARNING (ZOOM)**
  - Nov 11, Sat, 1:30–4:30pm
  - Jan 18, Thu, 6–9pm
  - May 16, Thu, 6–9pm

**FDNY: Inspection, Cleaning & Testing of Smoke Detectors (F-78)**

**QUICK COURSE:** ONE 3-HOUR SESSION  
Prepare to take the examination for the FDNY Certificate of Fitness for Inspection, Cleaning & Testing of Smoke Detectors (F-78). **Note:** Employer letter must state the building has proper tools for inspection, cleaning, and testing.

**NEW YORK**
- Bronx: Monroe College  
  - Mon & Wed, 6–9pm (Winter)
  - Tue & Thu, 6–9pm (Fall)
- Manhattan: 25 West 18th Street  
  - Tue & Thu, 6–9pm (Fall)
- Queens: Queens College  
  - Wed & Fri, 6–9pm (Fall)
- White Plains: 99 Church Street  
  - Wed & Fri, 6–9pm (Fall)

**REMOTE LEARNING (ZOOM)**
- Sep 30, Sat, 1:30–4:30pm
- Feb 9, Fri, 6–9pm
- Apr 26, Fri, 6–9pm

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“I started in this industry over 12 years ago and had zero experience. Thanks to the Training Fund, I was able to advance my career and achieve my goals.”

**Joseph Caccavale**

**Location:** Manhattan, New York  
**Job Title:** Resident Manager  
**Employer:** John B. Lovett & Associates  
**Course(s) Taken:** CPR/AED/First Aid, Heat Timer: Hot Water Reset & many others!
Courses and Quick Courses

FDNY: Refrigerating System Operating Engineer III (Q-01)
COURSE: 11 WEEKS
Prerequisite(s): FDNY: Refrigerating System Operating Engineer II (Q-01)
Develop test taking strategies and prepare to take the FDNY’s Certificate of Qualification examinations for Refrigerating Operating Engineer (Z-51, Z-52). Note: Upon successful completion, 32BJ Training Fund will issue a letter to be presented to the FDNY. Students who register for this course will automatically be registered in Online: FDNY: Refrigerating System Operating Engineers Simulation Practice.

NEW YORK
Bronx: Monroe College (East Fordham Road)
Mon & Wed, 6–9pm (Fall)
Tue & Thu, 6–9pm (Spring)
Manhattan: 25 West 18th Street
Sat, 9am–4pm (Spring)
Tue & Thu, 6–9pm (Spring)
Wed & Fri, 6–9pm (Spring)
Queens: Queens College
Sat, 9am–4pm (Spring)
White Plains: 99 Church Street
Sat, 9am–12pm
Mon, 6–9pm
REMOTE LEARNING (ZOOM)
Tue & Thu, 9am–12pm (Spring)
Wed & Fri, 9am–12pm (Spring)

FDNY: Refrigerating System Operating Engineer Practical Examination (Q-01)
QUICK COURSE: SIX 3-HOUR SESSIONS
Prerequisite(s): FDNY: Refrigerating System Operating Engineer III (Q-01)
Prepare to take the computer-simulated FDNY Refrigerating Systems Operating Engineer (RMO) Certificate of Qualification practical examination (Z-52). Must possess proof that you have passed the FDNY’s Refrigerating Systems Operating Engineer Written Exam (Z-51).

NEW YORK
Manhattan: 25 West 18th Street
Oct 25–Dec 6, Wed, 9am–12pm
Jan 19–Feb 23, Fri, 6–9pm
Apr 19–May 24, Fri, 6–9pm

FDNY: Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)
COURSE: 11 WEEKS
Prepare for the FDNY’s Certificate of Fitness Examinations for S-12, S-13, S-14, and S-15. Must have appropriate reading levels, or high school diploma, or its equivalent.

NEW YORK
Bronx: Monroe College (East Fordham Road)
Tue, 6–9pm
Wed, 6–9pm
Manhattan: 25 West 18th Street
Wed, 6–9pm (Fall)
Fri, 11am–2pm (Winter, Spring)
Fri, 1–4pm (Spring)
Queens: Queens College
Sat, 1:30–4:30pm
White Plains: 99 Church Street
Sat, 9am–12pm
Mon, 6–9pm
REMOTE LEARNING (ZOOM)
Sat, 9am–12pm (Fall, Spring)
Fri, 11am–2pm (Fall)

FDNY: Supervise Fuel Oil Transfer in Buildings (P-98)
QUICK COURSE:
ONE 3-HOUR SESSION
Prepare for the FDNY consolidated examination for the Certificate of Fitness for Supervise Fuel-Oil Transfer in Buildings (P-98).

NEW YORK
Bronx: Monroe College (East Fordham Road)
Nov 21, Tue, 6–9pm
Manhattan: 25 West 18th Street
Oct 6, Fri, 6–9pm
Feb 23, Fri, 6–9pm
REMOTE LEARNING (ZOOM)
Nov 6, Mon, 11am–2pm
Jan 22, Mon, 11am–2pm
Apr 22, Mon, 11am–2pm

FDNY: Supervision of Fire Alarm Systems (S-95)
QUICK COURSE:
ONE 3-HOUR SESSION
Prepare to take the FDNY’s Certificate of Fitness examination for Supervision of Fire Alarm Systems (S-95).

NEW YORK
Manhattan: 25 West 18th Street
Oct 17, Sat, 1:30–4:30pm
Jun 1, Sat, 1:30–4:30pm
REMOTE LEARNING (ZOOM)
Nov 8, Wed, 6–9pm
Feb 17, Sat, 4:30–7:30pm
Mar 4, Mon, 6–9pm
Apr 25, Thu, 6–9pm

FDNY: Supervision of Handling & Dispensing Flammable or Combustible Liquids in Portable Containers (S-94)
QUICK COURSE:
TWO 3-HOUR SESSIONS
Prepare to take the FDNY’s Certificate of Fitness examination for Supervision of Handling and Dispensing Flammable or Combustible Liquids in Portable Containers (Citywide) (S-94).

NEW YORK
Manhattan: 25 West 18th Street
Oct 28–Nov 4, Sat, 10am–1pm
Jan 24–Jan 31, Wed, 10am–1pm
Feb 22–Feb 29, Thu, 6–9pm
May 1–May 8, Wed, 6–9pm
Jun 14–Jun 21, Fri, 10am–1pm
REMOTE LEARNING (ZOOM)
Nov 10–Nov 17, Fri, 6–9pm
Dec 12–Dec 19, Tue, 9am–12pm
Mar 12–Mar 19, Tue, 6–9pm
Apr 20–Apr 27, Sat, 9am–12pm
Jun 1–Jun 8, Sat, 12:30–3:30pm
FDNY: Supervision of Stationary Energy Storage Systems (B-28)

**COURSE:** 11 WEEKS

Learn the accepted standards, requirements and procedures for the design, installation, operation, inspection, maintenance, and decommissioning of outdoor stationary storage battery systems (B-28). Note: Must submit Battery System Training Verification Letter to FDNY from the battery system owner, manufacturer or the installer of the battery system.

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Sat, 9–11am (Fall)
  - Sat, 10am–12pm (Spring)
  - Tue, 6–8pm (Fall)
  - Wed, 2–4pm (Winter)
  - Thu, 10am–12pm (Winter)
- **REMOTE LEARNING (ZOOM)**
  - Sat, 9–11am (Winter)
  - Tue, 9–11am (Spring)
  - Wed, 11am–1pm (Fall)
  - Wed, 6–8pm (Spring)
  - Fri, 1–3pm (Fall)
  - Fri, 6–8pm (Winter)

FDNY: Supervision of Storage, Handling & Use of Flammable or Combustible Liquids in Portable Containers (C-92)

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

Prepare to take the FDNY’s Certificate of Fitness examination for Supervision of Storage, Handling, and use of Flammable or Combustible Liquids (C-92).

**REMOTE LEARNING (ZOOM)**
- Oct 31–Nov 14, Tue, 6–9pm
- Mar 2–Mar 16, Sat, 1–4pm
- May 7–May 21, Tue, 1–4pm

FDNY: Torch Use of Flammable Gases (G-60)

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

Prepare to take the examination for the Certificate of Fitness for Torch Use of Flammable Gases (G-60). Note: Must possess and present a valid New York State security guard license to take the test.

**NEW YORK**
- Bronx: Monroe College (East Fordham Road)
  - Jan 23, Tue, 6–9pm
- Manhattan: 25 West 18th Street
  - Oct 11, Wed, 6–9pm
  - May 24, Fri, 6–9pm
- White Plains: 99 Church Street
  - Feb 13, Tue, 6–9pm
- **REMOTE LEARNING (ZOOM)**
  - Oct 31–Nov 14, Tue, 6–9pm
  - Mar 2–Mar 16, Sat, 1–4pm
  - May 7–May 21, Tue, 1–4pm

FDNY: Watchperson at Construction Sites (S-60)

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

Prepare to take the FDNY Certificate of Fitness Examination for Watchperson at Construction Sites (S-60). Note: Must possess and present a valid New York State security guard license to take the test.

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Oct 10, Tue, 6–9pm
  - Jan 27, Sat, 12–3pm
  - Apr 19, Fri, 9am–12pm
  - May 29, Wed, 6–9pm
- **REMOTE LEARNING (ZOOM)**
  - Nov 8, Wed, 6–9pm
  - Dec 9, Sat, 1–4pm
  - Feb 9, Fri, 11am–2pm
  - Mar 16, Sat, 11am–2pm
  - Jun 20, Thu, 1–4pm

Plumbing Basics, Manhattan, NY

Over 60 courses with remote learning options
Courses and Quick Courses

**Fire Safety: Evacuation Supervisor**

**COURSE: 11 WEEKS**

Know how to assist the Fire and Life Safety Director and how to perform their responsibilities when they are not on duty. Learn the practical measures required to protect life during fire and non-fire emergencies.

**NEW YORK**
Manhattan: 25 West 18th Street
Sat, 9–11am (Fall)
Thu, 9–11am (Spring)
Fri, 6–8pm (Winter)

REMOTE LEARNING (ZOOM)
Sat, 10am–12pm (Spring)
Tue, 1–3pm (Winter)
Wed, 6–8pm (Fall)

**Fire Safety for Residential Buildings**

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

Learn to conduct fire safety inspections and what is needed to comply with applicable codes and standards.

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 5, Thu, 6–9pm
Dec 8, Fri, 6–9pm
Feb 23, Fri, 6–9pm
Mar 7, Thu, 6–9pm
Apr 18, Thu, 6–9pm
Jun 7, Fri, 6–9pm

REMOTE LEARNING (ZOOM)
Nov 3, Fri, 11am–2pm
Dec 9, Sat, 1–4pm
Feb 2, Fri, 11am–2pm
May 18, Sat, 12:30–3:30pm
May 31, Fri, 11am–2pm

**Financial Literacy**

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

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

**Partner: 32BJ Legal Fund**

**NEW YORK**
Manhattan: 25 West 18th Street
May 10–May 17, Fri, 6–9pm

PENNSYLVANIA
Philadelphia: 32BJ SEIU Office
Jan 20–Jan 27, Sat, 9am–12pm

REMOTE LEARNING (ZOOM)
Oct 12–Oct 19, Thu, 6–9pm
Oct 17–Oct 24, Tue, 12–3pm
Feb 3–Feb 10, Sat, 9am–12pm
Feb 5–Feb 12, Mon, 6–9pm
May 31, Fri, 3–9pm

**First Aid**

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

Learn appropriate responses to heart attacks, choking, diabetic shock, and how to stabilize victims until EMS arrives.

**Certifying Bodies: American Heart Association/American Red Cross**

**CONNECTICUT**
Hartford: Capital Community College
Dec 2, Sat, 9am–1pm (Español)
Hartford: 32BJ SEIU Office
Sep 30, Sat, 9am–1pm
Norwalk: Norwalk Community College
Nov 18, Sat, 8:30am–12:30pm

**FLORIDA**
Miami: 32BJ SEIU Office
May 18, Sat, 11am–3pm

**NEW YORK**
Brooklyn: New York City College of Technology (Jay Street)
Oct 13, Fri, 9am–4pm
Feb 23, Fri, 9am–4pm
May 31, Fri, 9am–4pm

**Floor Care: Long Term**

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

Learn to operate high-speed floor machines and review procedures for long-term floor care.

**Partner: New York City College of Technology**

**NEW YORK**
Brooklyn: New York City College of Technology (Jay Street)
Oct 13, Fri, 9am–4pm
Feb 23, Fri, 9am–4pm
May 31, Fri, 9am–4pm

**Floor Care: Terrazzo & Tile**

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

Learn to clean and maintain terrazzo floors properly. Develop skills in stripping, waxing, and finishing terrazzo floors.

**Partner: New York City College of Technology**

**NEW YORK**
Brooklyn: New York City College of Technology (Jay Street)
Oct 21, Sat, 9am–4pm
Mar 9, Sat, 9am–4pm
Jun 1, Sat, 9am–4pm

**Gas Safety Training**

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

Know what to do during a gas safety event in a residential building. Learn how to minimize impact to the building and how to work with first responders. Understand New York City gas safety laws.

