



2025-26 TRAINING FUND COURSE CATALOG



Student Calendar

This calendar applies to the Manhattan location.

Fall 2025

Tuesday, August 12	Registration Starts: Fall Trimester
Saturday, September 20	First Day of Classes: Fall Trimester
Monday, October 13	Indigenous People's/Columbus Day: No Classes
Tuesday, November 11	Registration Starts: Winter Trimester
Wednesday, November 26–Saturday, November 29	Thanksgiving: No Classes
Friday, December 12	Last Day of Classes: Fall Trimester

Winter 2026

Saturday, January 3	First Day of Classes: Winter Trimester
Monday, January 19	Martin Luther King Jr. Day: No Classes
Monday, February 16	Presidents' Day: No Classes
Wednesday, February 18	Registration Starts: Spring Trimester
Monday, March 23	Last Day of Classes: Winter Trimester

Spring 2026

Saturday, April 4	First Day of Classes: Spring Trimester
Saturday, May 23–Monday, May 25	Memorial Day: No Classes
Friday, June 19	Juneteenth: No Classes
Friday, June 26	Last Day of Classes: Spring Trimester
Saturday, June 27	Graduation

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How to Take a Remote Class via Zoom



Look for  if a class is offered via Zoom. Those sessions are listed after the classes in a physical location.

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 on 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 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. All courses require you to be visible on camera for the duration of the class. For safety reasons, please do not participate in Zoom classes while driving. The instructor reserves the right to remove you for being off camera or driving while in class.

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. To register for the Member Portal, go to <https://www.32bjmemberportal.org/Login> and follow the simple steps to register. It will take less than five minutes.

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 the class and admits you.

For assistance with Zoom, you may also contact the Training Fund at 888-284-3225.

Welcome!

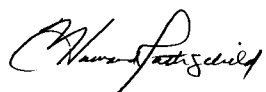
In the recent school year, nearly 2,700 members took classes with the 32BJ Training Fund for the first time. And over 25,000 different members took at least one class with us. All in all, with so many of you taking multiple classes despite your busy schedules and personal lives, members took over 63,000 classes.

In 2024-25,
more than
25,000
students
enrolled in over
3,000
course
sessions
and
2,688
of them enrolled in
their first class.

But reducing the work of our members to statistics does not do justice to the extraordinary commitment and effort that you make to increase your knowledge and fine-tune your skills, to learn new things, and get better at what you have already accomplished.

The Training Fund helps by offering classes in-person, remotely, and online, as well as coming to your place of work to offer classes there. Whether you've taken dozens of classes or are about to take your first, we want to make sure your learning journey is a positive one.

Every day we're reminded of the unique relationships between our members, the union, and employers. Recognizing that makes us strive to make sure we provide you the best training and education we can.



Howard Rothschild
President
Realty Advisory Board



Manny Pastreich
President
32BJ SEIU



Registration and Eligibility

About Us

The 32BJ Training Fund is a joint labor-management partnership that offers training to eligible participants at no cost. The Fund is supported by contributions negotiated between 32BJ SEIU and participating employers. Our mission is to train every participant to grow to the next level. We want to continually raise 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.

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 in the box below.

WALK-IN

See pages 54–56.

What to Bring

- ☐ Union ID to enter building. ID can be on your phone.
- ☐ 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 course(s).

Check if your desired course(s) require(s) any prerequisites. See Course/Quick Course Prerequisites starting on page 7 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? Occasionally, 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.

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.

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

We do not discriminate on the basis of race, color, age, gender, sexual orientation, national origin, ethnicity, or religion in the administration of our educational or admission policies.

Tutoring

Are you trying to pass a third-party exam like Citizenship, FDNY, or High School Equivalency? We can help! Our subject matter expert instructors will help you with efficient and in-depth study in your area of learning.

Math & Measuring Skills for Industry

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: This course is also available online.*

To schedule a one-on-one meeting or for more information, contact us at training@32bjfunds.com or 888-284-3225.

Registration

Fall Trimester

Tuesday, August 12, 2025

Winter Trimester

Tuesday, November 11, 2025

Spring Trimester

Wednesday, February 18, 2026

Online Registration

Log in to 32bjmemberportal.org

Scholarships Available for You and Your Eligible Dependents

Applications for scholarships are available November 1.

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

- up to \$20,000 toward an undergraduate (bachelor's) degree
- up to \$32,000 toward 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 31.

Questions? Email scholarships@32bjfunds.com

Career Tracks

REGISTER AT
32BJMEMBERPORTAL.ORG

Career Tracks are based on job titles and the skills and qualifications the union and employers believe are necessary for that position. Each Career Track is designed to provide the essential skills needed to progress to the next level in your career.

These Career Tracks are in the order in which you should take them, following the identifying description (i.e., Commercial, Residential).

Training Fund staff are here to assist you and provide one-on-one consultation to help you make the best decision for you and your career.

Please note: If you do not complete at least one course toward your Career Track within a two-year period you will be automatically unenrolled from that Career Track. This unenrollment won't prevent you from taking any training classes you are eligible for, and you may reenroll in a Career Track at any time.

Enroll in a Career Track via the 32BJ Member Portal: 32bjmemberportal.org

1

Select a track. Take a look at our available Career Tracks and determine which tracks are right for you.

2

Register for and complete the required courses in your Career Track. For more information on courses and quick courses, see page 7.

3

Graduate! Once you complete your Career Track, you are eligible to participate in our annual graduation ceremonies at several locations.

Career Services is available in person in New York City and via Zoom for members in other locations.

Looking for assistance with determining a career path, interviewing, or resume writing? See Career Development classes listed on page 14. Contact me to guide you through our Career Tracks and to explore how to improve your resume and interviewing 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.

Takbir Blake

Career Advisor



Career Tracks

Commercial/Residential Handyperson

ESTIMATED CLASSROOM HOURS (MAX): 418

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

The Handyperson Career Track is the prerequisite for BOTH Assistant Engineer/Mechanic, and Superintendent/Resident Manager I Career Tracks.

REQUIRED COURSES

- ☐ Air Pollution Control
- ☐ Carpentry Basics
- ☐ Computer: Basics/New Users
- ☐ Electricity Basics
- ☐ Heating Systems I
- ☐ Heating Systems II
- ☐ OSHA 30-Hour General Industry OR
Online: OSHA 30-Hour General Industry
- ☐ Plumbing Basics

REQUIRED QUICK COURSES

- ☐ Bed Bug Awareness OR Online:
Bed Bug Awareness
- ☐ Customer Service OR
Online: Customer Service
- ☐ Fire Safety for Residential Buildings

- ☐ Green Buildings: Advanced Air Sealing
- ☐ Mold Awareness OR
Online: Mold Awareness
- ☐ Superintendent: How to Become One

ELECTIVES (CHOOSE THREE COURSES)

- ☐ Asbestos Awareness OR Online:
Asbestos Awareness*
- ☐ Gas Safety Awareness OR Online:
Gas Safety Awareness*
- ☐ Heating Systems III: Lab (NYC Tech)
- ☐ Lead Safety for Renovation, Repair,
and Painting: Initial*
- ☐ Steam I: Theory
- ☐ Steam II: Hands-On
- ☐ Visual Assessment & Local Law 1*

**Designed for pre-war buildings*

Commercial: Assistant Engineer/Mechanic

ESTIMATED CLASSROOM HOURS (MAX): 307

Obtain knowledge of air conditioning and sustainable technologies in building systems to become an Assistant Engineer/Mechanic.

PREREQUISITE

- ☐ Commercial/Residential Handyperson Career Track
The Handyperson Career Track is the prerequisite for BOTH Assistant Engineer/Mechanic, and Superintendent/Resident Manager I Career Tracks.

REQUIRED COURSES

- ☐ Air Conditioning & Refrigeration I
- ☐ Air Conditioning & Refrigeration II
- ☐ Air Conditioning & Refrigeration III
- ☐ Green Commercial I: GPRO Mechanical, Electrical & Plumbing (MEP)
- ☐ Human Relations

REQUIRED QUICK COURSES

- ☐ Building Management: Ethics
- ☐ Heat Pumps

RECOMMENDED COURSE

- ☐ Air Conditioning & Refrigeration:
Absorption Systems

This class is required to receive the maximum credits available from City Tech–New York City College of Technology. See box below.

Commercial: Engineer

ESTIMATED CLASSROOM HOURS: 465

Acquire the building blocks necessary to gain access as an entry-level Building Engineer.