**Partner: City University of New York: Building Performance Lab & Con Edison**

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 16, Mon, 6–9pm
Oct 30, Mon, 6–9pm
Feb 5, Mon, 6–9pm
Feb 26, Mon, 6–9pm
May 6, Mon, 6–9pm
May 13, Mon, 6–9pm
Green Buildings

Are you ready to take green to the next level? Buildings in many cities have to adapt to new requirements to address climate change, including energy codes, energy grades, and carbon emission targets. Green Building courses will help you master the concepts, strategies, and technologies used to make buildings more efficient and sustainable to meet these new demands. These courses also prepare members to earn green credentials and evaluate green certifications for buildings.

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**Green Buildings: Advanced Air Sealing**

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

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

**NEW YORK**

Manhattan: 25 West 18th Street

Nov 27–Dec 4, Mon, 6–9pm
Jan 24–Jan 31, Wed, 6–9pm
Feb 6–Feb 23, Fri, 9am–12pm
May 1–May 8, Wed, 6–9pm

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**Green Buildings: Advanced Lighting**

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

**Prerequisite(s): Electricity Basics**

Note: Test out available

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

**NEW YORK**

Manhattan: 25 West 18th Street

Oct 30–Nov 20, Mon, 11am–2pm
Oct 26–Mar 18, Mon, 6–9pm
May 24–Jun 14, Fri, 9am–12pm

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**Green Buildings: Building Emissions Awareness**

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

Understand the carbon context of buildings and what NYC’s Local Law 97 aims to solve. Learn how building carbon limits are determined, find helpful resources, and see what you can do to lower your carbon emissions.

*Partner: Urban Green Council*

**REMOTE LEARNING (ZOOM)**

Oct 11, Wed, 6–9pm
Oct 23, Mon, 6–9pm
Jan 17, Wed, 6–9pm
Feb 9, Fri, 9am–12pm
Apr 24, Wed, 6–9pm
Jun 6, Thu, 6–9pm

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**Green Buildings: Combustion Safety & Efficiency Testing**

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

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

Learn to identify deficiencies or hazardous conditions using the CAZ (Combustion Appliance Zone) to calculate depressurization limits and proper chimney draft conditions. Analyze efficiency testing results for boilers in multifamily buildings.

**REMOTE LEARNING (ZOOM)**

Oct 6, Fri, 11am–2pm
Jan 22, Mon, 6–9pm
Jun 12, Wed, 9am–12pm
Jun 26, Wed, 6–9pm

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**Green Buildings: How to Conduct a Waste Audit**

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

**Prerequisite(s): Must complete one of the following: Green Commercial: Green Cleaning & Recycling or Green Commercial: Recycling or Green Residential: Recycling for Multifamily Buildings**

Describe the purpose and benefits of conducting a building waste audit. Perform the steps of a waste audit. Interpret results and use targeted strategies to improve waste diversion in your building.

**NEW YORK**

Manhattan: 25 West 18th Street

Mar 20, Wed, 6–9pm

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**Green Buildings: How to Improve Your Building’s Energy Grade**

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

Learn how NYC energy grades are determined, how to improve them, and how to reduce building carbon emissions in the process as per Local Law 97 requirements. Review your building's reported benchmarking data. Receive coaching and borrow tools to implement a targeted list of energy efficiency improvements.

*Partner: New York State Energy Research & Development Authority (NYSERDA)*

**NEW YORK**

Manhattan: 25 West 18th Street

Sep 26–Oct 31, Tue, 6–9pm
Nov 1–Dec 13, Wed, 6–9pm
Jan 5–Feb 9, Fri, 11am–2pm
Feb 12–Mar 25, Mon, 6–9pm
Apr 9–May 14, Tue, 11am–2pm
May 15–Jun 26, Wed, 6–9pm

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Green Buildings

Green Building courses will help you master the concepts, strategies, and technologies used to make buildings more efficient and sustainable to meet these new demands. These courses also prepare members to earn green credentials and evaluate green certifications for buildings.
Courses and Quick Courses

Green Buildings: LEED Arc
QUICK COURSE: ONE 3-HOUR SESSION
Understand how Leadership in Energy and Environmental Design (LEED) uses the digital platform Arc to measure and track building performance. Learn how to set up an Arc account and how 32BJ HQ uses Arc.
REMOTE LEARNING (ZOOM)
Oct 14, Sat, 9am–12pm
Feb 21, Wed, 6–9pm
Jun 25, Tue, 6–9pm

Green Buildings: Passive House Multifamily Buildings
QUICK COURSE: ONE 3-HOUR SESSION
Learn about passive house building design and discuss multifamily buildings that meet passive house standards, the highest efficiency standards in the industry. Review the strategies used to slash energy costs and improve tenant comfort.
REMOTE LEARNING (ZOOM)
Dec 11, Mon, 6–9pm
Feb 7, Wed, 6–9pm
Mar 1, Fri, 9am–12pm
Mar 15, Wed, 6–9pm

Green Buildings: Seminar Series
QUICK COURSE: VARIES
Learn about various green topics and sustainable practices.
REMOTE LEARNING (ZOOM)
Sep 21, Thu, 12:30–1:30pm
Sep 22, Fri, 1–2pm
Mar 27, Wed, 6–9pm

Green Buildings: Understanding Your Building’s Energy Grade
QUICK COURSE: ONE 2-HOUR SESSION
Learn about the energy grades assigned to buildings by New York City—how they are determined, helpful resources, and what you can do to improve your grade.
REMOTE LEARNING (ZOOM)
Oct 16, Mon, 6–8pm
Feb 2, Fri, 9–11am
Apr 29, Mon, 6–8pm

Green Commercial II: Building Operator Certification I
COURSE: 11 WEEKS
Prerequisite(s): Green Commercial I: GPRO Mechanical, Electrical & Plumbing (MEP)
Gain an in-depth understanding of HVAC controls, common opportunities for operational improvements, and scope for energy efficiency. Qualify to earn the Building Operator Certification Level I (BOC I).
Partner & Certifying Body: Northwest Energy Efficiency Council (NEEC)
NEW YORK
White Plains: 99 Church Street
Mon & Wed, 6–9pm (Winter)
REMOTE LEARNING (ZOOM)
Tue & Thu, 9am–12pm (Winter)
Tue & Thu, 6–9pm (Winter)

Green Commercial III: Building Operator Certification II
COURSE: 11 WEEKS
Prerequisite(s): Green Commercial II: Building Operator Certification I
Gain a better understanding of major building systems and the tools to measure performance, energy use, and savings. Qualify to earn the Building Operator Certification Level II (BOC II).
Partner & Certifying Body: Northwest Energy Efficiency Council (NEEC)
NEW YORK
White Plains: 99 Church Street
Mon & Wed, 6–9pm (Spring)
REMOTE LEARNING (ZOOM)
Tue & Thu, 9am–12pm (Spring)
Tue & Thu, 6–9pm (Spring)

Green Commercial I: GPRO Mechanical, Electrical & Plumbing (MEP)
COURSE: 11 WEEKS
Prerequisite(s): Air Conditioning & Refrigeration III
Explore advanced green technologies and strategies used in the mechanical, electrical, and plumbing trades and understand how workers collaborate to employ these strategies. Qualify to take exams for GPRO (Green Professional) Electrical Systems, Plumbing, and Mechanical certificates.
Partner: Urban Green Council
NEW YORK
White Plains: 99 Church Street
Mon, 6–9pm (Fall)
REMOTE LEARNING (ZOOM)
Tue, 9am–12pm (Fall)
Thu, 6–9pm (Fall)

Green Commercial: Green Cleaning & Recycling
QUICK COURSE: ONE 3-HOUR SESSION
Recognize green product certifications, identify and utilize green practices in cleaning, and consider ways to improve indoor air quality. Review waste and recycling policies and inefficiencies and how to report them.
Note: Employer referral only.

Green Residential I: BPI Multifamily Building Operator (MFBO), Manhattan, NY
Green Commercial: Introduction to Green Building Concepts & Reporting  
**QUICK COURSE: ONE 3-HOUR SESSION**  
Understand the basic concepts of climate change and sustainability and how they relate to the building service industry. Explain the importance of building green and identify green building initiatives, such as Leadership in Energy and Environmental Design (LEED). Recognize the importance of reporting inefficient practices in the workplace. Note: Employer referral only.

Green Commercial: Recycling  
**QUICK COURSE: ONE 2-HOUR SESSION**  
Understand recycling rules and regulations in commercial buildings. Define the roles of tenants, cleaners, and carters in fulfilling recycling procedures and avoiding fines. Learn how to set up a recycling station.  
**REMOTE LEARNING (ZOOM)**  
Dec 11, Mon, 6–8pm  
Mar 19, Tue, 9–11am  
May 17, Fri, 9–11am  
May 31, Fri, 6–8pm

Green Commercial: Sustainability in Other Resources  
**QUICK COURSE: ONE 4-HOUR SESSION OR TWO 2-HOUR SESSIONS**  
Identify common energy and water inefficiencies in a commercial building and how to report them. Review health and safety guidelines, and green cleaning best practices. Note: Employer referral only.

Green Professional I: LEED Green Associate  
**QUICK COURSE: 11 WEEKS**  
**Prerequisite(s):** Green Commercial I: GPRO Mechanical, Electrical & Plumbing (MEP)  
Understand the LEED rating systems. Learn the concepts used to certify a building as a LEED Building. Qualify to take the exam for the LEED Green Associate (LEED GA) credential.  
**Certifying Body:** Green Business Certification Inc. (GBCI)  
**NEW YORK**  
Manhattan: 25 West 18th Street  
Mon, 6:30–9pm (Fall)

Green Professional II: LEED AP (O+M)  
**COURSE: 11 WEEKS**  
**Prerequisite(s):** Green Professional I: LEED Green Associate  
Learn about the credits and processes used to certify a building under the LEED Existing Building Operations and Maintenance rating system. Qualify to take the exam for the LEED Accredited Professional (AP) in Operations & Maintenance.  
**Certifying Body:** Green Business Certification Inc. (GBCI)  
**REMOTE LEARNING (ZOOM)**  
Sat, 9am–12pm (Winter)

Green Professional II: LEED AP (O+M) Test Preparation  
**COURSE: 11 WEEKS**  
**Prerequisite(s):** Green Professional II: LEED AP (O+M)  
Prepare for the LEED AP O+M exam through class review & practice tests.  
**REMOTE LEARNING (ZOOM)**  
Sat, 9am–12pm (Spring)

Green Professional: WELL  
**QUICK COURSE: EIGHT 2-HOUR SESSIONS**  
**Prerequisite(s):** Green Professional I: LEED Green Associate  
Understand the WELL Building Standard. Learn the concepts used to fulfill the requirements of a WELL certified building. Qualify to take the exam for the WELL Accredited Professional (WELL AP) credential.  
**Partner:** Green Building Education Services (GBES).  
**Certifying Body:** Green Business Certification Inc. (GBCI)  
**REMOTE LEARNING (ZOOM)**  
Oct 16–Dec 4, Mon, 6–8pm

“I am taking classes with 32BJ Training Fund to learn new skills and better myself.”

Blas Moreno  
**Location:** The Bronx, New York  
**Job Title:** Resident Manager  
**Employer:** Rudin Management Company  
**Course(s) Taken:** Air Conditioning & Refrigeration, Pool Operation & many others!
Courses and Quick Courses

Green Residential I: BPI Multifamily Building Operator (MFBO)

**COURSE:** 11 WEEKS

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

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

**Certifying Body:** Building Performance Institute (BPI)

**NEW YORK**
- Bronx: Monroe College (East Fordham Road)
  - Mon, 6–9pm (Winter)
- Manhattan: 25 West 18th Street
  - Tue, 11am–2pm (Fall)
  - Tue, 6–9pm (Fall)
  - Thu, 6–9pm (Fall, Winter)

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

**COURSE:** EIGHT 3-HOUR SESSIONS

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

Understand concepts of sustainability, carbon emissions, and green building operations. Learn strategies to reduce energy use while improving tenant comfort and health. Qualify to take exams for the GPRO (Green Professional) Fundamentals of Building Green and Operations and Maintenance Essentials certificates.

**Partner:** Urban Green Council

**NEW YORK**
- Bronx: Monroe College (East Fordham Road)
  - Apr 8–Jun 3, Mon, 6–9pm
  - Jan 2–Feb 20, Tue, 6–9pm
  - Jan 4–Feb 22, Thu, 6–9pm
  - Apr 11–May 30, Thu, 6–9pm
- Manhattan: 25 West 18th Street
  - Tue, 5–9pm (Spring)

**REMOTE LEARNING (ZOOM)**
- Jan 2–Feb 20, Tue, 11am–2pm

Green Residential III: BPI Multifamily Building Analyst (MFBA)

**COURSE:** 11 WEEKS

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

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

**Certifying Body:** Building Performance Institute (BPI)

**NEW YORK**
- Bronx: Monroe College (East Fordham Road)
  - Mon, 6–9pm (Fall)
- Manhattan: 25 West 18th Street
  - Tue, 10am–2pm (Spring)
  - Tue, 5–9pm (Spring)
  - Thu, 5–9pm (Spring)

Green Residential: BPI Multifamily Building Operator Recertification (MFBO)

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

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

Prepare to recertify for BPI Multifamily Building Operator (MFBO). Note: Certification lasts three years.