PREREQUISITE

- ☐ Assistant Engineer/Mechanic Career Track

REQUIRED COURSES

- ☐ Building Automation Systems I:
HVAC Concepts
- ☐ Building Automation Systems II:
Core Concepts
- ☐ Building Automation Systems III: Advanced
- ☐ Building Automation Systems:
Sustainable Technologies
- ☐ FDNY: Refrigerating System
Operating Engineer I

- ☐ FDNY: Refrigerating System
Operating Engineer II
- ☐ FDNY: Refrigerating System
Operating Engineer III
- ☐ Green Commercial II: Building Operator
Certification I
- ☐ Green Professional I: LEED Green Associate

REQUIRED QUICK COURSES

- ☐ FDNY: Refrigerating System Operating
Engineers Practical Examination
- ☐ Green Buildings: Energy Grade &
Carbon Emissions



Students who successfully complete all required courses for the Commercial: Engineer Career Track, and pass the Refrigeration System Operating Engineer (Q-01) Practical Exam are eligible for up to twenty-seven credits at City Tech–New York City College of Technology toward the Bachelor of Technology degree in Facilities Management and its included Associate's Degree in Environmental Control Technology. Certificates must be presented upon admission to the program.

Lead Security Officer

ESTIMATED CLASSROOM HOURS: 227.5

Obtain the knowledge and certifications that will help you become a leader in the security field.

REQUIRED COURSES

- ☐ Computer: Basics/New Users
- ☐ FDNY: Fire & Life Safety Director (F-89)
- ☐ FDNY: Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)
- ☐ Human Relations

Certain Security Officers may meet the requirements for the Experienced Security Officer Incentive Program. See page 46 for details.

REQUIRED QUICK COURSES

- ☐ CPR/AED/First Aid
- ☐ FDNY: Fire & Non-Fire Emergency Drill Conductor (F-07)
- ☐ FDNY: Fire Guard for Impairment Citywide (F-01)
- ☐ FDNY: Fire Guard for Torch Operations (F-60)
- ☐ FDNY: Indoor/Outdoor Place of Assembly Safety Personnel (F-03, F-04)
- ☐ FDNY: Inspection Cleaning & Testing of Smoke Detectors (F-78)
- ☐ FDNY: Supervision of Fire Alarm Systems (S-95)
- ☐ Leadership & Supervisory Skills OR Leadership Scenarios
- ☐ Mental Health First Aid
- ☐ Opioid Awareness
- ☐ 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: Security Control Room
- ☐ Security Officer: Terrorism Awareness & Prevention Strategies
- ☐ Self-Defense

*Completing OSHA 30-Hour General Industry fulfills this requirement.

Residential: Superintendent/Resident Manager I

ESTIMATED CLASSROOM HOURS: 349

Obtain the knowledge needed to become an entry-level Superintendent.

PREREQUISITE

- ☐ Commercial/Residential Handyperson Career Track
The Handyperson Career Track is the prerequisite for BOTH Assistant Engineer/Mechanic, and Superintendent/Resident Manager I Career Tracks.

REQUIRED COURSES

- ☐ Blueprint Reading
- ☐ Computer: Spreadsheets (MS Excel)
- ☐ FDNY: Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)
- ☐ Green Residential I: BPI Multifamily Building Operator (MFBO)
- ☐ Human Relations
- ☐ Locksmith Basics

REQUIRED QUICK COURSES

- ☐ Building Management: Ethics
- ☐ Carbon Monoxide Awareness OR Online: Carbon Monoxide Awareness

- ☐ Carpentry Troubleshooting: Patching & Plastering Repair
- ☐ Disaster Preparedness & Crisis Management
- ☐ Electricity: Troubleshooting
- ☐ Green Buildings: Energy Grade & Carbon Emissions
- ☐ Green Residential II: GPRO O&M
- ☐ Heat & Hot Water
- ☐ Integrated Pest Management OR Online: Integrated Pest Management
- ☐ Leadership & Supervisory Skills OR Leadership Scenarios
- ☐ Plumbing: Troubleshooting

Residential: Superintendent/Resident Manager II

ESTIMATED CLASSROOM HOURS: 355

Gain the skills necessary to move to a higher level of Superintendent or Resident Manager.

PREREQUISITES

- ☐ Superintendent/Resident Manager I Career Track

REQUIRED COURSES

- ☐ Air Conditioning & Refrigeration I
- ☐ Air Conditioning & Refrigeration II
- ☐ Air Conditioning & Refrigeration III
- ☐ Building Management I: Budgets & Preventative Maintenance

- ☐ Building Management II: Documentation & the Law
- ☐ Building Management III: Project Management
- ☐ Green Professional I: LEED Green Associate
- ☐ Green Residential III: BPI Multifamily Building Analyst (MFBA)

REQUIRED QUICK COURSES

- ☐ Building Management: Taking Over a New or Existing Building
- ☐ Green Residential: Recycling for Multifamily Buildings
- ☐ Renovation Projects: How to Manage
- ☐ Time Management

RECOMMENDED COURSE

- ☐ Air Conditioning & Refrigeration: Absorption Systems

This class is required to receive the maximum credits available from City Tech–New York City College of Technology. See box on page 4.

Career Tracks

Residential: Superintendent/Resident Manager III (Refrigerating System Operating Engineer License)

ESTIMATED CLASSROOM HOURS: 366

Acquire the knowledge necessary to work at the highest level of Superintendent/Resident Manager.

PREREQUISITE

- ☐ Superintendent/Resident Manager II Career Track

REQUIRED COURSES

- ☐ Building Automation Systems I: HVAC Concepts
- ☐ Building Automation Systems II: Core Concepts
- ☐ Building Automation Systems III: Advanced
- ☐ Building Automation Systems: Sustainable Technologies
- ☐ FDNY: Refrigerating System Operating Engineer I

- ☐ FDNY: Refrigerating System Operating Engineer II
- ☐ FDNY: Refrigerating System Operating Engineer III

REQUIRED QUICK COURSES

- ☐ FDNY: Refrigerating System Operating Engineers Practical Examination
- ☐ Heat Pumps



Students who successfully complete all required courses for the Residential: Superintendent/Resident Manager III Career Track, and pass the Refrigeration System Operating Engineer (Q-01) Practical Exam are eligible for up to twenty-seven credits at City Tech–New York City College of Technology toward the Bachelor of Technology degree in Facilities Management and its included Associate's Degree in Environmental Control Technology. Certificates must be presented upon admission to the program.

Utility/Foreperson Cleaner

ESTIMATED CLASSROOM HOURS: 165

Develop the skills to directly supervise and coordinate activities of a crew of commercial cleaners.

PREREQUISITE

- ☐ Must provide high school diploma or its equivalent or pass reading and/or math assessment.

REQUIRED COURSES

- ☐ Cleaning: Products & Techniques
- ☐ Computer: Basics/New Users
- ☐ Human Relations

REQUIRED QUICK COURSES

- ☐ Cleaning: Industrial Floor Surface Cleaning
- ☐ Cleaning: Long-Term Floor Care
- ☐ Cleaning: Terrazzo & Tile Floor Care
- ☐ Cleaning: Wall Maintenance

- ☐ Customer Service OR Online: Customer Service
- ☐ Green Buildings: How to Conduct a Waste Audit
- ☐ Green Commercial: Recycling
- ☐ Leadership & Supervisory Skills OR Leadership Scenarios
- ☐ Log Keeping
- ☐ OSHA 10-Hour General Industry*
- ☐ Security Awareness
- ☐ Time Management

*Completing OSHA 30-Hour General Industry fulfills this requirement.

New York Association of Realty Managers



Attaining a Building Management Certification Means Achieving:

- Greater self-confidence and job satisfaction
- Command of building management's essential components
- Industry prominence with access to advanced positions and significantly higher earning potential

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.

Information & Policies

4 Ways to Learn!

1. Courses

Courses take place in all trimesters 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

2. Quick Courses

Quick courses vary in length 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.

Please note that for courses that have both weekday and weekend sessions, most longer weekend sessions contain a one-hour break (i.e., Carpentry Basics 9am–4pm has a one-hour break).

3. Remote/Zoom Courses

For remote courses via Zoom, look for this symbol (📺). To register:

- Go to 32bjmemberportal.org
- Call 888-284-3225

Remote sessions are listed after the classes in a physical location. Questions? Email training@32bjfunds.com

4. On-Site Courses

A contributing employer may request that we 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.



English as a Second Language, Newark, NJ

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. The Rules & Regulations are available here: www.32bjmemberportal.org/en-us/Your-Benefits/Training/Student-Rules-Regs.

Attendance Policy

Minimum attendance of 80% is required.

Ask your instructor to assign makeup work to improve your attendance rate. 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.

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. Several industry courses require completion of Online: Tools of the Trade before the course is complete. These pre- or corequisites are noted with each course description.

Test Out Available

The 32BJ Training Fund allows members to test out of some of our prerequisite courses:

- Air Conditioning & Refrigeration III (online test out)
- Computer: Basics/New Users (online test out)
- Computer: Spreadsheets (MS Excel) (online test out)
- Electricity Basics (Fifty-question paper exam; 70% passing)
- Plumbing Basics (Fifty-question paper exam; 70% passing)

To find out where and how to take these test-outs, call 888-284-3225.

Exemptions

Participants may submit credentials for consideration of exemptions from Training Fund courses. Please visit www.32bjmemberportal.org/en-us/Your-Benefits/Training/How-Training-Works for full policy and guidelines. Call 888-284-3225 with any questions.

Key to Symbols

EQUIVALENT COURSE AVAILABLE	⊞
NEW COURSE/LOCATION	NEW
REMOTE LEARNING (ZOOM)	📺
SPANISH SESSIONS AVAILABLE	Sp
TESTING FEES PAID BY STUDENT	\$
THIRD-PARTY CERTIFICATE	✓

Courses and Quick Courses



Air Conditioning & Refrigeration, Manhattan, NY

Active Shooter Awareness

QUICK COURSE: ONE 3-HOUR SESSION

Sp

Understand how to look for the warning signs of a potential active shooter and consider interventions. Understand the concept of Run, Hide, Fight used in active shooter situations that can increase chances of survival.

CONNECTICUT

Bridgeport: University of Bridgeport

Jan 31, Sat, 12–3pm

Hartford: 32BJ SEIU Office

Nov 1, Sat, 12–3pm

Norwalk: SONO 50

Mar 21, Sat, 12–3pm

Stamford: University of

Connecticut (UConn)

Oct 11, Sat, 12–3pm

FLORIDA

Davie: Nova Southeastern University

Jan 24, Sat, 10am–1pm (Spanish)

Mar 14, Sat, 10am–1pm

Miami: 32BJ SEIU Office

Feb 21, Sat, 10am–1pm (Spanish)

Apr 18, Sat, 10am–1pm

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 7, Tue, 10am–1pm

Oct 24, Fri, 6–9pm

Jan 22, Thu, 6–9pm

Feb 7, Sat, 9am–12pm

May 2, Sat, 1–4pm

Air Conditioning & Refrigeration I

COURSE: 11 WEEKS

Prerequisites: *Electricity Basics, Plumbing Basics*

Understand fundamental refrigeration theories and principles, identify and use essential tools and gauges. Develop soldering and brazing skills essential to air conditioning repairs. Perform system evacuations, pressure tests, leak detection tests, and leak repairs.

MARYLAND

Largo: Prince George's Community College

Sat, 9am–4pm (All Trimesters)

NEW JERSEY

Bayonne: Bayonne High School

Sat, 9am–4pm (Fall)

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Sat, 9am–4pm (Winter)

Mon & Wed, 6–9pm (Winter)

Tue & Thu, 6–9pm (Fall)

Manhattan: 32BJ SEIU Main Office

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, 6–9pm (Fall)

Queens: Queens College

Sat, 9am–4pm (Fall)

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (Fall)

Mon & Wed, 2–5pm (Fall)

Air Conditioning & Refrigeration II

COURSE: 11 WEEKS

Prerequisite: *Air Conditioning & Refrigeration I*

Understand and perform the recovery, evacuation, and charging of refrigerants. Learn about automatic controls. Read electrical schematics, learn basic motor principles and operation and how to troubleshoot electrical motors.

MARYLAND

Largo: Prince George's Community College

Sat, 9am–4pm (Fall, Spring)

NEW JERSEY

Bayonne: Bayonne High School

Sat, 9am–4pm (Winter)

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Sat, 9am–4pm (Spring)

Mon & Wed, 6–9pm (Spring)

Tue & Thu, 6–9pm (Winter)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–4pm (Winter)

Tue & Thu, 8:30–11:30am (Winter)

Tue & Thu, 11:45am–2:45pm (Winter)

Tue & Thu, 6–9pm (Winter)

Wed & Fri, 6–9pm (Winter)







Queens: Queens College

Sat, 9am–4pm (Winter)

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (Winter)

Mon & Wed, 2–5pm (Winter)

Key to
SymbolsEquivalent Course Available 
New Course/Location Remote Learning (Zoom) 
Spanish Sessions Available Testing Fees Paid by Student 
Third-Party Certificate REGISTER AT
32BJMEMBERPORTAL.ORG

Air Conditioning & Refrigeration III

COURSE: 11 WEEKS

**Prerequisite: Air Conditioning & Refrigeration II**

Troubleshoot domestic and light commercial AC systems and refrigeration controls. Improve wiring skills and build a functional control panel. *Note: Test out available.*

MARYLAND**Largo: Prince George's Community College**

Sat, 9am–4pm (Winter, Spring)

NEW JERSEY**Bayonne: Bayonne High School**

Sat, 9am–4pm (Spring)

NEW YORK**Bronx: Monroe University****(East Fordham Road)**

Sat, 9am–4pm (Fall)

Mon & Wed, 6–9pm (Fall)

Tue & Thu, 6–9pm (Spring)

Manhattan: 32BJ SEIU Main Office

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, 6–9pm (Spring)

Queens: Queens College

Sat, 9am–4pm (Spring)

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (Spring)

Mon & Wed, 2–5pm (Spring)

Air Conditioning & Refrigeration: Absorption Systems

COURSE: 11 WEEKS

Prerequisite: Air Conditioning & Refrigeration III

Master basic absorption theory, operations, and maintenance. Understand the internal cycle of the absorption machine.

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Tue, 6–9pm (Fall)

Wed, 6–9pm (Spring)

Air Conditioning & Refrigeration: EPA Refrigerant Recovery (608)

QUICK COURSE: FIVE 3-HOUR SESSIONS

**Prerequisite: Air Conditioning & Refrigeration II**

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

Certifying Body: United States Environmental Protection Agency

MARYLAND**Largo: Prince George's Community College**

Oct 4–Nov 1, Sat, 9am–12pm

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Oct 25–Nov 22, Sat, 1–4pm

Feb 6–Mar 6, Fri, 11:45am–2:45pm

Feb 20–Mar 20, Fri, 6–9pm

Apr 24–May 22, Fri, 9am–12pm

Apr 24–May 22, Fri, 6–9pm

Air Pollution Control (P-99)

COURSE: 11 WEEKS

**Prerequisite: Reading Assessment**

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 provide high school diploma or its equivalent or pass reading assessment. Note: Practice tests available online. See page 38.*

Certifying Body: New York City Department of Environmental Protection

NEW YORK**Bronx: Monroe University**
(East Fordham Road)

Wed, 6–8:30pm (All Trimesters)

Thu, 6–8:30pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Sat, 9:30am–12pm (Spring)

Tue, 6–8:30pm (All Trimesters)

Wed, 6–8:30pm (All Trimesters)

Queens: Queens College

Sat, 9:30am–12pm (All Trimesters)

Tue, 6–8:30pm (All Trimesters)

Thu, 6–8:30pm (All Trimesters)

White Plains: 300 Hamilton Avenue

Wed, 6–8:30pm (All Trimesters)

REMOTE LEARNING (ZOOM)

Sat, 9–11:30am (All Trimesters)

Wed, 10am–12:30pm (Fall)

Thu, 12–2:30pm (All Trimesters)

“I am currently on a Career Track to become a Building Engineer, and feeling positive, persistent, and perseverant. Thanks to the Training Fund, I am accomplishing my dreams of advancement.”

Angela Chase

Job Title: Fire Life Safety Director**Location: Queens, NY****Employer: Harvard Protection****Courses Taken: Carpentry Basics; Electricity Basics; Plumbing Basics, and more!**

Courses and Quick Courses

Air Pollution Reduction

COURSE: 11 WEEKS

Learn how to protect air quality, conserve energy, and understand the environmental impacts of different types of fuel oil.