**Certifying Body:** Building Performance Institute (BPI)

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Oct 25–Nov 15, Wed, 6–9pm
  - Feb 27–Mar 19, Tue, 6–9pm
  - Apr 27–May 18, Sat, 1–4pm

Green Residential: Recycling for Multifamily Buildings

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

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

**REMOTE LEARNING (ZOOM)**
- Dec 12, Tue, 9–11am
- Feb 5, Mon, 6–8pm
- Mar 8, Fri, 9–11am
- Jun 12, Wed, 6–8pm
- Jun 27, Thu, 6–8pm
Handyperson Basics  
**COURSE: 11 WEEKS**  
Learn how to make basic carpentry, electricity, and plumbing repairs essential to building maintenance. **Must be actively employed as a school custodian in New Jersey.**  
**NEW JERSEY**  
Bayonne: Bayonne High School  
Sat, 9am–4pm  
Wayne: Institute for Contemporary Careers  
Sat, 9am–4pm

Heat & Hot Water  
**QUICK COURSE: ONE 3-HOUR SESSION**  
Gain a basic understanding of general heating concepts and New York City heat and hot water regulations.  
**NEW YORK**  
Bronx: Monroe College (East Fordham Road)  
Apr 23, Tue, 6–9pm  
Manhattan: 25 West 18th Street  
Oct 27, Fri, 6–9pm  
Nov 17, Fri, 6–9pm  
Feb 21, Wed, 10am–1pm  
Mar 6, Wed, 10am–1pm  
May 2, Thu, 6–9pm  
**REMOTE LEARNING (ZOOM)**  
Oct 27, Fri, 6–9pm  
Feb 8, Thu, 6–9pm  
Feb 15, Thu, 6–9pm  
Apr 16, Tue, 9am–12pm

Heat Pumps  
**QUICK COURSE: SIX 3-HOUR SESSIONS**  
**Prerequisite(s):** Air Conditioning & Refrigeration III  
Operate, maintain, and service heat pumps. Study basic refrigeration and heat pump theory and engage in hands-on troubleshooting of mechanical and electrical systems.  
**NEW YORK**  
Manhattan: 25 West 18th Street  
Sep 25–Nov 6, Mon, 11am–2pm  
Feb 17–Mar 23, Sat, 1–4pm  
Apr 26–May 31, Fri, 6–9pm

Heat Timer: Hot Water Reset  
**QUICK COURSE: ONE 6-HOUR SESSION**  
Learn about the functions and settings of the Hot Water Reset (HWR) control panel. Review the sequence of operation, setting the controls, schedules, maintenance, and light troubleshooting.  
**Partner: New York City College of Technology**  
**NEW YORK**  
Brooklyn: New York City College of Technology (Pearl Street)  
Oct 14, Sat, 9am–4pm  
Jun 22, Sat, 9am–4pm

Heating Systems I  
**COURSE: 11 WEEKS**  
**Prerequisite(s):** Electricity Basics and must complete one of the following: Air Pollution Control (P-99) or Air Pollution Reduction  
Identify all phases of boiler operation. Learn the types of heating equipment used in residential and commercial buildings: study combustion controls, steam output, and piping.  
**NEW YORK**  
Bronx: Monroe College (East Fordham Road)  
Mon, 6–9pm (Fall, Spring)  
Tue, 6–9pm (Winter)  
Manhattan: 25 West 18th Street  
Fri, 1–4pm (Fall)  
Fri, 6–9pm (Fall)  
Queens: Queens College  
Thu, 6–9pm (Fall)  
White Plains: 99 Church Street  
Thu, 6–9pm (Fall)  
**PENNSYLVANIA**  
Philadelphia: 32BJ SEIU Office  
Sat, 9am–12pm (Fall)

“If you want something, work hard towards that goal: I find this attitude everywhere at the 32BJ Training Fund!”

**Javon Young**

*Location: Philadelphia, Pennsylvania / Job Title: Bus Driver  
Employer: Philadelphia School District  
Course(s) Taken: Air Conditioning & Refrigeration, Anger Management, Blueprint Reading, Electricity Basics, OSHA & many others!*
Courses and Quick Courses

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

NEW YORK
Bronx: Monroe College (East Fordham Road)
Mon, 6–9pm (Winter)
Tue, 6–9pm (Fall, Spring)
Manhattan: 25 West 18th Street
Fri, 1–4pm (Winter)
Fri, 6–9pm (Winter)
Queens: Queens College
Thu, 6–9pm (Winter)
White Plains: 99 Church Street
Thu, 6–9pm (Winter)

PENNSYLVANIA
Philadelphia: 32BJ SEIU Office
Sat, 9am–12pm (Winter)

High School Equivalency (GED) I: Preparation
COURSE: 11 WEEKS
Improve reading, writing, and math skills, and develop scientific and critical thinking to prepare for the High School Equivalency (GED) test. Students will be assessed to ensure placement in the correct level.

Note: Available online.

CONNECTICUT
Hartford: Capital Community College
Sat, 9am–1pm (Español)

MARYLAND
Baltimore: Baltimore City Community College
Sat, 9am–4pm
Sat, 2:30–4:30pm (Español)
Hyattsville: Prince George’s Community College
Sat, 2:30–4:30pm (Español)

Rockville: Montgomery College
Sat, 2:30–4:30pm (Español)
Silver Spring: Montgomery College
Sat, 2:30–4:30pm (Español)

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

NEW YORK
Bronx: Monroe College (East Fordham Road)
Sat, 9am–4pm (Español)
Mon & Wed, 9am–12pm (Español)
Mon & Wed, 6–9pm
Manhattan: 25 West 18th Street
Sat, 9am–4pm
Tue & Thu, 9am–12pm
Tue & Thu, 6–9pm
Queens: Queens College
Sat, 9am–4pm
White Plains: 99 Church Street
Sat, 1:30–5:30pm (Español)

VIRGINIA
Arlington: Syphax Adult Education Center
Sat, 9am–2pm (Español)

WASHINGTON, DC
SED Center
Sun, 10am–2:30pm (Español)

REMOTE LEARNING (ZOOM)
Sat, 9am–4pm (Español or English)
Sat, 1–5pm (HiSET, MA only)
Mon & Wed, 9am–12pm
Mon & Wed, 6–9pm
Tue & Thu, 9am–12pm (Español or English)

“I sincerely want to say that the Training Fund is one of the best benefits of 32BJ, because in addition to the courses being really high quality, the teachers are very supportive and understanding.”

Nora J. Parra Carrero
Location: Manhattan, New York
Job Title: Cleaner
Employer: SL Green Realty Corp.
Course(s) Taken: Online: Customer Service, Online Cell-Ed: English, Online: Tools of the Trade & many others!
Human Relations

**COURSE:** 11 WEEKS

Develop workplace interpersonal skills. Acquire a working knowledge of conflict resolution, understand standards of ethical conduct, and appreciate the value of diversity. Must have appropriate reading levels, or high school diploma or its equivalent.

**CONNECTICUT**
Hartford: Capital Community College
Sat, 9–11am

**NEW YORK**
Bronx: Monroe College
(East Fordham Road)
Thu, 6–8pm
Manhattan: 25 West 18th Street
Wed, 12–2pm (Spring)
Wed, 6–8pm

**PENNSYLVANIA**
Philadelphia: 32BJ SEIU Office
Sat, 12:30–2:30pm

**REMOTE LEARNING (ZOOM)**
Sat, 12–2pm
Fri, 12–2pm

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**HVAC Principles of Preventative Maintenance**

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

Prerequisite(s): Air Conditioning & Refrigeration III
Understand the concept and benefits of a preventative maintenance (PM) program. Learn how to inventory and assess building HVAC systems and components. Identify factors that impact equipment performance and operation, and list the most common HVAC PM tasks.

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 26, Thu, 6–9pm
Jun 12, Wed, 6–9pm

**REMOTE LEARNING (ZOOM)**
May 13, Mon, 6–9pm

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**Hydronic Hot Water Systems**

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

Acquire the necessary skills and knowledge to operate, maintain, and troubleshoot hydronic hot water heating systems.

**Partner:** New York City College of Technology

**NEW YORK**
Brooklyn: New York City College of Technology (Pearl Street)
Feb 2–Feb 9, Fri, 9am–4pm
May 25–Jun 1, Sat, 9am–4pm

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**Instantaneous Hot Water Heaters**

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

Master the skills and knowledge to maintain, inspect, and clean instantaneous hot water generators.

**Partner:** New York City College of Technology

**NEW YORK**
Brooklyn: New York City College of Technology (Pearl Street)
Dec 16, Sat, 9am–4pm
Mar 16, Sat, 9am–4pm

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**Integrated Pest Management**

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

Develop an integrated pest management (IPM) program for your building. Learn how to prevent and control pest infestations using methods that rely less on pesticides and more on exclusion and sanitation. Note: For an equivalent self-paced class online, see the listing on page 52.

**NEW YORK**
Manhattan: 25 West 18th Street
Nov 28, Tue, 10am–1pm
Mar 22, Fri, 6–9pm
May 10, Fri, 10am–1pm

**PENNSYLVANIA**
Philadelphia: 32BJ SEIU Office
May 4, Sat, 12:30–3:30pm

**REMOTE LEARNING (ZOOM)**
Oct 2, Mon, 6–9pm
Feb 24, Sat, 10am–1pm
May 9, Thu, 6–9pm
Courses and Quick Courses

Lead Safety for Renovation, Repair, & Painting: Initial
**QUICK COURSE: ONE 8-HOUR SESSION**
Earn the required EPA certification for performing renovations that disturb lead-based paint. Learn techniques to contain the work area, minimize dust, and adhere to appropriate cleanup procedures.
*Note: Certification lasts five years.*
*Partner: Environmental Education Associates. Certifying Body: EPA*

**NEW YORK**
Bronx: Monroe College
(East Fordham Road)
Nov 4, Sat, 9am–5pm
Feb 17, Sat, 9am–5pm
May 11, Sat, 9am–5pm
Manhattan: 25 West 18th Street
Oct 20, Fri, 8:30am–4:30pm
Nov 1, Wed, 8:30am–4:30pm
Dec 12, Tue, 8:30am–4:30pm
Dec 14, Thu, 8:30am–4:30pm
Jan 26, Fri, 8:30am–4:30pm
Mar 19, Tue, 8:30am–4:30pm
Mar 21, Thu, 8:30am–4:30pm
May 16, Thu, 8:30am–4:30pm
May 17, Fri, 8:30am–4:30pm
May 28, Tue, 8:30am–4:30pm

Lead Safety for Renovation, Repair, & Painting: Renewal
**QUICK COURSE: ONE 4-HOUR SESSION**
*Prerequisite(s): Lead Safety for Renovation, Repair & Painting: Initial*
Prepare to renew the Lead Safety for Renovations, Repair, and Painting EPA Certification. Understand the qualities necessary for effective leadership and learn methods to put them into practice.
*CONNECTICUT*
Hartford: Capital Community College
Nov 13–Dec 4, Mon, 5:30–8:30pm
Apr 8–Apr 29, Mon, 5:30–8:30pm

**NEW YORK**
Manhattan: 25 West 18th Street
Sep 29–Oct 20, Fri, 6–9pm
Apr 10–May 1, Wed, 6–9pm
Apr 27–May 18, Sat, 9am–12pm

**PENNSYLVANIA**
Philadelphia: SEIU 32BJ Office
Nov 4–Dec 2, Sat, 9am–12pm
Feb 24–Mar 16, Sat, 9am–12pm
May 4–Jun 1, Sat, 9am–12pm

Pittsburgh: SEIU 32BJ Office
Oct 14–Nov 4, Sat, 12–3pm

**REMOTE LEARNING (ZOOM)**
Jan 12–Feb 2, Fri, 6–9pm

Leadership & Supervisory Skills
**QUICK COURSE: FOUR 3-HOUR SESSIONS**
Recognize leadership strengths and explore how to use them most effectively for career advancement. Understand the qualities necessary for effective leadership and learn methods to put them into practice.

**CONNECTICUT**
Hartford: Capital Community College
Nov 13–Dec 4, Mon, 5:30–8:30pm
Apr 8–Apr 29, Mon, 5:30–8:30pm

**NEW YORK**
Manhattan: 25 West 18th Street
Sep 29–Oct 20, Fri, 6–9pm
Apr 10–May 1, Wed, 6–9pm
Apr 27–May 18, Sat, 9am–12pm

**PENNSYLVANIA**
Philadelphia: SEIU 32BJ Office
Nov 4–Dec 2, Sat, 9am–12pm
Feb 24–Mar 16, Sat, 9am–12pm
May 4–Jun 1, Sat, 9am–12pm

Pittsburgh: SEIU 32BJ Office
Oct 14–Nov 4, Sat, 12–3pm

**REMOTE LEARNING (ZOOM)**
Jan 12–Feb 2, Fri, 6–9pm

Locksmith I
**COURSE: 11 WEEKS**
Learn how to install the most common locks and cylinders used in commercial and residential buildings. Gain hands-on experience with warded, lever, and disc tumbler locks, and learn how to impression keys. Must have appropriate reading and math levels or high school diploma or its equivalent.

**NEW YORK**
Bronx: Monroe College
(East Fordham Road)
Sat, 9am–4pm (Fall, Spring)
Mon, 6–9pm (Fall, Spring)
Wed, 6–9pm (Winter)
Thu, 6–9pm (Winter)
Manhattan: 25 West 18th Street
Sat, 12:30–3:30pm (Fall)
Tue, 6–9pm (Fall)
Wed, 12:30–3:30pm (Winter)
Thu, 11am–2pm (Fall)
Thu, 6–9pm (Winter)
Queens: Queens College
Sat, 9am–12pm (Fall)
Sat, 12:30–3:30pm (Winter)
Mon, 6–9pm (Fall)

**PENNSYLVANIA**
Philadelphia: SEIU 32BJ Office
Sat, 12:30–3:30pm
Tue & Thu, 9am–12pm (Fall, Winter)
Wed, 6–9pm (Fall)
Thu, 6–9pm (Spring)
Math & Measuring Skills for Industry
QUICK COURSE: SELF-PACED

Overcome math anxiety and learn to perform the math functions used in carpentry, electricity, and plumbing. Attend only the number of sessions you need. Note: To schedule a one-on-one meeting, please call 888-284-3225.

Note: For an equivalent self-paced class online, see the listing on page 52.

Mental Health First Aid
QUICK COURSE: VARIES

Identify and respond to signs of mental illness and substance abuse. Learn to provide support when someone nearby experiences depression, anxiety, psychosis or other mental health challenges. Obtain Mental Health First Aid Certification.

Partners: Ross Enterprises and IMS Coaching.
Certifying Body: National Council for Mental Wellbeing

Log Keeping
QUICK COURSE: ONE 3-HOUR SESSION

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

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

PENNSYLVANIA
Philadelphia: 32BJ SEIU Office
Sat, 9am–12pm
Mon & Wed, 6–9pm (Winter)

Multimeters
QUICK COURSE: TWO 3-HOUR SESSIONS

Prerequisite(s): Electricity Basics
Note: Test out available
Gain an advanced, hands-on understanding of multimeters and how to use them. Learn to use digital and analog models, including proper device configurations and settings, and how to interpret readings.

NEW YORK
Bronx: Monroe College (East Fordham Road)
Nov 11, Sat, 9am–12pm
Feb 24, Sat, 9am–12pm
May 18, Sat, 9am–12pm
Manhattan: 25 West 18th Street
Oct 11, Wed, 6–9pm
Feb 7, Wed, 6–9pm
Jun 7, Fri, 6–9pm

Pennsylvania
Philadelphia: 32BJ SEIU Office
Nov 4, Sat, 9am–12pm
Feb 24, Sat, 9am–12pm
May 11, Sat, 9am–12pm

REMOTE LEARNING (ZOOM)
Oct 31, Tue, 6–9pm
Nov 30, Thu, 10am–1pm
Jan 9, Tue, 10am–1pm
Mar 2, Sat, 10am–1pm
Apr 11, Thu, 10am–1pm
May 10, Fri, 6–9pm

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

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

NEW YORK
Bronx: Monroe College (East Fordham Road)
Nov 11, Sat, 9am–12pm
Feb 24, Sat, 9am–12pm
May 18, Sat, 9am–12pm
Manhattan: 25 West 18th Street
Oct 11, Wed, 6–9pm
Feb 7, Wed, 6–9pm
Jun 7, Fri, 6–9pm

Members from 612 different employers took classes with us last year
Courses and Quick Courses

**NYC DOB Site Safety Training: 8-Hour Fall Prevention/2-Hour Drug & Alcohol**

**QUICK COURSE: TWO 5.5-HOUR SESSIONS**

Formerly known as OSHA: Site Safety Training: 8 Hour Fall Prevention/2 Hour Drug & Alcohol

Learn how to avoid accidents and injuries while working on roofs, leading edges, and ladders. Understand OSHA and NYC DOB (Department of Buildings) regulations. Note: 100% attendance required.

Certifying Body: Hostos Community College

**NEW YORK**

Manhattan: 25 West 18th Street
- Oct 31–Nov 7, Tue, 9am–2:30pm
- Feb 15–Feb 22, Thu, 9am–2:30pm
- May 4–May 11, Sat, 9am–2:30pm

**Opioid Awareness**

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

Recognize the dangers around opioid use and ways to reduce the risk. Examine drug overdose data, understand how Naloxone works, and how it can be obtained.

**REMOTE LEARNING (ZOOM)**

- May 16, Thu, 6–8pm

**OSHA 10-Hour General Industry**

**QUICK COURSE: VARIES**

Obtain 10-Hour OSHA General Industry Certificate. Learn about the OSHA Act, industry hazards, and safety measures. Note: 100% attendance required. Note: For an equivalent online class, see the listing on page 53.

**CONNECTICUT**

Stamford: University of Connecticut (UCONN)
- Oct 21–28, Sat, 8:30am–2pm

**MARYLAND**

Rockville: Montgomery College
- Oct 14–Oct 21, Sat, 9am–2:30pm
- Feb 3–Feb 10, Sat, 9am–2:30pm
- Apr 27–May 4, Sat, 9am–2:30pm

**NEW JERSEY**

Newark: 32BJ SEIU Office
- Oct 21–28, Fri, 9am–2:30pm
- Feb 3–Feb 10, Sat, 9am–2:30pm
- Apr 27–May 4, Sat, 9am–2:30pm

**OSHA 30-Hour Construction**

**COURSE: 11 WEEKS**

Obtain a 30-Hour OSHA Construction Certificate. Learn to identify, reduce, eliminate, and report hazards associated with construction sites. Note: This course and the Site Safety Training: 8-Hour Fall Prevention/2-Hour Drug & Alcohol class are now required to work on a construction site as per Local Law 196. 100% attendance required. Note: For an equivalent online class, see the listing on page 53.

**NEW YORK**

Manhattan: 25 West 18th Street
- Oct 6–Oct 13, Fri, 9am–2:30pm
- Nov 16–Nov 30, Thu, 5:15–9pm
- Feb 7–Feb 21, Wed, 9am–12:45pm
- May 4–May 18, Sat, 12:15–4pm

**PENNSYLVANIA**

Philadelphia: 32BJ SEIU Office
- Oct 7–Oct 14, Sat, 9am–2:30pm
- Oct 16–Oct 18, Mon & Wed, 8am–1:30pm
- Jan 20–Jan 27, Sat, 9am–2:30pm
- Jan 22–Jan 24, Mon & Wed, 8am–1:30pm
- Apr 20–Apr 27, Sat, 9am–2:30pm

**RHODE ISLAND**

Providence: Rhode Island School of Design
- May 4–May 11, Sat, 11:30am–5pm (Español)

**Opioid Awareness**

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

Recognize the dangers around opioid use and ways to reduce the risk. Examine drug overdose data, understand how Naloxone works, and how it can be obtained.

**REMOTE LEARNING (ZOOM)**

- May 16, Thu, 6–8pm

**OSHA 10-Hour Construction**

**QUICK COURSE: VARIES**

Obtain 10-Hour OSHA Construction Certificate. Learn to identify, reduce, eliminate, and report hazards associated with construction sites. Note: 100% attendance required.

**NEW YORK**

Manhattan: 25 West 18th Street
- Oct 6–Oct 13, Fri, 9am–2:30pm
- Nov 16–Nov 30, Thu, 5:15–9pm
- Feb 7–Feb 21, Wed, 9am–12:45pm
- May 4–May 18, Sat, 12:15–4pm

**English as a Second Language, Hyattsville, MD**
OSHA 30-Hour General Industry

**COURSE:** 11 WEEKS

Obtain 30-Hour OSHA General Industry Certificate. Study safety rules and regulations governing residential and commercial buildings. **Note:** 100% attendance required. **Note:** For an equivalent online class, see listing on page 53.

**NEW YORK**
Bronx: Monroe College (East Fordham Road)
Tue, 6–9pm
Manhattan: 25 West 18th Street
Sat, 1:30–4:30pm
Tue, 6–9pm (Fall)
Wed, 11am–2pm (Fall)
Wed, 12–3pm (Winter)
Wed, 6–9pm (Spring)
Fri, 11am–2pm (Fall) (Español)
Fri, 1–4pm (Spring) (Español)
Queens: Queens College
Mon, 6–9pm

Pest Control Fundamentals: Core/7G Cooling Towers

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

Prepare for the NYS DEC Certified Pesticide Applicator license examination for category 7G-Cooling Towers, Pulp & Paper Process. **Note:** 100% attendance required. **Certifying Body:** NYS DEC

**NEW YORK**
Manhattan: 25 West 18th Street
Oct 18–Dec 13, Wed, 9am–1pm

Plumbing Basics

**COURSE:** 11 WEEKS

Install and make repairs to faucets, toilets, flushometers, valves, and basins. Work with piping and gain experience in various plumbing techniques. **Must have appropriate reading and math levels or high school diploma or its equivalent and successful completion of or concurrent enrollment in Online: Tools of the Trade. Note:** Test out available.

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

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

"I really appreciate 32BJ Training Fund giving me an opportunity to learn my trade. I am committed to learning the skills and knowledge necessary to become a trusted professional in the industry."

Adam Belen

Location: Carlstadt, New Jersey / Job Title: Superintendent
Employer: ISJ Management Corp.
Course(s) Taken: Air Conditioning & Refrigeration, Carpentry Basics, Electricity Basics, Plumbing Basics
Courses and Quick Courses

**Plumbing: Troubleshooting**

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

Prerequisite(s): Plumbing Basics
Diagnose plumbing issues in kitchens and bathrooms. Locate, clear, and perform job follow-up for regular local and basement plumbing stoppages. Understand requirements for basic alterations in existing buildings. Learn techniques for alternative fittings and photosensors.

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Nov 6–Dec 11, Mon, 11am–2pm
  - Nov 13–Dec 18, Mon, 6–9pm
  - Jan 22–Mar 4, Mon, 11am–2pm
  - Jan 22–Mar 4, Mon, 6–9pm
  - Apr 22–Jun 3, Mon, 11am–2pm
  - Apr 22–Jun 3 Mon, 6–9pm
  - White Plains: 99 Church Street
    - Apr 9–Apr 25, Tue & Thu, 6–9pm

**Public Speaking for Building Service Workers**

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

Develop the skills to communicate effectively in public settings. Present to owners, management, tenant and vendor meetings, staff trainings and safety briefings. Identify various delivery techniques, practice effective nonverbal communication, and overcome public speaking anxiety.

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Nov 6–Dec 11, Mon, 11am–2pm
  - Nov 13–Dec 18, Mon, 6–9pm
  - Jan 22–Mar 4, Mon, 11am–2pm
  - Jan 22–Mar 4, Mon, 6–9pm
  - Apr 22–Jun 3, Mon, 11am–2pm
  - Apr 22–Jun 3 Mon, 6–9pm
  - White Plains: 99 Church Street
    - Apr 9–Apr 25, Tue & Thu, 6–9pm

**Reading & Writing**

**COURSE: VARIES**

Improve reading and writing skills necessary to communicate effectively in the workplace. Develop the reading level required for industry skills courses and High School Equivalency (GED) test. Students will be assessed to ensure placement in the correct level. Must have proven ability to speak and write English.

**NEW JERSEY**
- Dover: The Organization for Hispanic Affairs
  - Sat, 9am–1pm

**NEW YORK**
- Bronx: Monroe College
  - East Fordham Road
  - Sat, 9am–1pm
- White Plains: 99 Church Street
  - Sat, 9am–1pm

**VIRGINIA**
- Arlington: Syphax Adult Education Center
  - Sat, 9am–2pm (Fall)
  - REMOTE LEARNING (ZOOM)
    - Sat, 12:30–4:30pm (Fall)
    - Wed & Fri, 3–5pm (Fall)
    - Wed & Fri, 5–7pm (Fall, Winter)

“Coming to class has given me the knowledge to function better at work and in different fields. I encourage anyone from the Union to take Training Fund courses!”