PENNSYLVANIA

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

Alarm Systems

COURSE: 11 WEEKS

Prerequisite: *Electricity Basics*

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: 32BJ SEIU Main Office
Tue, 6–9pm (Winter, Spring)
Wed, 6–9pm (Fall)



Cleaning: Products & Techniques, Manhattan, NY

American Sign Language I

COURSE: 11 WEEKS

Learn basic American Sign Language (ASL) vocabulary and grammar. Learn numbers 1-100, practice finger spelling and begin to understand the use of space and gestures. Receive an introduction to interacting with the Deaf community.

NEW YORK

Manhattan: 32BJ SEIU Main Office
Sat, 8:30am–12:30pm (Fall)
Wed, 5–9pm (Winter)

REMOTE LEARNING (ZOOM)

Sat, 9am–1pm (All Trimesters)
Tue, 5:30–9:30pm (All Trimesters)

American Sign Language II

COURSE: 11 WEEKS

Prerequisite: *American Sign Language I*

Build on the foundations learned in Level I. Continue to develop more ASLary (ASL vocabulary). Learn numbers up to 500. Fine-tune the ability to recognize and distinguish signs, finger spelling and use of space and gestures. Understand common Deaf slang and idioms.

NEW YORK

Manhattan: 32BJ SEIU Main Office
Sat, 8:30am–12:30pm (Winter)
Wed, 5–9pm (Spring)

REMOTE LEARNING (ZOOM)

Sat, 9am–1pm (All Trimesters)
Thu, 5:30–9:30pm (All Trimesters)

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. *Note: By employer request.*

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 online course please see the listing on page 38.*

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Nov 1, Sat, 1–3pm
Mar 7, Sat, 1–3pm
May 30, Sat, 1–3pm

Manhattan: 32BJ SEIU Main Office







Oct 7, Tue, 6–8pm
Nov 6, Thu, 6–8pm
Jan 31, Sat, 1:30–3:30pm
Feb 6, Fri, 6–8pm
May 6, Wed, 6–8pm
Jun 11, Thu, 6–8pm

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office
Mar 14, Sat, 12:30–2:30pm

Coming soon: Airport Service Worker Training

Learn how to keep airports safe for staff and the general public in both day-to-day and emergency situations as well as providing a welcoming, inclusive environment for all visitors. These courses will be customized to the passenger, ground, and janitorial services staff at participating airports. Check the Member Portal for updated information.

Key to
SymbolsEquivalent Course Available 
New Course/Location Remote Learning (Zoom) 
Spanish Sessions Available Testing Fees Paid by Student 
Third-Party Certificate REGISTER AT
32BJMEMBERPORTAL.ORG

Bed Bug Awareness

QUICK COURSE: ONE 2.5-HOUR SESSION  

Learn about strategies to detect, control, and eradicate bed bugs. *Note: For an equivalent online course please see the listing on page 38.*

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Oct 20, Mon, 10am–12:30pm

Jan 6, Tue, 6–8:30pm

May 30, Sat, 1:30–4pm

PENNSYLVANIA**Philadelphia: 32BJ SEIU Office**

May 30, Sat, 8–10:30am

REMOTE LEARNING (ZOOM)

Nov 5, Wed, 6–8:30pm

Nov 18, Tue, 6–8:30pm

Jan 22, Thu, 10am–12:30pm

Apr 21, Tue, 10am–12:30pm

Apr 28, 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: 32BJ SEIU Main Office**

Nov 20, Thu, 6–9pm

Dec 4, Thu, 6–9pm

Mar 4, Wed, 12–3pm

Jun 18, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

Oct 4, Sat, 1–4pm

Nov 15, Sat, 1–4pm

Feb 3, Tue, 6–9pm

Apr 23, Thu, 6–9pm

May 5, Tue, 12–3pm

Blueprint Reading

COURSE: 11 WEEKS **Prerequisites: Math Assessment, Reading Assessment**

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 provide high school diploma or its equivalent or pass reading and/or math assessment.*

NEW YORK**Bronx: Monroe University
(East Fordham Road)**

Sat, 1–4pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–12pm (Fall)

Wed, 6–9pm (All Trimesters)

Thu, 12–3pm (Spring)

Fri, 10am–1pm (Winter)

Fri, 6–9pm (Fall)

REMOTE LEARNING (ZOOM)

Wed, 5:30–8:30pm (Fall)

Boiler Feed Water Testing & Treatment

QUICK COURSE: ONE 7-HOUR SESSION

Acquire the skills and knowledge to test and treat boiler water properly. Assess the type of water, and learn to control corrosives, chlorides, and pH. Test feed water, and understand operation of the shunt feeder and chemical safety. *Partner: New York City College of Technology*

NEW YORK**Brooklyn: New York City College
of Technology (Jay Street)**

Nov 1, Sat, 9am–4pm

Mar 7, Sat, 9am–4pm

Apr 18, Sat, 9am–4pm

Boiler Parts & Accessories

QUICK COURSE: TWO 7-HOUR SESSIONS

Gain a basic understanding of heat and heat transfer. Learn to identify various types of gas and oil boilers, their operating controls, safeties, burner equipment, and feed-water piping. *Partner: New York City College of Technology*

NEW YORK**Brooklyn: New York City College of
Technology (Jay Street)**

Oct 3–10, Fri, 9am–4pm

Nov 8–15, Sat, 9am–4pm

Jan 16–23, Fri, 9am–4pm

Feb 13–20, Fri, 9am–4pm

Apr 3–10, Fri, 9am–4pm

Apr 25–May 2, Sat, 9am–4pm

Boiler Parts & Systems

QUICK COURSE: TWO 4-HOUR SESSIONS

Understand basic boiler operation principles including steam, draft, fuel, and feed-water boiler systems in large-scale environments such as schools and office buildings. *Designed for School District of Philadelphia participants.*

PENNSYLVANIA**Philadelphia: 32BJ SEIU Office**

Oct 4–11, Sat, 9am–1pm

Jan 24–31, Sat, 9am–1pm

**“I want to learn English because I want a
second language, and to communicate better.
Thanks to Training Fund classes, I already do.”**

Leomarinis Perez

Job Title: Janitor**Location: Framingham, MA****Employer: Compass Facility Services, Inc.****Courses Taken: Citizenship Exam: Test Preparation;****English as a Second Language**

Courses and Quick Courses

Building Automation Systems I: HVAC Concepts

COURSE: 11 WEEKS

Prerequisites: 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

Bronx: Monroe University
(East Fordham Road)

Wed, 6–9pm (Winter)

Thu, 6–9pm (Winter)

Manhattan: 32BJ SEIU Main Office

Mon, 11am–2pm (Fall)

Tue, 6–9pm (Fall)

Wed, 6–9pm (Fall)

Building Automation Systems II: Core Concepts

COURSE: 11 WEEKS

Prerequisite: Building Automation Systems I: HVAC Concepts

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

Bronx: Monroe University
(East Fordham Road)

Wed, 6–9pm (Spring)

Thu, 6–9pm (Spring)

Manhattan: 32BJ SEIU Main Office

Mon, 11am–2pm (Winter)

Tue, 6–9pm (Winter)

Wed, 6–9pm (Winter)

Building Automation Systems III: Advanced

COURSE: 11 WEEKS

Prerequisite: 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 code, and using a BAS for building commissioning purposes.

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Wed, 6–9pm (Fall)

Thu, 6–9pm (Fall)

Manhattan: 32BJ SEIU Main Office

Mon, 11am–2pm (Spring)

Tue, 6–9pm (Spring)

Wed, 6–9pm (Spring)

Building Automation Systems: Sustainable Technologies

COURSE: 11 WEEKS

Prerequisite: Building Automation Systems I: HVAC Concepts

Control and monitor a solar array, battery storage, heat pump, and other sustainable technologies. Analyze system trend reports and troubleshoot scenarios.

NEW YORK

Manhattan: 32BJ SEIU Main Office

Tue, 11:45am–2:45pm (Fall, Spring)

Thu, 6–9pm (All Trimesters)

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: 32BJ SEIU Main Office

Oct 24, Fri, 6–9pm

Mar 13, Fri, 6–9pm

REMOTE LEARNING (ZOOM)

Nov 1, Sat, 2–5pm

Jan 24, Sat, 1:30–4:30pm

Jun 6, 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 11–Dec 6, Sat, 9am–12pm

Jan 23–Mar 13, Fri, 9am–12pm

Apr 18–Jun 13, Sat, 9am–12pm

Building Engineer Trainee: Class A Engineer 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 shadowing a Class A Engineer.