**Shawn Christian**

Location: Bronx
Job Title: Handyman
Employer: Metro Management Development
Course(s) Taken: Electricity Basics, Locksmith
Renovation Projects: How to Manage
QUICK COURSE: TWO 3-HOUR SESSIONS OR ONE 6-HOUR SESSION
Learn how to adequately supervise apartment renovations so that they are on schedule and within budget.
NEW YORK
Manhattan: 25 West 18th Street
Oct 13–Oct 20, Fri, 6–9pm
Nov 3–Nov 10, Fri, 9am–12pm
Apr 9, Tue, 10am–4pm
REMOTE LEARNING (ZOOM)
Feb 23–Mar 1, Fri, 6–9pm

Roof Fan Maintenance
QUICK COURSE: TWO 6-HOUR SESSIONS
Learn the principles of roof fan operations and acquire the skills to repair and maintain them.
Partner: New York City College of Technology
NEW YORK
Brooklyn: New York City College of Technology (Jay Street)
Dec 6–Dec 15, Fri, 9am–4pm
Mar 22–Mar 29, Fri, 9am–4pm
Apr 26–May 3, Fri, 9am–4pm

Safe Drivers
QUICK COURSE: TWO 3-HOUR SESSIONS OR ONE 6-HOUR SESSION
Refresh your driving knowledge and reduce points on your license while becoming eligible for a 10% discount on insurance premiums. Must have a valid New Jersey, New York, or Florida driver’s license.
Note: For an equivalent self-paced class online, see page 53.
Partner: American Safety, Inc.
NEW JERSEY
Dover: The Organization for Hispanic Affairs
May 18, Sat, 9am–4pm (Español)
Elizabeth (Kellogg): Union County College
Feb 10, Sat, 9am–4pm (Español)
Plainfield: Union County College
Oct 28, Sat, 9am–4pm (Español)
NEW YORK
Manhattan: 25 West 18th Street
Oct 7, Sat, 9am–4pm
Nov 11–Nov 18, Sat, 10am–1pm
Dec 9, Sat, 9am–4pm
Jan 10, Wed, 9am–4pm
Mar 9, Sat, 9am–4pm
Jun 8, Sat, 9am–4pm
Jun 21, Fri, 9am–4pm
Jun 22, Sat, 9am–4pm
Queens: Queens College
Oct 5–Oct 12, Thu, 6–9pm
Oct 21, Sat, 9am–4pm
Feb 17, Sat, 9am–4pm
May 11, Sat, 9am–4pm
REMOTE LEARNING (ZOOM)
Jan 15, Mon, 11am–2pm
Mar 29, Fri, 6–9pm

Safety: Recognition, Evaluation & Control of Hazards
QUICK COURSE: ONE 3-HOUR SESSION
Identify and map hazards in the workplace. Learn the difference between safety and health hazards, types of hazards and major ways to work with employers and fellow workers to prevent or control them.
Partner: New York Committee for Occupational Safety & Health
NEW YORK
Manhattan: 25 West 18th Street
Oct 25, Wed, 6–9pm
Nov 1, Wed, 12–3pm
Dec 2, Sat, 9am–12pm
Feb 7, Wed, 6–9pm
Feb 20, Tue, 11am–2pm
Apr 3, Wed, 5–8pm
Apr 11, Thu, 11am–2pm
REMOTE LEARNING (ZOOM)
Jan 27, Sat, 12–3pm
May 18, Sat, 10am–1pm

Security Awareness
QUICK COURSE: ONE 3-HOUR SESSION
Improve observational skills and learn how to recognize indicators of a terrorist event. Understand the role of building workers at emergency scenes and how to communicate effectively with emergency personnel.
NEW YORK
Manhattan: 25 West 18th Street
Oct 26, Thu, 5:30–8:30pm
May 3, Fri, 9am–12pm
PENNSYLVANIA
Pittsburgh: SEIU 32BJ Office
Mar 2, Sat, 12–3pm
REMOTE LEARNING (ZOOM)
Oct 27, Fri, 5:30–8:30pm
Mar 7, Thu, 5:30–8:30pm
May 4, Sat, 9am–12pm
Security Officers

The role of the Security Officer has evolved from the days of the past. Security classes will help you learn the skills needed to handle the added responsibilities of today’s security professional. With the knowledge acquired in these courses you will be able to respond to and manage critical incidents, learn safe and effective verbal and physical tactics to resolve conflicts, how to handle noncompliance in the midst of unusual circumstances, and how to complete required paperwork professionally.

Security Officer: 8-Hour Annual

Quick Course: One 8-Hour Session

Refresh your knowledge of security protective methods and mandated security protocols. Renew your New York State 8-Hour Annual certification.

Certifying Body: NYS DOL

New York

Manhattan: 25 West 18th Street

Sep 23, Sat, 8:30am–4:30pm
Sep 26, Tue, 9am–5pm
Sep 28, Thu, 9am–5pm
Sep 29, Fri, 9am–5pm
Sep 30, Sat, 8:30am–4:30pm
Oct 4, Wed, 9am–5pm
Oct 7, Sat, 8:30am–4:30pm
Oct 12, Thu, 9am–5pm
Oct 14, Sat, 8:30am–4:30pm
Oct 17, Tue, 9am–5pm
Oct 20, Fri, 9am–5pm
Oct 21, Sat, 8:30am–4:30pm
Oct 25, Wed, 9am–5pm
Oct 28, Sat, 8:30am–4:30pm
Oct 31, Tue, 9am–5pm
Nov 4, Sat, 8:30am–4:30pm
Nov 8, Wed, 9am–5pm
Nov 10, Fri, 9am–5pm
Nov 11, Sat, 9am–5pm
Nov 18, Sat, 8:30am–4:30pm
Nov 21, Tue, 9am–5pm
Nov 29, Wed, 9am–5pm
Dec 8, Fri, 9am–5pm
Dec 9, Sat, 8:30am–4:30pm
Dec 11, Mon, 9am–5pm
Jan 5, Fri, 9am–5pm
Jan 6, Sat, 8:30am–4:30pm
Jan 9, Tue, 9am–5pm

Jun 7, Fri, 9am–5pm
Jun 8, Sat, 8:30am–4:30pm
Jun 11, Tue, 9am–5pm
Jun 13, Thu, 9am–5pm
Jun 15, Sat, 8:30am–4:30pm
Jun 18, Tue, 9am–5pm
Jun 20, Thu, 9am–5pm
Jun 22, Sat, 8:30am–4:30pm
Jun 25, Tue, 9am–5pm
Jun 26, Wed, 9am–5pm
Jun 28, Fri, 9am–5pm

Remote Learning (Zoom)

Sep 23, Sat, 8:30am–4:30pm
Sep 25, Mon, 9am–5pm
Sep 30, Sat, 8:30am–4:30pm
Oct 2, Mon, 9am–5pm
Oct 7, Sat, 8:30am–4:30pm
Oct 14, Sat, 8:30am–4:30pm
Oct 21, Sat, 8:30am–4:30pm
Oct 23, Mon, 9am–5pm
Oct 28, Sat, 8:30am–4:30pm
Nov 4, Sat, 8:30am–4:30pm
Nov 11, Sat, 8:30am–4:30pm
Nov 13, Mon, 9am–5pm
Nov 18, Sat, 8:30am–4:30pm
Nov 27, Mon, 9am–5pm
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Jan 20, Sat, 8:30am–4:30pm
Jan 22, Mon, 9am–5pm
Jan 27, Sat, 8:30am–4:30pm
Feb 3, Sat, 8:30am–4:30pm
Feb 5, Mon, 9am–5pm
Feb 10, Sat, 8:30am–4:30pm
Feb 17, Sat, 8:30am–4:30pm
Feb 24, Sat, 8:30am–4:30pm
Feb 26, Mon, 9am–5pm
Mar 2, Sat, 8:30am–4:30pm
Mar 9, Sat, 8:30am–4:30pm
Mar 18, Mon, 9am–5pm
Mar 23, Sat, 8:30am–4:30pm
Apr 6, Sat, 8:30am–4:30pm
Apr 8, Mon, 9am–5pm
Apr 13, Sat, 8:30am–4:30pm
Apr 20, Sat, 8:30am–4:30pm
Apr 27, Sat, 8:30am–4:30pm
Apr 29, Mon, 9am–5pm
May 4, Sat, 8:30am–4:30pm
May 11, Sat, 8:30am–4:30pm
May 18, Sun, 9am–5pm
May 25, Sun, 9am–5pm
Jun 1, Sat, 8:30am–4:30pm
Jun 5, Wed, 9am–5pm
Security Officer: 40-Hour

COURSE: FIVE 8-HOUR SESSIONS
Learn to protect and serve tenants, and assist emergency personnel. Includes the Security Officer: 8-hour Annual and CPR/Defibrillator for Adults and Children Quick Course.

Note: Employer referral only. 100% attendance is required to receive certificate.

Certifying Body: American Heart Association & NYS DOL

Security Officer: 40-Hour Private Shelters

COURSE: VARIOUS
Learn to protect and assist shelter residents. Students completing this course will also receive the Security Officer: 8-Hour Annual and CPR/AED for Adults and Children certifications.

Note: Employer referral only. 100% attendance is required to receive certificate.

Certifying Body: American Heart Association & NYS DOL

Security Officer: Basic Tips You Can Use During Difficult Encounters

QUICK COURSE: ONE 1.5-HOUR SESSION
Formerly known as Security Officer: Conflict Management/Dispute Resolution
Explore strategies and basic tips for dealing with difficult people and personalities.

Partner: Monroe College

REMOTE LEARNING (ZOOM)
Oct 10, Tue, 6–7:30pm
Nov 15, Wed, 6–7:30pm
Jan 11, Thu, 11am–12:30pm
Feb 7, Wed, 6–7:30pm
Apr 11, Thu, 6–7:30pm
May 2, Thu, 1:30–3pm
Jun 4, Tue, 1:30–3pm

Security Officer: Bomb Threat Awareness

QUICK COURSE: ONE 3-HOUR SESSION
Discover how to x-ray people and property for prohibited items using facility scanners. Learn how to handle a telephone threat or a suicide bomber and how to search for a bomb or other Improvised Explosive Devices (IED).

NEW YORK
Manhattan: 25 West 18th Street
May 11, Sat, 1:30–4:30pm

Security Officer: Command Presence Training

QUICK COURSE: VARIES
Learn the attributes of a professional security officer. Identify the behavior necessary to project your position as one of authority to others in your environment.

Note: Employer referral only.

Security Officer: Crisis Intervention and De-Escalation Techniques

QUICK COURSE: ONE 1.5-HOUR SESSION
Formerly known as Security Officer: Engaging Emotionally Distressed Persons
Learn via role-plays how to safely communiate and interact with emotionally distressed persons.

Partner: Monroe College

REMOTE LEARNING (ZOOM)
Oct 4, Wed, 6–7:30pm
Nov 4, Sat, 1:30–3pm
Jan 4, Thu, 11am–12:30pm
Feb 3, Sat, 11am–12:30pm
Apr 4, Thu, 6–7:30pm
May 7, Tue, 1:30–3pm
Jun 14, Fri, 6–7:30pm

Security Officer: Diversity & Cultural Competence

QUICK COURSE: ONE 1.5-HOUR SESSION
Formerly known as Security Officer: Diversity Appreciation / Cultural Competency
Develop a higher level of diversity appreciation and cultural competence based on valuing and respecting all people. Explore the stereotypes that may lead to implicit bias and the ways to remove barriers to diversity.

Partner: Monroe College

REMOTE LEARNING (ZOOM)
Oct 26, Thu, 6–7:30pm
Nov 18, Sat, 1:30–3pm
Jan 18, Thu, 11am–12:30pm
Feb 10, Sat, 11am–12:30pm
Apr 18, Thu, 6–7:30pm
May 14, Tue, 1:30–3pm
Jun 21, Fri, 6–7:30pm

New Partnership

We’re pleased to begin a partnership with Monroe College to offer a selection of new and revamped classes geared toward our Security Professionals. Look for “Partner: Monroe College.”
Courses and Quick Courses

Security Officer: Emergency & Disaster Management

**Quick Course: Two 1.5-Hour Sessions**

*Formerly known as Emergency Response & Crisis Management*

Explore the importance of a comprehensive emergency preparedness plan and become familiar with the Department of Homeland Security's National Incident Management System (NIMS) components. Identify responses to possible emergencies and disasters in the work environment.

*Partner: Monroe College*

**Remote Learning (Zoom)**

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Security Officer: Ethics for the Security Professional

**Quick Course: One 1.5-Hour Session**

*Formerly known as Security Officer: Ethics*

Explore the ethical and moral challenges an officer may encounter while working. Learn the importance of professional value systems, ethical standards, and ethical decision making.

*Partner: Monroe College*

**Remote Learning (Zoom)**

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Security Officer: Event Risk Management

**Quick Course: One 1.5-Hour Session**

Learn how to improve strategies for managing risk and liability at public and private events. Explore crowd control, traffic management, unpredictable weather, fire hazards, aggressive and violent behaviors, staff and participant safety and more.

*Partner: Monroe College*

**Remote Learning (Zoom)**

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<td>Jun 11, Tue</td>
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Security Officer: NJ SORA (Initial)

**Quick Course: Three 8-Hour Sessions**

Learn the duties and responsibilities of a Security Officer in the State of New Jersey. Receive certification required to be a Security Officer in New Jersey. For more information call 212-388-3701 or 888-284-3223.

*Partner: New Jersey Guard Training Academy*

**Certifying Body: NJ State Police**

**New Jersey**

- Newark: SEIU 32BJ Office
  - Nov 4–18, Sat, 8am–4pm
  - Mar 2–16, Sat, 8am–4pm
  - May 4–18, Sat, 8am–4pm

Security Officer: NJ SORA (Renewal)

**Quick Course: One 8-Hour Session**

Renew certification required to perform duties as a Security Officer in the State of New Jersey.

*Partner: New Jersey Guard Training Academy*

**Certifying Body: NJ State Police**

**New Jersey**

- Newark: SEIU 32BJ Office
  - Dec 2, Sat, 8am–4pm
  - Mar 23, Sat, 8am–4pm
  - Jun 1, Sat, 8am–4pm

“Thank you to 32BJ Training Fund for all the opportunities it has offered me!”

**Reina Mendez**

- **Location:** Kensington, MD
- **Job Title:** Cleaner
- **Employer:** Red Coats Inc.
- **Course(s) Taken:** Computer Basics, English as a Second Language
### Security Officer: Report Writing

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

Learn how to properly write and complete incident reports. Practice recording the basics of who, what, where, why, and how in security documents.

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Oct 17, Tue, 6–9pm
  - Nov 28, Tue, 1:30–4:30pm
  - Jan 5, Fri, 12–3pm
  - Feb 24, Sat, 12–3pm
  - Apr 24, Wed, 6–9pm
  - May 28, Tue, 1:30–4:30pm
  - Jun 7, Fri, 6–9pm

### Security Officer: Resilience Training for Mental Wellness

**QUICK COURSE: ONE 1.5-HOUR SESSION**

Learn why resilience training is important for mental wellness. Explore how vicarious and cumulative trauma affect security professionals. Discuss stigmas associated with mental stress and why support mechanisms and assistance for mental wellness are important.

**Partner: Monroe College**

**REMOTE LEARNING (ZOOM)**
- Oct 3, Tue, 6–7:30pm
- Nov 21, Tue, 1:30–3pm
- Jan 12, Fri, 11am–12:30pm
- Feb 24, Sat, 11am–12:30pm
- Apr 23, Tue, 6–7:30pm
- May 30, Thu, 1:30–3pm
- Jun 1, Sat, 6–7:30pm

### Security Officer: Terrorism Awareness & Prevention Strategies

**QUICK COURSE: ONE 1.5-HOUR SESSION**

Formerly known as Security Officer: Terrorism Awareness & Prevention

Learn how to become more aware of domestic and international terrorist threats and activities. Explore prevention and intervention strategies.

**Partner: Monroe College**

**REMOTE LEARNING (ZOOM)**
- Oct 21, Sat, 6–7:30pm
- Nov 13, Mon, 1:30–3pm
- Jan 24, Wed, 11am–12:30pm
- Feb 2, Fri, 11am–12:30pm
- Apr 9, Tue, 6–7:30pm
- May 31, Fri, 6–7:30pm
- Jun 11, Tue, 1:30–3pm

### Self Defense

**QUICK COURSE: TWO 4-HOUR SESSIONS OR ONE 8-HOUR SESSION**

Practice strategies to defuse potentially confrontational situations. Develop defensive skills and techniques through instructor demonstration and role-play for those instances where de-escalation efforts are unsuccessful. Note: Although there is no contact involved, the class is physical so wear comfortable clothing and shoes.

**Partner: Center for Anti Violence Education**

### Spanish for the Workplace I & II

**COURSE: 11 WEEKS**

Communicate more effectively with Spanish-speaking coworkers and tenants. Engage in a variety of conversational activities ranging from small talk to job-specific discussions, and learn to read and write basic Spanish. Note: Students will be assessed to ensure placement in the correct level.

**CONNECTICUT**
- Hartford: Capital Community College
  - Sat, 9am–1pm (Fall, Winter)

**MARYLAND**
- Baltimore: Baltimore City Community College
  - Sat, 10am–2pm

**NEW YORK**
- Manhattan: 25 West 18th Street
  - Oct 10–Oct 17, Tue, 9am–1pm
  - Feb 9–Feb 16, Fri, 12–4pm
  - May 11–May 18, Sat, 1–5pm

- White Plains: 99 Church Street
  - Sat, 9am–1pm (Fall, Winter)

**PENNSYLVANIA**
- Philadelphia: 32BJ SEIU Office
  - Tue & Thu, 6–8pm

- Pittsburgh: SEIU 32BJ Office
  - Tue & Thu, 6–8pm

**REMOTE LEARNING (ZOOM)**
- Sat, 9am–1pm

### Self Defense

**COURSES AND QUICK COURSES**

REGISTER AT 32BJMEMBERPORTAL.ORG

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**Key to symbols**
- Available Online
- Available in Spanish
- New Course / Location
- Testing Fees Paid by Student
- Remote Learning (Zoom)
- Third Party Certification

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**Over 2,100**

Security Officers completed an 8-Hour Annual with us. (See page 42)
Steam Distribution
QUICK COURSE: TWO 6-HOUR SESSIONS
Review the basics of steam distribution and learn the proper procedures to operate a steam system safely.
Partner: New York City College of Technology
NEW YORK
Brooklyn: New York City College of Technology (Pearl Street)
Jan 13–Jan 20, Sat, 9am–4pm
May 11–May 18, Sat, 9am–4pm

Steam I: Theory
QUICK COURSE: ONE 4-HOUR SESSION
Learn how Con Edison delivers steam to buildings in New York City. Identify piping and equipment found in a steam room and discuss workplace safety. Must have appropriate reading and math level or high school diploma or its equivalent.
Partner: Con Edison
NEW YORK
Manhattan: 25 West 18th Street
Oct 31, Tue, 4:30–8:30pm
Feb 15, Thu, 4:30–8:30pm
May 23, Thu, 4:30–8:30pm

Steam II: Hands-On
QUICK COURSE: ONE 4-HOUR SESSION
Prerequisite(s): Steam I: Theory
Gain hands-on experience at a Con Edison facility and understand how a steam system operates by observing cut-away examples of equipment found in a steam room.
Partner: Con Edison
NEW YORK
Queens: Con Edison Learning Center
Nov 7, Tue, 4:30–8:30pm
Feb 22, Thu, 4:30–8:30pm
May 30, Thu, 4:30–8:30pm

Stress Management I
QUICK COURSE: ONE 4-HOUR SESSION OR TWO 2-HOUR SESSIONS
Learn strategies to deal with stress in workplace environments. Understand the difference between good and bad stress and the physical effects of stress.
Pennsylvania
Philadelphia: 32BJ SEIU Office
Dec 2, Sat, 12:30–4:30pm
Mar 9, Sat, 12:30–4:30pm
Jun 1, Sat, 12:30–4:30pm
REMOTE LEARNING (ZOOM)
Nov 6–13, Mon, 6–8pm
Jan 17–24, Wed, 6–8pm
May 9–16, Thu, 6–8pm

Stress Management II
QUICK COURSE: TWO 2-HOUR SESSIONS
Prerequisite(s): Stress Management I
Understand the science behind how and why a mindful approach reduces stress and improves health, communication, and relationships. By practicing exercises that cultivate awareness of actual present realities, learn to respond effectively rather than react impulsively.
REMOTE LEARNING (ZOOM)
Dec 11–Dec 18, Mon, 6–8pm
Jan 31–Feb 7, Wed, 6–8pm
May 23–May 30, Thu 6–8pm

Superintendent: Habits of Highly Effective Supers
QUICK COURSE: TWO 3-HOUR SESSIONS
Identify best practices to succeed in the superintendent position, including juggling priorities, supervising staff, and interacting with residents.
NEW YORK
Manhattan: 25 West 18th Street
Oct 5–Oct 12, Thu, 6–9pm
Jan 5–Jan 12, Fri, 2–5pm
Apr 25–May 2, Thu, 6–9pm
REMOTE LEARNING (ZOOM)
Feb 28–Mar 6, Wed, 9am–12pm
Apr 27–May 4, Sat, 1:30–4:30pm

Superintendent: How to Become One
QUICK COURSE: ONE 3-HOUR SESSION
Explore various paths and advancement strategies in the building service industry that can lead to becoming a superintendent/resident manager.
NEW YORK
Bronx: Monroe College (East Fordham Road)
May 21, Tue, 6–9pm
Manhattan: 25 West 18th Street
Oct 6, Fri, 6–9pm
Nov 3, Fri, 6–9pm
Jan 4, Thu, 6–9pm
Mar 7, Thu, 6–9pm
May 8, Wed, 6–9pm
REMOTE LEARNING (ZOOM)
May 18, Sat, 1:30–4:30pm
**Theaterworks!:**
**Communication Workshop**

**COURSE:** 16 WEEKS

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

**Partner:** Working Theater

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

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**Time Management**

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

Increase productivity by learning how to manage time more effectively.

**NEW YORK**
Manhattan: 25 West 18th Street
Nov 30–Dec 7, Thu, 6–8pm
Feb 6–Feb 13, Tue, 6–8pm
May 8–May 15, Wed, 2–4pm

**PENNSYLVANIA**
Pittsburgh: 32BJ SEIU Office
Jun 1, Sat, 1–5pm

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**Understanding How to Support Students with Disabilities**

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

Learn how to identify, work with, and manage students with disabilities through best practices such as communicating effectively and understanding impairments and cognitive challenges. This class will also address de-escalation and bullying prevention techniques to support students with disabilities during transport.

**PENNSYLVANIA**
Philadelphia: 32BJ SEIU Office
Jun 1–Jun 8, Sat, 9am–12pm

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**Vacuum Tank & Pump**

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

Review pump, motor, and tank overhaul procedures and learn to troubleshoot tank parts. Get hands-on experience with various equipment models.

**Partner:** New York City College of Technology

**NEW YORK**
Brooklyn: New York City College of Technology (Pearl Street)
Dec 2–Dec 9, Sat, 9am–4pm
Jun 8-Jun 15, Sat, 9am–4pm

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**Visual Assessment & Local Law 1**

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

Learn about New York City Local Law 1 and how to manage lead-based paint hazards, including notifying residents, proper documentation, and methods of remediation.

**NEW YORK**
Bronx: Monroe College (East Fordham Road)
Oct 24, Tue, 6–9pm
Manhattan: 25 West 18th Street
Nov 8, Wed, 6–9pm
Nov 30, Thu, 6–9pm
Feb 14, Wed, 6–9pm
Mar 5, Tue, 10am–1pm

**REMOTE LEARNING (ZOOM)**
Apr 17, Wed, 6–9pm
Apr 25, Thu, 10am–1pm
May 21, Tue, 6–9pm

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**Violation Removal**

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

Understand the different types of New York City Notices of Violations (NOV), Violation Certifications, what happens after certification is received, and how to have violations removed from property records after conditions have been corrected.

**NEW YORK**
Manhattan: 25 West 18th Street
Mar 1, Fri, 6–9pm

**REMOTE LEARNING (ZOOM)**
May 1, Wed, 9am–12pm

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**Wall Maintenance**

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

Learn how to clean various wall surfaces, such as glazed and unglazed tile, unpainted walls, windows, foundation walls, brass, aluminum, and stainless steel. Gain hands-on experience.

**Partner:** New York City College of Technology

**NEW YORK**
Brooklyn: New York City College of Technology (Jay Street)
Oct 7, Sat, 9am–4pm
Apr 5, Fri, 9am–4pm

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**Tutoring**

Are you trying to pass a third-party exam like FDNY, High School Equivalency, or Citizenship? We can help! Contact us at training@32bjfunds.com or 888-284-3225 to learn how you can arrange one-on-one tutoring with one of our subject matter expert instructors, who will help you with efficient and in-depth study in your area of learning.
Window Cleaners

To take any Window Cleaning courses, you must be currently employed in the Window Cleaning Division and/or have completed the Apprenticeship Program. All Quick Courses listed are by employer referral only.

**Window Cleaners: 16-Hour Suspended Scaffold User**

**Quick Course: Four 4-Hour Sessions**

Learn the basic rules and regulations to obtain the license for 16-Hour Suspended Scaffold Safety.

Certifying Partner: New York City Department of Buildings

**Window Cleaners: 32-Hour Suspended Scaffold Supervisor**

**Quick Course: Eight 4-Hour Sessions**

Learn the basic rules and regulations to obtain the license for 32-Hour Suspended Scaffold Supervisor.

Certifying Partner: New York City Department of Buildings

**Window Cleaners: 32-Hour Supported Scaffold Installer & Remover**

**Quick Course: Eight 4-Hour Sessions**

Learn the basic rules and regulations to obtain the license for 32-Hour Supported Scaffold Installer & Remover.

Certifying Partner: New York City Department of Buildings

**Window Cleaners: 4-Hour Flagger**

**Quick Course: One 4-Hour Session**

Learn how to limit the general public’s and workers’ exposure to workplace hazards caused by equipment and vehicles.

Understand New York State flagging procedures and regulations.

Certifying Partner: New York City Department of Buildings

**Window Cleaners: 4-Hour Supported Scaffold User and Refresher**

**Quick Course: One 4-Hour Session**

Review the basic rules and regulations for supported scaffolds. Reexamine the hazards of working above ground level.