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Oct 11–Dec 6, Sat, 9am–1pm

Jan 24–Mar 14, Sat, 9am–1pm

Apr 18–Jun 13, 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: 32BJ SEIU Main Office







Mar 19, Thu, 6–9pm

May 14, Thu, 2–5pm

REMOTE LEARNING (ZOOM)

Dec 3, Wed, 10am–1pm

Apr 22, Wed, 10am–1pm

Key to
SymbolsEquivalent Course Available 
New Course/Location Remote Learning (Zoom) 
Spanish Sessions Available Testing Fees Paid by Student 
Third-Party Certificate REGISTER AT
32BJMEMBERPORTAL.ORG

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. *Note: For an equivalent online course please see the listing on page 38.*

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Nov 14, Fri, 6–9pm

Dec 12, Fri, 6–9pm

Jan 29, Thu, 6–9pm

May 5, Tue, 6–9pm

REMOTE LEARNING (ZOOM)

Jan 23, Fri, 12–3pm

May 13, Wed, 12–3pm

Building Management I: Budgets & Preventative Maintenance

COURSE: 11 WEEKS

Prerequisites: Computer: Basics/New Users, Math Assessment, Reading Assessment

Become familiar with operating budgets, their review process, and how to interpret building financials. Learn how to create budgets as well as preventative maintenance schedules in Microsoft Excel. *Must provide high school diploma or its equivalent or pass reading and/or math assessment.*

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Sat, 12–2pm (Fall)

Tue, 6–8pm (Fall)

Building Management II: Documentation & the Law

COURSE: 11 WEEKS

Prerequisite: 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 recordkeeping and learn to navigate the NYC Department of Buildings website.

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Sat, 12–2pm (Winter)

Tue, 6–8pm (Winter)



English as a Second Language, Norwalk, CT

Building Management III: Project Management

COURSE: 11 WEEKS

Prerequisite: Building Management II: Documentation & the Law

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

NEW YORK**Manhattan: 32BJ SEIU Main Office**

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: 32BJ SEIU Main Office**

Oct 8, Wed, 12–3pm

Feb 5, Thu, 6–9pm

May 26, Tue, 11am–2pm

REMOTE LEARNING (ZOOM)

Oct 21, Tue, 6–9pm

Nov 18, Tue, 6–9pm

Jan 17, Sat, 2–5pm

May 1, Fri, 6–9pm

May 8, 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 strategies for communicating with key players. Determine how to assess an existing property, its systems, and personnel. Explore strategies for effective leadership.

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Oct 20–Nov 10, Mon, 6–9pm

Feb 4–25, Wed, 6–9pm

May 9–Jun 6, Sat, 9am–12pm

Bystander Response

QUICK COURSE: ONE 3-HOUR SESSION 

Develop awareness about what contributes to barriers to intervening in a conflict. Identify traits and factors that may contribute to aggression. Apply different tools and techniques before, during, and after intervention in practice scenarios.

*Partner: Center for Anti-Violence Education***NEW YORK****Manhattan: 32BJ SEIU Main Office**

Oct 10, Fri, 9am–12pm

Nov 21, Fri, 10am–1pm

Jan 20, Tue, 9am–12pm

Apr 21, Tue, 10am–1pm

REMOTE LEARNING (ZOOM)

Oct 18, Sat, 10am–1pm

Feb 7, Sat, 2–5pm

Mar 18, Wed, 2–5pm

Apr 21, Tue, 9am–12pm

Jun 5, Fri, 6–9pm

Courses and Quick Courses

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 online course please see the listing on page 38.*

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 8, Wed, 6–9pm

Jan 28, Wed, 10am–1pm

Jun 2, Tue, 6–9pm

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Mar 14, Sat, 9am–12pm

REMOTE LEARNING (ZOOM)

Feb 24, Tue, 6–9pm

May 2, Sat, 1:30–4:30pm

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. *Note: Looking to advance your career? See our Career Track listings on pages 3–6.*

NEW YORK

Manhattan: 32BJ SEIU Main Office

Nov 10, Mon, 9–11am

REMOTE LEARNING (ZOOM)

Oct 11, Sat, 3–5pm

Feb 28, Sat, 2–4pm

Jun 6, Sat, 3–5pm

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. *Note: Looking to advance your career? See our Career Track listings pages 3–6.*

REMOTE LEARNING (ZOOM)

Nov 1, Sat, 10am–12pm

Mar 14, Sat, 12–2pm

Jun 17, 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. *Note: Looking to advance your career? See our Career Track listings on pages 3–6.*

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 2, Thu, 11am–1pm

Nov 12, Wed, 11am–1pm

Dec 5, Fri, 12–2pm

Jan 20, Tue, 11am–1pm

Mar 12, Thu, 6–8pm

May 14, Thu, 6–8pm

REMOTE LEARNING (ZOOM)

Dec 6, Sat, 1–3pm

Mar 7, Sat, 1–3pm

Jun 13, Sat, 1:30–3:30pm

Carpentry Basics

COURSE: 11 WEEKS

Prerequisites: Math Assessment, Reading Assessment

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 provide high school diploma or its equivalent or pass reading and math assessment and successful completion of, or concurrent enrollment in, Online: Tools of the Trade.*

MARYLAND

Largo: Prince George's Community College

Sat, 9am–4pm (Winter)

NEW JERSEY

Bayonne: Bayonne High School

Sat, 9am–4pm (Spring)

NEW YORK

Bronx: Monroe University (East Fordham Road)

Sat, 9am–4pm (All Trimesters)

Tue & Thu, 6–9pm (All Trimesters)

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

Mon, 9am–4pm (Fall, Spring)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–4pm (All Trimesters)

Tue & Thu, 8:30–11:30am (All Trimesters)

Tue & Thu, 6–9pm (All Trimesters)

Wed & Fri, 8:30–11:30am (All Trimesters)

Wed & Fri, 6–9pm (All Trimesters)



Carpentry Basics, Manhattan, NY

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (All Trimesters)

Tue & Thu, 6–9pm (All Trimesters)

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Sat, 8am–3pm (All Trimesters)

Tue & Thu, 5:30–8:30pm (Fall)

Carpentry Troubleshooting: Patching & Plastering Repair

QUICK COURSE: THREE 4-HOUR SESSIONS

Prerequisite: 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: 32BJ SEIU Main Office

Oct 3–17, Fri, 1–5pm

Oct 20–Nov 3, Mon, 5–9pm

Jan 26–Feb 9, Mon, 5–9pm

Feb 6–20, Fri, 1–5pm

Feb 9–Mar 2, Mon, 9am–1pm

May 4–18, Mon, 5–9pm



May 22–Jun 5, Fri, 1–5pm



PENNSYLVANIA



Philadelphia: 32BJ SEIU Office

Mar 7–21, Sat, 8am–12pm

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Citizenship Exam: Test Preparation

COURSE: 11 WEEKS



Prepare for the U.S. Citizenship Examination and learn about the 32BJ Legal Fund benefit. Review the questions on the 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. Note: Consult the Legal Fund for questions about immigration fees.*

Partner: 32BJ Legal Fund

CONNECTICUT

Bridgeport: University of Bridgeport

Sat, 1–3pm (All Trimesters)

Hartford: Capital Community College

Sat, 9–11am (All Trimesters)

Norwalk: SONO 50

Sat, 1–3pm (All Trimesters)

Stamford: University of Connecticut (UCONN)

Sat, 1–3pm (All Trimesters)

FLORIDA

Davie: Nova Southeastern University

Sat, 2–4pm (All Trimesters)

Miami: 32BJ SEIU Office

Sat, 2–4pm (All Trimesters)

MARYLAND

Hyattsville: Prince George's Community College

Sat, 1:30–3:30pm (All Trimesters)

Rockville: Montgomery College

Sat, 1:30–3:30pm (All Trimesters)

Silver Spring: Montgomery College

Sat, 1:30–3:30pm (All Trimesters)

MASSACHUSETTS

Boston: 32BJ SEIU Office

Sat, 9–11am (All Trimesters)

Sat, 11:30am–1:30pm (Spanish) (All Trimesters)

Sat, 3–5pm (All Trimesters)

Thu, 10am–12pm (All Trimesters)

Thu, 1:30–3:30pm (Spanish) (All Trimesters)

Brockton: Massasoit Community College

Sat, 1:30–3:30pm (All Trimesters)

Framingham: Framingham State University

Sat, 1:30–3:30pm (All Trimesters)

Lawrence: Northern Essex

Community College

Sat, 1:30–3:30pm (All Trimesters)

Lowell: First United Baptist Church

Sat, 1:30–3:30pm (All Trimesters)

Lynn: Lynn Vocational Technical Institute

Sat, 1:30–3:30pm (All Trimesters)