Certifying Partner: New York City Department of Buildings

**Window Cleaners: 8-Hour Supported Scaffold Installer & Remover Refresher**

**Quick Course: One 8-Hour Session OR Two 4-Hour Sessions**

Re-examine the basic rules and regulations for 8-Hour Supported Scaffold Installer & Remover. Must have 32-Hour Supported Scaffold Installer & Remover license.

Certifying Partner: New York City Department of Buildings

**Window Cleaners: NYS DOL Certified Apprenticeship Program**

**Course: 18 Months**

Acquire the skills and knowledge of safety procedures necessary to operate in this highly specialized industry through combined classroom and on-the-job training. Window Cleaner Apprentices complete 216 hours of classroom training over 18 months and 3,000 hours of hands-on training. Note: This is a full-time program. If you are a union member in another job title, you must resign from your current position and complete all prerequisites to participate. Must possess a high school diploma or its equivalent and the ability to speak English fluently or proof of concurrent enrollment and satisfactory completion in English classes throughout the program. For more information call 888-284-3225. Partner: New York State Department of Labor
Window Cleaners: 8-Hour Suspended Scaffold Supervisor Refresher

**QUICK COURSE: ONE 8-HOUR SESSION OR TWO 4-HOUR SESSIONS**

Review the basic rules and regulations for suspended scaffold supervisors. Re-examine the hazards of working above ground level. Must have 32-Hour Suspended Scaffold Supervisor license. 
Certifying Partner: New York City Department of Buildings

Window Cleaners: Aerial Lift Safety Awareness Training

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

Prerequisite(s): Window Cleaners: NYS DOL Certified Apprenticeship Program 
Learn the basic rules and regulations for operating an Aerial Lift, including all controls, pre-operational inspection, and evaluation of the surrounding area and ground level. Note: This course does not provide ANSI A92 certification. 
Certifying Partner: New York City Department of Buildings.

Window Cleaners: General Cleaning & Safety Procedures

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

Learn the rules and regulations regarding the use of belt, ladder, scaffold, chemicals, and PPE. Develop a greater understanding of supported and suspended scaffolds and aerial lift safety.

Window Cleaners: Rope Safety

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

Learn the rules and regulations concerning rope safety including the life expectancy of nylon rope, and the tying of knots and planning for anchorage points.

Workplace Harassment

Available in Spanish, Polish and Albanian. See page 53 for online version.

District of Columbia

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

Identify behaviors that are considered to be harassment by law, and understand the consequences of harassment for individuals and organizations. This course is based on guidance provided by the DC Office of Human Rights, customized to the building service industry.

Florida

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

Learn about various forms of workplace harassment and the steps workers can take if they believe they are victims of harassment. Topics include hostile workplace environment and the reporting process. Created with different scenarios and interactive exercises.

New Jersey

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

Learn about various forms of workplace harassment and the steps workers can take if they believe they are victims of harassment. Topics include hostile work environment, workplace accommodation, and the reporting process. Created with different scenarios and interactive exercises with the guidance of the New Jersey Department of Civil Rights.

New York

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

Learn about various forms of workplace harassment and the steps workers can take if they believe they are victims of harassment. Course based on guidance provided by the New York State Department of Labor and Division of Human Rights.
Online Courses

Not all courses require your presence in a classroom! To register, go to the 32BJ Member Portal at 32bjmemberportal.org.

Practice Test Courses: These courses were designed to be used as study guides for the instructor-led courses that we offer. They are not a substitute for the instructor-led courses and no certificates are awarded for these practice sessions, though they have improved test scores for those who have spent significant time using them. The instructor led FDNY courses that are required for FDNY Certifications of Fitness can be found on pages 24–27.

**Online: Appliance Repair**  
**QUICK COURSE: SELF-PACED**  
**Prerequisite(s): Online: Tools of the Trade**  
Discover methods for troubleshooting home appliances such as dishwashers, electric stovetops, microwaves, refrigerators, and washing machine and dryer sets using interactive three-dimensional models and videos.

**Online: Asbestos Awareness**  
**QUICK COURSE: SELF-PACED**  
Learn how to identify the presence of asbestos inside and outside a building. Understand the health effects of asbestos and how to handle a situation where it has been disturbed or is damaged. 
*Note: For an equivalent in-person class, see the listing on page 10.*

**Online: Basic Budgeting**  
**QUICK COURSE: ONE HOUR**  
Understand the importance of a financial budget for managing personal expenses. Discover common mistakes and learn how to avoid them. Create and maintain a personal budget.

**Online: Basic Principles of Electricity**  
**QUICK COURSE: ONE HOUR**  
Identify the differences between voltage, current, resistance, power, conductors, insulators, and semiconductors. Perform common conversions using Ohm’s law and Watt’s law. Calculate resistance, voltage, current, and power for series and parallel circuits.

**Online: Bed Bug Awareness**  
**QUICK COURSE: SELF-PACED**  
Learn to detect, control, and eradicate bed bugs. 
*Note: For an equivalent in-person class, see the listing on page 10.*

**Online: Business Writing**  
**QUICK COURSE: ONE HOUR**  
Craft purposeful communications by adopting a professional writing process, select the best mode of communication, adjust your writing style to suit your audience, and learn strategies to avoid lawsuits.

**Online: Business Writing: Letters & Emails**  
**QUICK COURSE: ONE HOUR**  
Develop techniques for effective communication with customers, employees, and supervisors. Learn how to structure letters or emails and use proper professional tone and language.

**Online: Chemical Hazard Communications**  
**QUICK COURSE: ONE HOUR**  
Recognize the hazards associated with chemical substances, learn how to communicate hazards effectively, and follow procedures to safely handle and store chemicals.

**Online: Cleaning for COVID-19 & Other Infectious Diseases**  
**QUICK COURSE: SELF-PACED**  
Learn how to clean and disinfect to prevent the spread of COVID-19 and other infectious diseases. Understand how to protect yourself and others while cleaning. Know which personal protective equipment to use and how to put it on and to take it off safely.

**Online: Customer Service**  
**QUICK COURSE: THREE HOURS**  
Identify the principles of excellent customer service. Using real-life building service worker scenarios, learn strategies to create a professional environment, and navigate complex tenant interactions. 
*Note: For an equivalent in-person class, see the listing on page 21.*

**Online: Carbon Monoxide Awareness**  
**QUICK COURSE: ONE HOUR**  
Learn about the hazards of carbon monoxide (CO) in residential buildings and the requirements for installing CO detectors. 
*Note: For an equivalent in-person class, see the listing on page 14.*

**Online: Disaster Preparedness**  
**QUICK COURSE: SELF-PACED**  
Learn what to do before, during, and after an emergency, loss of power, or weather-related disaster. Examine emergency communication, working with special-needs tenants, and portable generator safety.
Use your phone to learn English as a Second Language, and prepare for the Citizenship Exam!

Use your mobile device to learn on the go through Cell-Ed. This unique program allows you to work at your own pace, receive feedback, and engage with a coach. Contact us at 888-284-3225 for more information.

Use su dispositivo móvil para practicar las preguntas del exámen de ciudadanía a través de Cell Ed. Este programa único le permite estudiar a su propio ritmo, recibir comentarios e interactuar con un entrenador. Contáctenos al 888-284-3225 para más información.

Online: Elder Abuse Awareness
QUICK COURSE: TWO HOURS
Understand the concept of healthy aging and misconceptions people commonly hold about the aging process. Gain knowledge about the issue of elder abuse, recognize the warning signs, and how to report suspected abuse.
Partner: The Harry and Jeanette Weinberg Center for Elder Abuse Prevention

Online: English as a Second Language
COURSE: SELF-PACED
Develop English skills to become more successful and confident at work and in daily life. Practice vocabulary and grammar through interactive activities. Note: For an equivalent in-person class, see the listing on page 22. This course is taught through four levels.

Online: FDNY: Citywide Fire Guard for Impairment Practice Tests
QUICK COURSE: SELF-PACED
Take practice tests for the FDNY F-01 exam.

Online: FDNY: Coordinator of Fire Safety & Alarm Systems in Homeless Shelters Practice Tests
QUICK COURSE: SELF-PACED
Take practice tests for the FDNY F-80 exam.

Online: FDNY: Fire & Emergency Drill Conductor Practice Tests
QUICK COURSE: SELF-PACED
Take practice tests for the FDNY F-07 exam.

Online: FDNY: Fire & Life Safety Director Practice Tests
QUICK COURSE: SELF-PACED
Take practice tests for the FDNY F-89 exam.

Online: FDNY: Inspection, Cleaning & Testing of Smoke Detectors Practice Tests
QUICK COURSE: SELF-PACED
Take practice tests for the FDNY F-78 exam.

Online: FDNY: Refrigerating System Operating Engineer Practice Tests
QUICK COURSE: SELF-PACED
Take practice tests for the FDNY Q-01 exam.

Online: FDNY: Refrigerating System Operating Engineer Simulation Practice
NEW
QUICK COURSE: SELF-PACED
Prepare for the FDNY Refrigerating System Operating Engineer practical exam (Z-52) by interacting with 3-D models of reciprocal and centrifugal systems and troubleshooting real-world problems. Identify all components and understand refrigerant charging and recovery procedures.

Online: FDNY: Standpipe & Sprinkler Systems Practice Tests
QUICK COURSE: SELF-PACED
Take practice tests for the FDNY S-12, S-13, S-14, and S-15 exams.

Online: FDNY: Supervision of Fire Alarm Systems Practice Tests
QUICK COURSE: SELF-PACED
Take practice tests for the FDNY S-95 exam.
# Online Courses

**Online: FDNY: Supervision of Storage, Handling & Use of Flammable or Combustible Liquids Practice Tests**  
**QUICK COURSE: SELF-PACED**  
Take practice tests for the FDNY C-92 exam.

**Online: Fire Extinguisher Safety**  
**QUICK COURSE: ONE HOUR**  
Describe the causes of fires, identify preventative measures, indicate proper fire safety conduct, and properly use and list the different types of fire extinguishers.

**Online: Fireman Low Pressure Black Seal Practice Tests & Review**  
**QUICK COURSE: ONE HOUR**  
Prepare for the Fireman Low Pressure Black Seal state examination by taking practice tests and reviewing basic concepts from the in-person preparation class.

**Online: Green Buildings: Solar PV Basics**  
**QUICK COURSE: SELF-PACED**  
Prerequisite(s): Online: Tools of the Trade  
Gain basic knowledge about the technology, industry applications, basic components, and economics of solar photovoltaic systems.

**Online: Green Professional I: LEED GA Practice Tests**  
**QUICK COURSE: SELF-PACED**  
Take practice tests for the LEED Green Associate exam.

**Online: Green Residential I: BPI Multifamily Building Operator (MFBO) Practice Tests**  
**QUICK COURSE: SELF-PACED**  
Take practice tests for the BPI (MFBO) certification.

**Online: High School Equivalency (GED)**  
**QUICK COURSE: SELF-PACED**  
Take practice tests for the High School Equivalency (GED) test.

**Online: Individual Anger Management**  
**QUICK COURSE: ONE HOUR**  
Manage your anger appropriately and constructively. Apply course core elements to work-specific environments, and beyond.

**Online: Integrated Pest Management**  
**QUICK COURSE: SELF-PACED**  
Develop an integrated pest management (IPM) program for your building. Learn how to prevent and control pest infestations using methods that rely less on pesticides and more on exclusion and sanitation.  
*Note: For an equivalent in-person class, see the listing on page 35.*

**Online: Math & Measuring Skills for Carpentry**  
**QUICK COURSE: SELF-PACED**  
Learn basic math concepts that are fundamental to the carpentry profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more.  
*Note: For an equivalent in-person class, see the listing on page 37.*

**Online: Math & Measuring Skills for Plumbing**  
**QUICK COURSE: SELF-PACED**  
Acquire basic math concepts that are fundamental to the plumbing profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more.  
*Note: For an equivalent in-person class, see the listing on page 37.*

**Online: Math & Measuring Skills for Electricity**  
**QUICK COURSE: SELF-PACED**  
Learn basic math concepts that are fundamental to the electrical profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more.  
*Note: For an equivalent in-person class, see the listing on page 37.*

**Online: Microsoft Excel: Basics**  
**QUICK COURSE: SELF-PACED**  
Learn to create worksheets and effectively calculate and present your data. Get familiar with the Excel interface. Learn how to create workbooks and enter data.

**Online: Microsoft Excel: Intermediate**  
**QUICK COURSE: SELF-PACED**  
Build on your knowledge of Excel with more advanced calculations and specialized actions. Develop an understanding of PivotTables and PivotCharts to analyze and present your data. Learn to filter using Slicers.  
*Note: For an equivalent in-person class, see the listing on page 18.*

**Online: Microsoft Excel: Advanced**  
**QUICK COURSE: SELF-PACED**  
Learn advanced ways of collaborating with others, automate complex tasks, and predict future potential outcomes. Discover how to track, retrieve, and consolidate data. Master advanced auditing tools. Work with macros to automate tasks.