Citizenship Exam: Test Preparation, Washington, DC

Marlborough: Assabet Valley Collaborative

Sat, 1–3pm (All Trimesters)

Waltham: Waltham Community and Cultural Center

Sat, 1:30–3:30pm (All Trimesters)

Worcester: Worcester State University

Sat, 1:30–3:30pm (All Trimesters)

NEW JERSEY

Bound Brook: Community Middle School

Sat, 1:30–3:30pm (All Trimesters)

Camden: Camden County College

Sat, 1:30–3:30pm (All Trimesters)

Dover: The Organization for Hispanic Affairs

Sat, 1:30–3:30pm (All Trimesters)

Elizabeth: Union County College (Kellogg)

Sat, 1:30–3:30pm (All Trimesters)

Hackensack: Bergen County

Technical Schools

Sat, 1:30–3:30pm (All Trimesters)

Jersey City: Hudson County

Community College

Sat, 1:30–3:30pm (All Trimesters)

Lincroft: Brookdale Community College

Sat, 1:30–3:30pm (All Trimesters)

Morristown: Morristown High School

Sat, 1:30–3:30pm (All Trimesters)

New Brunswick: Middlesex County College

Sat, 1:30–3:30pm (All Trimesters)

Newark: 32BJ SEIU Office

Sat, 1:30–3:30pm (All Trimesters)

Mon, 4–6pm (All Trimesters)

Thu, 9–11am (All Trimesters)

Paterson: Passaic County

Community College

Sat, 1:30–3:30pm (All Trimesters)

Perth Amboy: Middlesex College

Sat, 1:30–3:30pm (All Trimesters)

Plainfield: Union County College

Sat, 1:30–3:30pm (All Trimesters)

Trenton: Mercer County

Community College

Sat, 1:30–3:30pm (All Trimesters)

Union City: Hudson County Community College

Sat, 1:30–3:30pm (All Trimesters)

NEW YORK

Bronx: Monroe University (East Fordham Road)

Sat, 1:30–3:30pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Sat, 2–4pm (All Trimesters)

Wed, 11am–1pm (All Trimesters)

New Rochelle: Monroe University

Sat, 1:30–3:30pm (All Trimesters)

White Plains: 300 Hamilton Avenue

Sat, 1:30–3:30pm (All Trimesters)

Tue, 6–8pm (All Trimesters)

Yonkers: SUNY Westchester Community College

Sat, 1:30–3:30pm (All Trimesters)

RHODE ISLAND

Providence: Rhode Island School of Design (Washington Place)

Sat, 1:30–3:30pm (All Trimesters)

VIRGINIA

Arlington: Syphax Adult Education Center

Sat, 9–11am (All Trimesters)

WASHINGTON, DC

Washington, DC: SED Center

Sun, 10am–1pm (All Trimesters)

Sun, 10am–1pm (Spanish) (All Trimesters)

REMOTE LEARNING (ZOOM)

Sat, 9–11am (All Trimesters)

Sat, 2–4pm (All Trimesters)

Wed, 10:30am–12:30pm (Fall, Spring)

Wed, 1:30–3:30pm (Winter)

Wed, 3–5pm (Winter, Spring)

Thu, 1:30–3:30pm (Fall)

Thu, 6–8pm (Fall)

Courses and Quick Courses



English as a Second Language, Queens, NY

Cleaning: Industrial Floor Surface Cleaning

QUICK COURSE: THREE 7-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 17–31, Fri, 9am–4pm

Mar 6–20, Fri, 9am–4pm

May 8–22, Fri, 9am–4pm

Cleaning: Long-Term Floor Care

QUICK COURSE: ONE 7-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 10, Fri, 9am–4pm

Feb 27, Fri, 9am–4pm

May 29, 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.

NEW YORK

Manhattan: 32BJ SEIU Main Office

Wed, 1–4pm (All Trimesters)

Cleaning: Terrazzo & Tile Floor Care

QUICK COURSE: ONE 7-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)

Nov 7, Fri, 9am–4pm

Mar 21, Sat, 9am–4pm

Apr 24, Fri, 9am–4pm

Cleaning: Wall Maintenance

QUICK COURSE: ONE 7-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 4, Sat, 9am–4pm

Apr 3, Fri, 9am–4pm

Computer: Autocad

COURSE: 11 WEEKS

Prerequisites: *Blueprint Reading, Computer: Basics/New Users*

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: 32BJ SEIU Main Office

Sat, 9am–4pm (All Trimesters)

Tue & Thu, 6–9pm (All Trimesters)

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.

FLORIDA

Davie: Nova Southeastern University

Sat, 2–5pm (Fall)

Miami: 32BJ SEIU Office

Sat, 2–5pm (Fall)

MARYLAND



Hyattsville: Prince George's Community College



Sat, 1:30–4:30pm (Fall, Winter)



Rockville: Montgomery College

Sat, 1:30–4:30pm (Fall, Winter)

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

MASSACHUSETTS**Boston: 32BJ SEIU Office**

Sat, 9am–12pm (All Trimesters)

Sat, 1–4pm (All Trimesters)

Fri, 10am–1pm (All Trimesters)

NEW JERSEY**Bound Brook: Community Middle School**

Sat, 1:30–4:30pm (Fall)

Camden: Camden County College

Sat, 1:30–4:30pm (Fall)

Dover: The Organization for Hispanic Affairs

Sat, 1:30–4:30pm (Fall)

Elizabeth: Union County College (Kellogg)

Sat, 1:30–4:30pm (Fall)

Hackensack: Bergen County**Technical Schools**

Sat, 1:30–4:30pm (Fall)

Jersey City: Hudson County**Community College**

Sat, 1:30–4:30pm (Fall)

Lincroft: Brookdale Community College

Sat, 1:30–4:30pm (Fall)

Morristown: Morristown High School

Sat, 1:30–4:30pm (Fall)

New Brunswick: Middlesex County College

Sat, 1:30–4:30pm (Fall)

Newark: 32BJ SEIU Office

Sat, 1:30–4:30pm (Fall)

Tue, 3–6pm (Fall)

Wed, 9am–12pm (Fall)

Paterson: Passaic County**Community College**

Sat, 1:30–4:30pm (Fall)

Perth Amboy: Middlesex College

Sat, 1:30–4:30pm (Fall)

Plainfield: Union County College

Sat, 1:30–4:30pm (Fall)

Trenton: Mercer County**Community College**

Sat, 1:30–4:30pm (Fall)

Union City: Hudson County**Community College**

Sat, 1:30–4:30pm (Fall)

NEW YORK**Bronx: Monroe University**

(East Fordham Road)

Sat, 1:30–4:30pm (Fall)

Hempstead: Hofstra University

Sat, 2:30–5:30pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Sat, 1:30–4:30pm (All Trimesters)

Tue, 11:30am–2:30pm (Fall)

Tue, 6–9pm (Winter, Spring)

Wed, 9am–12pm (All Trimesters)

Wed, 6–9pm (Spring)

New Rochelle: Monroe University

Sat, 1:30–4:30pm (Fall)

Queens: Queens College

Sat, 9am–12pm (All Trimesters)

White Plains: 300 Hamilton Avenue

Sat, 1:30–4:30pm (Fall)

Yonkers: SUNY Westchester**Community College**

Sat, 1:30–4:30pm (Fall)

PENNSYLVANIA**Philadelphia: 32BJ SEIU Office**

Sat, 9am–12pm (All Trimesters)

VIRGINIA**McLean: International Language Academy**

Sat, 1–4pm (All Trimesters)

WASHINGTON, DC**Washington, DC: SED Center**

Sun, 10am–1pm (Winter, Spring)

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: 32BJ SEIU Main Office**

Fri, 6–9pm (All Trimesters)

Computer: Internet Basics/Social Media

COURSE: 11 WEEKS

Prerequisite: Computer: Basics/New Users

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.