**Online: Microsoft PowerPoint: Basics**  
**QUICK COURSE: SELF-PACED**  
Practice creating a PowerPoint presentation. Add and edit text and modify slides. Perform more advanced text editing and formatting operations. Use graphics, screenshots, and visual effects to energize your presentation.
Online: Microsoft PowerPoint: Intermediate  
QUICK COURSE: SELF-PACED
Customize the user interface to improve efficiency, create customized templates, and insert SmartArt and animations. Utilize math equations, use collaborative tools, add security and distribute your presentation in different formats.

Online: Microsoft Word: Basics  
QUICK COURSE: SELF-PACED
Practice formatting text and paragraphs, managing lists, adding tables, inserting graphic objects, refining page appearance, and publishing error-free, readable documents. Note: For an equivalent in-person class, see the listing on page 18.

Online: Microsoft Word: Intermediate  
QUICK COURSE: SELF-PACED
Use tables and charts, customize formats with styles and themes, insert content using Quick Parts, automate formatting using templates, controlling document flow, managing long documents, and using mail merge features.

Online: Microsoft Word: Advanced  
QUICK COURSE: SELF-PACED
Import and edit images, graphics, and videos. Store work on the Cloud. Remove confidential information or restrict certain access. Add and manage references, bookmarks, and hyperlinks. Create and record macros to automate repetitive tasks.

Online: OSHA 10-Hour General Industry Training  
QUICK COURSE: TEN HOURS
Acquire the 10-hour OSHA certificate. Learn to recognize and prevent hazards in the general industry settings. Study the OSHA Act and learn to prevent costly accidents, incidents, and OSHA fines at your site, and more. Note: For an equivalent in-person class, see the listing on page 38.

Online: OSHA 30-Hour General Industry  
COURSE: THIRTY HOURS
Acquire the 30-hour OSHA certificate. Learn to recognize and prevent hazards in the general industry setting. Study the OSHA Act and learn to work with hazardous materials, use personal protective equipment, review electrical safety, and more. For an equivalent in-person class, see the listing on page 39.

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

Online: Safe Drivers  
COURSE: SELF-PACED
Refresh your driving knowledge and reduce points on your license while becoming eligible for a 10% discount on insurance premiums. Must have a valid New Jersey, New York, or Florida driver’s license. Note: For an equivalent in-person class, see the listing on page 41.

Online: Security Officer: Keeping Buildings Safe During COVID-19 & Other Infectious Disease Outbreaks  
QUICK COURSE: SELF-PACED
Learn how to maintain building safety during COVID-19. Understand how to perform tenant and visitor COVID-19 screening, enforce social distancing and mask requirements, manage conflicts and disputes, and use de-escalation techniques. Know which personal protective equipment to use and how to put it on and take it off safely.

Online: Tools of the Trade  
COURSE: TWO HOURS
Become proficient in touch-typing through basic skill-building lessons. Study the home keys, hand placement, and proper technique. Practice typing from anywhere, increase your speed, and improve your productivity.

Online: Zoom Basics  
QUICK COURSE: SELF-PACED
Learn how to use Zoom video conferencing to attend remote 32BJ Training Fund classes.
Locations

**Registration Dates**

- **Fall Trimester Registration**
  - Tue, Aug 15, 2023

- **Winter Trimester Registration**
  - Tue, Nov 14, 2023

- **Spring Trimester Registration**
  - Tue, Feb 13, 2024

**Online Registration**

Log on to 32bjmemberportal.org

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**Connecticut**

- **Site Manager:** Raquel Mercado
  - Connecticuttraining@32bjfunds.com
  - 203-721-5732

- **Phone Registration**
  - 203-721-5732 or 888-284-3225 (toll-free)

---

**Florida**

- **Site Manager:** Maggie Cruz-Ledon
  - floridatraining@32bjfunds.com
  - 305-807-8467

- **Phone Registration**
  - 305-807-8467 or 888-284-3225 (toll-free)

---

**Fort Lauderdale**

- **Site:** NOVA Southeastern University
  - 3300 S. University Drive
  - Fort Lauderdale, FL, 33328-2004

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**Massachusetts**

- **Site Manager:** Ana Zambrano
  - newenglandtraining@32bjfunds.com
  - 617-605-2247

- **Staff:** Jude Travers
  - 617-878-7454

- **Phone Registration**
  - 617-878-7537 or 888-284-3225 (toll-free)

---

**New Haven**

- **Adult Education Center**
  - 580 Ella T. Grasso Boulevard
  - New Haven, CT 06519

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**Norwalk**

- **Norwalk Community College**
  - 188 Richards Avenue
  - Norwalk, CT 06854

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**Largo**

- **Prince George’s Community College**
  - 301 Largo Road
  - Largo, MD 20774

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**Rockville**

- **Montgomery College**
  - 51 Mannakee Street
  - Rockville, MD 20850

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**Silver Spring**

- **Montgomery College**
  - 930 King Street
  - Silver Spring, MD 20910

---

**Stamford**

- **University of Connecticut (UCONN)**
  - 1 University Place
  - Stamford, CT 06901

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**Washington D.C.**

- **Bicycle Center**
  - 32BJ SEIU Office
  - 300 Wystan Street, Suite 300
  - Washington, DC 20001

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**Boston**

- **32BJ SEIU Office**
  - 26 West Street, 3rd Floor
  - Boston, MA 02111

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**Brockton**

- **Arnone Elementary School**
  - 135 Belmont Street
  - Brockton, MA 02301

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**Lowell**

- **First United Baptist Church**
  - 99 Church Street
  - Lowell, MA 01852

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**Lynn**

- **Lynn Vocational Technical Institute**
  - 80 Neptune Boulevard
  - Lynn, MA 01902
<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
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<td>Marlborough</td>
<td>Assabet Valley Collaborative 28 Lord Road</td>
<td>Marlborough, MA 01752</td>
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<td>Waltham</td>
<td>Waltham Community and Cultural Center 510 Moody Street</td>
<td>Waltham, MA 02453</td>
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<td>Worcester State University 486 Chandler Street</td>
<td>Worcester, MA 01602</td>
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<td>New Jersey</td>
<td>SITE MANAGER: JHOANNA CAMPOS <a href="mailto:njnorthtraining@32bjfunds.com">njnorthtraining@32bjfunds.com</a> 732-575-7330</td>
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<tr>
<td></td>
<td>STAFF: GLENDA MORENO 973-733-9670, extension 2280, or 973-803-2647</td>
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<td>STAFF: EDUARDO BRISTOL 973-733-9670, extension 2282</td>
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<td>32BJ SEIU Office 494 Broad Street, 3rd Floor</td>
<td>Newark, NJ 07102</td>
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<td>Phone Registration 973-733-9670, extension 2281 or 888-284-3225 (toll-free)</td>
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<td>Camden County College 200 North Broadway</td>
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<td>Dover</td>
<td>The Organization for Hispanic Affairs 95-97 Bassett Highway</td>
<td>Dover, NJ 07801</td>
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<td>Elizabeth</td>
<td>Union County College 12-24 West Jersey Street</td>
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<td>Bergen County Technical Schools 190 Hackensack Avenue</td>
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<td>Jersey City</td>
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<td>Lincroft</td>
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<td>Morristown High School 50 Early Street</td>
<td>Morristown, NJ 07960</td>
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<td>Newark</td>
<td>32BJ SEIU Office 494 Broad Street, 3rd Floor</td>
<td>Newark, NJ 07102</td>
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<td>New Brunswick</td>
<td>Middlesex County College 140 New Street</td>
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<td>Paterson</td>
<td>Passaic County Community College 1 College Boulevard</td>
<td>Paterson, NJ 07505</td>
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<td>Perth Amboy</td>
<td>Dr. Herbert N. Richardson School 318 Stockton Street</td>
<td>Perth Amboy, NJ 08861</td>
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<td>Hudson County Community College 4800 Kennedy Boulevard</td>
<td>Union City, NJ 07087</td>
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<td>Wayne</td>
<td>Institute for Contemporary Careers 30 Galesi Drive</td>
<td>Wayne, NJ 07470</td>
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<tr>
<td>Bronx</td>
<td>SITE MANAGERS: JOSEPH CUNNINGHAM (INDUSTRY) <a href="mailto:bronxtraining@32bjfunds.com">bronxtraining@32bjfunds.com</a> 845-494-9297</td>
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<td>JESUS JOHNI PUERTA LOPEZ (ACADEMIC/COMPUTER) <a href="mailto:bronxtraining@32bjfunds.com">bronxtraining@32bjfunds.com</a> 718-612-5708</td>
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<tr>
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<td>Phone Registration 845-494-9297 (Industry) 718-612-5708 (Academic), or 888-284-3225 (toll-free)</td>
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<td>Monroe College (Jerome Avenue) 2501 Jerome Avenue</td>
<td>Bronx, NY 10468</td>
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<td>Monroe College (East Fordham Road) 29 East Fordham Road, Bronx, NY 10468</td>
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<td>Brooklyn</td>
<td>SITE MANAGER: DONALD WINGATE <a href="mailto:brooklyntraining@32bjfunds.com">brooklyntraining@32bjfunds.com</a> 347-638-3482</td>
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<td>Phone Registration 347-638-3482 or 888-284-3225 (toll-free)</td>
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<tr>
<td></td>
<td>New York City College of Technology (Jay Street) 300 Jay Street</td>
<td>Brooklyn, NY 11201</td>
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<td>New York City College of Technology (Pearl Street) 172 Pearl Street</td>
<td>Brooklyn, NY 11201</td>
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</tbody>
</table>

Register at [32BJMEMBERPORTAL.ORG](http://32BJMEMBERPORTAL.ORG)
Find Your Location

Follow us on [Facebook](http://Facebook.com/32BJTraining) [32BJTraining](http://32BJTraining)
Locations

Long Island
SITE MANAGER: DONALD WINGATE
longislandtraining@32bjfunds.com
347-638-3482
Phone Registration
347-638-3482 or 888-284-3225 (toll-free)
Nassau Community College
1 Education Drive
Garden City, NY 11530

Manhattan
SITE MANAGERS: JASON LUCAS; EMMAUCLW CANTRES
manhattantraining@32bjfunds.com
212-388-3701, or 888-284-3225
Phone Registration
212-388-3701 or 888-284-3225
25 West 18th Street
25 West 18th Street, NY 10011

Queens
SITE MANAGER: DONALD WINGATE
queenstraining@32bjfunds.com
347-638-3482
Phone Registration
347-638-3482 or 888-284-3225 (toll-free)
Queens College
65-30 Kissena Boulevard
Flushing, NY 11367
Con Edison Learning Center
4382 Vernon Boulevard
Long Island City, NY 11101

Westchester
SITE MANAGER: JESUS JOHNI PUERTA LOPEZ
westchestertraining@32bjfunds.com
718-612-5708
Phone Registration
718-612-5708 or 888-284-3225 (toll-free)
Queens College
65-30 Kissena Boulevard
Flushing, NY 11367
Con Edison Learning Center
4382 Vernon Boulevard
Long Island City, NY 11101

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newenglandtraining@32bjfunds.com
617-605-2247
Phone Registration
617-878-7537 or 888-284-3225 (toll-free)
Providence
Rhode Island School of Design
20 Washington Place
Providence, RI 02903

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SITE MANAGER: JOSE GONZALEZ
virginia.training@32bjfunds.com
202-658-8282
Phone Registration
202-742-1873 or 888-284-3225 (toll-free)
Arlington
Syphax Adult Education Center
2110 Washington Boulevard
Arlington, VA 22204

Tyson’s Corner
International Language Academy
8000 Westpark Drive, Suite 160
McLean, VA 22102

Washington, DC
SITE MANAGER: JOSE GONZALEZ
dctraining@32bjfunds.com
202-658-8282
Phone Registration
202-742-1873 or 888-284-3225 (toll-free)
32BJ SEIU Office
1025 Vermont Avenue NW, 8th Floor
Washington, DC 20005
SED Center
4110 Kansas Avenue NW
Washington, DC 20011

Locations

Registration Dates
Fall Trimester Registration
Tue, Aug 15, 2023
Winter Trimester Registration
Tue, Nov 14, 2023
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Tue, Feb 13, 2024

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Log on to 32bjmemberportal.org

Yonkers
SITE MANAGER: JESUS JOHNI PUERTA LOPEZ
westchestertraining@32bjfunds.com
718-612-5708
Phone Registration
718-612-5708 or 888-284-3225 (toll-free)
Saunders High School
183 Palmer Road
Yonkers NY 10701

Pennsylvania

Philadelphia
SITE MANAGER: TY-JAMAR RYAN
philadelphia.training@32bjfunds.com
215-907-2611
Phone Registration
215-907-2611 or 888-284-3225 (toll-free)
32BJ SEIU Office
455 North 5th Street
Philadelphia, PA 19123

Pittsburgh
pittsburghtraining@32bjfunds.com
412-639-1329
Phone Registration
412-639-1329 or 888-284-3225 (toll-free)
32BJ SEIU Office
307 Fourth Avenue, 3rd Floor
Pittsburgh, PA 15222
Advisory Committee
The Advisory Committee is composed of both labor and management representatives.

CO-CHAIRS
Lenore Friedlaender
Assistant to the President, 32BJ SEIU
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