FLORIDA**Davie: Nova Southeastern University**

Sat, 2–5pm (Winter)

Miami: 32BJ SEIU Office

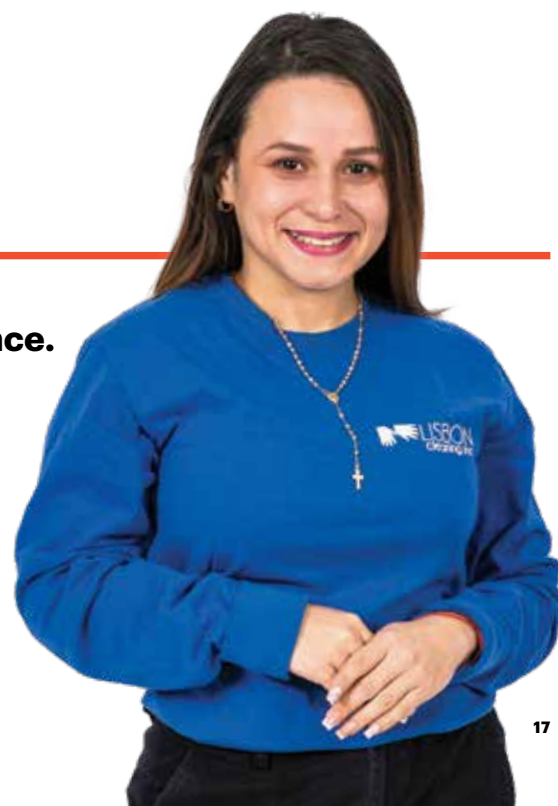
Sat, 2–5pm (Winter)

MARYLAND**Hyattsville: Prince George's****Community College**

Sat, 1:30–4:30pm (Winter, Spring)

“Learning English has opened new opportunities in my life, and I want you to have the same experience. Mastering a second language drives our personal and professional growth.”

Betsymar Jaspe

Job Title: Cleaner**Location: Newark, NJ****Employer: Lisbon Cleaning, Inc.****Courses Taken: English as a Second Language; First Aid**

Courses and Quick Courses

Computer: Running a Building with a Computer

COURSE: 11 WEEKS

Prerequisite: Computer: Spreadsheets (MS Excel)

Test-drive the most popular building management and communication systems. Discover how to perform advanced industry-related tasks and participate in a building tour to view new technologies and features.

NEW YORK

Manhattan: 32BJ SEIU Main Office

Tue, 6–9pm (Fall)

Fri, 6–9pm (Winter, Spring)

Computer: Spreadsheets (MS Excel)

COURSE: 11 WEEKS

Prerequisite: Computer: Basics/New Users

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.

Note: Test out available.

MASSACHUSETTS

Boston: 32BJ SEIU Office

Thu, 10am–1pm (All Trimesters)

NEW JERSEY

Bound Brook: Community Middle School

Sat, 1:30–4:30pm (Spring)

Camden: Camden County College

Sat, 1:30–4:30pm (Spring)

Dover: The Organization for Hispanic Affairs

Sat, 1:30–4:30pm (Spring)

Elizabeth: Union County College (Kellogg)

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)

Lincroft: 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: 32BJ SEIU Office

Sat, 1:30–4:30pm (Spring)

Tue, 3–6pm (Spring)

Wed, 9am–12pm (Spring)

Paterson: Passaic County

Community College

Sat, 1:30–4:30pm (Spring)

Perth Amboy: Middlesex College

Sat, 1:30–4:30pm (Spring)

Plainfield: Union County College

Sat, 1:30–4:30pm (Spring)

Trenton: Mercer County

Community College

Sat, 1:30–4:30pm (Spring)

Union City: Hudson County

Community College

Sat, 1:30–4:30pm (Spring)

NEW YORK

Bronx: Monroe University

(East Fordham Road)

Sat, 1:30–4:30pm (Spring)

Manhattan: 32BJ SEIU Main Office

Wed, 6–9pm (All Trimesters)

New Rochelle: Monroe University

Sat, 1:30–4:30pm (Spring)

White Plains: 300 Hamilton Avenue

Sat, 1:30–4:30pm (Spring)

Yonkers: SUNY Westchester

Community College

Sat, 1:30–4:30pm (Spring)

PENNSYLVANIA

Pittsburgh: 32BJ SEIU Office

Thu, 10am–1pm (Spring)

Fri, 2–5pm (Fall)

Computer: Word Processing (MS Word)

COURSE: 11 WEEKS

Prerequisite: Computer: Basics/New Users

Develop word processing skills using Microsoft Word. Create a document from a template, perform basic formatting, insert graphics, spell-check, and print.

FLORIDA

Davie: Nova Southeastern University

Sat, 2–5pm (Spring)

Miami: 32BJ SEIU Office

Sat, 2–5pm (Spring)

MASSACHUSETTS

Boston: 32BJ SEIU Office

Tue & Thu, 3–4:30pm (All Trimesters)

NEW JERSEY

Bound Brook: Community Middle School

Sat, 1:30–4:30pm (Winter)

Camden: Camden County College

Sat, 1:30–4:30pm (Winter)

Dover: The Organization for Hispanic Affairs

Sat, 1:30–4:30pm (Winter)

Elizabeth: Union County College (Kellogg)

Sat, 1:30–4:30pm (Winter)

Hackensack: Bergen County

Technical Schools

Sat, 1:30–4:30pm (Winter)

Jersey City: Hudson County

Community College

Sat, 1:30–4:30pm (Winter)

Lincroft: Brookdale Community College

Sat, 1:30–4:30pm (Winter)

Morristown: Morristown High School

Sat, 1:30–4:30pm (Winter)

New Brunswick: Middlesex County College

Sat, 1:30–4:30pm (Winter)

Newark: 32BJ SEIU Office

Sat, 1:30–4:30pm (Winter)

Tue, 3–6pm (Winter)

Wed, 9am–12pm (Winter)

Paterson: Passaic County

Community College

Sat, 1:30–4:30pm (Winter)

Perth Amboy: Middlesex College

Sat, 1:30–4:30pm (Winter)

Plainfield: Union County College

Sat, 1:30–4:30pm (Winter)

Trenton: Mercer County

Community College

Sat, 1:30–4:30pm (Winter)

Union City: Hudson County

Community College

Sat, 1:30–4:30pm (Winter)

NEW YORK

Bronx: Monroe University

(East Fordham Road)

Sat, 1:30–4:30pm (Winter)

New Rochelle: Monroe University

Sat, 1:30–4:30pm (Winter)

White Plains: 300 Hamilton Avenue

Sat, 1:30–4:30pm (Winter)

Yonkers: SUNY Westchester

Community College



Sat, 1:30–4:30pm (Winter)



WASHINGTON, DC



Washington, DC: SED Center

Sun, 10am–1pm (Fall, Spring)

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

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 cardiopulmonary resuscitation (CPR) on an adult, child, or infant, and use an automated external defibrillator (AED). *Note: Certification lasts two years. Certifying Body: American Heart Association or American Red Cross depending on course location.*

CONNECTICUT

Bridgeport: University of Bridgeport

Oct 25, Sat, 9am–1pm

Danbury: Western CT State University

Nov 8, Sat, 9am–1pm (Spanish)

Hartford: 32BJ SEIU Office

Nov 22, Sat, 9am–1pm

New Haven: Latinos for Educational Advocacy and Diversity

Feb 7, Sat, 9am–1pm (Spanish)

Stamford: University of Connecticut (UCONN)

Feb 14, Sat, 9am–1pm

Jun 6, Sat, 9am–1pm

FLORIDA

Davie: Nova Southeastern University

Feb 28, Sat, 10am–2pm

May 16, Sat, 10am–2pm (Spanish)

Miami: 32BJ SEIU Office

Mar 7, Sat, 10am–2pm

Jun 6, Sat, 10am–2pm (Spanish)

MARYLAND

Baltimore: Coppin State University

Nov 22, Sat, 12:30–4:30pm (Spanish)

Feb 28, Sat, 12:30–4:30pm (Spanish)

Jun 13, Sat, 12:30–4:30pm (Spanish)

Hyattsville: Prince George's

Community College

Nov 8, Sat, 12:30–4:30pm (Spanish)

Feb 14, Sat, 12:30–4:30pm (Spanish)

May 16, Sat, 12:30–4:30pm (Spanish)

Rockville: Montgomery College

Nov 15, Sat, 12:30–4:30pm (Spanish)

Feb 21, Sat, 12:30–4:30pm (Spanish)

Jun 6, Sat, 12:30–4:30pm (Spanish)

Silver Spring: Montgomery College

Nov 1, Sat, 12:30–4:30pm (Spanish)

Jan 31, Sat, 12:30–4:30pm (Spanish)

May 9, Sat, 12:30–4:30pm (Spanish)

NEW JERSEY

Bound Brook: Community Middle School

Feb 21, Sat, 12:30–4:30pm (Spanish)

New Brunswick: Middlesex County College

May 2, Sat, 12:30–4:30pm (Spanish)

Plainfield: Union County College

Oct 18, Sat, 12:30–4:30pm (Spanish)



CPR/AED, Manhattan, NY

Trenton: Mercer County

Community College

Nov 15, Sat, 12:30–4:30pm (Spanish)

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 9, Thu, 9am–1pm

Oct 10, Fri, 10am–2pm

Oct 11, Sat, 12:30–4:30pm

Oct 14, Tue, 5–9pm

Oct 15, Wed, 9am–1pm

Oct 16, Thu, 9am–1pm

Oct 17, Fri, 10am–2pm

Oct 23, Thu, 1–5pm

Oct 25, Sat, 12–4pm (Spanish)

Oct 31, Fri, 11am–3pm

Nov 4, Tue, 1–5pm (Spanish)

Nov 6, Thu, 9am–1pm

Nov 11, Tue, 9am–1pm

Dec 3, Wed, 9am–1pm

Dec 4, Thu, 5–9pm (Spanish)

Dec 18, Thu, 9am–1pm

Jan 22, Thu, 1–5pm

Jan 26, Mon, 10am–2pm

Feb 10, Tue, 4–8pm

Feb 21, Sat, 9am–1pm (Spanish)

Feb 27, Fri, 1–5pm

Mar 20, Fri, 10am–2pm

Apr 18, Sat, 9am–1pm

May 1, Fri, 4–8pm (Spanish)

May 7, Thu, 10am–2pm

May 21, Thu, 9am–1pm

Jun 12, Fri, 9am–1pm

Jun 24, Wed, 1–5pm

Queens: Queens College

Nov 8, Sat, 1–5pm

Mar 7, Sat, 1–5pm

Jun 6, Sat, 1–5pm

PENNSYLVANIA

Pittsburgh: 32BJ SEIU Office

Dec 13, Sat, 9am–1pm

Feb 7, Sat, 9am–1pm

Apr 21, Tue, 1–5pm

VIRGINIA

Arlington: Syphax Adult Education Center

Oct 25, Sat, 12–4pm (Spanish)

Feb 7, Sat, 12–4pm (Spanish)

May 2, Sat, 12–4pm (Spanish)

McLean: International Language Academy

Oct 18, Sat, 12–4pm (Spanish)

Feb 21, Sat, 12–4pm (Spanish)

Apr 25, Sat, 12–4pm (Spanish)

WASHINGTON, DC

Washington, DC: SED Center

Nov 2, Sun, 12–4pm (Spanish)

Feb 15, Sun, 12–4pm (Spanish)

May 10, Sun, 12–4pm (Spanish)

Hands-Only CPR

Learn how to perform Hands-Only CPR through a brief hands-on demonstration with a CPR mannequin. Sessions last around fifteen minutes and will be offered throughout the school year at 10am and 11am and 4pm and 5pm Tuesdays and Wednesdays, and at 1pm and 4pm on Saturdays. Email training@32bjfunds.com or call 888-284-3225 for more information.

Courses and Quick Courses

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. *Note: Certification lasts two years. Certifying Body: American Heart Association or American Red Cross depending on course location.*

MASSACHUSETTS

Boston: 32BJ SEIU Office

Oct 23, Thu, 9am–5pm (Spanish)

Feb 19, Thu, 9am–5pm (Spanish)

Lynn: Lynn Vocational Technical Institute

Dec 6, Sat, 9am–5pm (Spanish)

Marlborough: Assabet Valley Collaborative

Nov 8, Sat, 9am–5pm (Spanish)

NEW YORK

Bronx: Monroe University (East Fordham Road)

Oct 18, Sat, 9am–5pm

Feb 21, Sat, 9am–5pm

May 16, Sat, 9am–5pm

Manhattan: 32BJ SEIU Main Office

Oct 7, Tue, 9am–5pm

Oct 14, Tue, 9am–5pm

Oct 18, Sat, 8:30am–4:30pm

Oct 25, Sat, 8:30am–4:30pm

Oct 28, Tue, 9am–5pm

Nov 1, Sat, 8:30am–4:30pm

Nov 15, Sat, 8:30am–4:30pm

Dec 2, Tue, 9am–5pm

Dec 11, Thu, 9am–5pm

Dec 13, Sat, 8:30am–4:30pm

Jan 22, Thu, 9am–5pm

Jan 31, Sat, 8:30am–4:30pm

Feb 6, Fri, 9am–5pm

Feb 14, Sat, 8:30am–4:30pm

Mar 10, Tue, 9am–5pm

Mar 12, Thu, 9am–5pm

Mar 20, Fri, 9am–5pm

Apr 16, Thu, 9am–5pm

Apr 24, Fri, 9am–5pm

May 9, Sat, 8:30am–4:30pm

May 19, Tue, 9am–5pm

May 28, Thu, 9am–5pm

Jun 2, Tue, 9am–5pm

Jun 17, Wed, 8:30am–4:30pm

White Plains: 300 Hamilton Avenue

Oct 4, Sat, 9am–5pm

Apr 25, Sat, 9am–5pm (Spanish)

Yonkers: SUNY Westchester Community College

Mar 14, Sat, 9am–5pm

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Dec 6, Sat, 8am–4pm

Mar 14, Sat, 8am–4pm

Jun 6, Sat, 8am–4pm

Pittsburgh: 32BJ SEIU Office

Oct 25, Sat, 9am–5pm

Jan 20, Tue, 9am–5pm

Apr 18, Sat, 9am–5pm

RHODE ISLAND

Providence: Rhode Island School of Design (Washington Place)

Apr 25, Sat, 9am–5pm (Spanish)

CUNY Information Session

QUICK COURSE: ONE 1.5-HOUR SESSION



Explore college options and achieve your academic goals. Topics include Degree/Career Planning, CUNY Admissions Process, Financial Aid, and more!

Partner: CUNY School of Labor and Urban Studies (SLU)

NEW YORK

Manhattan: 32BJ SEIU Main Office

Nov 15, Sat, 11am–12:30pm

Jan 15, Thu, 4–5:30pm

Mar 17, Tue, 4–5:30pm

May 30, Sat, 11am–12:30pm

REMOTE LEARNING (ZOOM)

Oct 9, Thu, 4–5:30pm

Dec 9, Tue, 4–5:30pm

Feb 21, Sat, 11am–12:30pm

April 11, Sat, 11am–12:30pm

June 13, Sat, 11am–12:30pm

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 online course please see the listing on page 38.

NEW YORK

Manhattan: 32BJ SEIU Main Office

Nov 6, Thu, 11am–3pm

Dec 4, Thu, 5–9pm

Mar 6, Fri, 5–9pm

Mar 12, Thu, 5–9pm

May 2, Sat, 12:30–4:30pm

Jun 6, Sat, 10am–2pm



“Thanks to the Training Fund, I have been able to excel in both my work and personal life. I am able to do work that I would otherwise have to pay for.”

Vejai Gajai



Job Title: Handyperson



Location: Queens, NY



Employer: Beam Living

Courses Taken: Air Pollution Control; Electricity Basics; Plumbing Basics, and more!

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Disaster Preparedness & Crisis Management

QUICK COURSE: ONE 7-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: 32BJ SEIU Main Office

Oct 18, Sat, 9am–4pm

Nov 8, Sat, 9am–4pm

Dec 6, Sat, 9am–4pm

Mar 7, Sat, 9am–4pm

REMOTE LEARNING (ZOOM)

Oct 11, Sat, 9am–4pm

Apr 25, Sat, 9am–4pm

May 30, Sat, 9am–4pm

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: 32BJ SEIU Main Office

Nov 15, Sat, 1–4pm

Mar 14, Sat, 1–4pm

May 6, Wed, 9am–12pm

Jun 5, Fri, 6–9pm

REMOTE LEARNING (ZOOM)

Oct 8, Wed, 6–9pm

Feb 24, Tue, 11am–2pm

Apr 22, Wed, 6–9pm

Electricity Basics

COURSE: 11 WEEKS

Prerequisites: Math Assessment, Reading Assessment

Learn basic electrical theory, codes, and energy efficient best practices. Identify wires, cables, and service distribution panels. Maintain and repair electrical components in existing structures safely. *Must provide high school diploma or its equivalent or pass reading and math assessment and successful completion of, or concurrent enrollment in, Online: Tools of the Trade. Note: Test out available.*



Locksmith Basics, Manhattan, NY

MARYLAND

Largo: Prince George's Community College

Sat, 9am–4pm (All Trimesters)

NEW JERSEY

Bayonne: Bayonne High School

Sat, 9am–4pm (Winter)

NEW YORK

Bronx: Monroe University (East Fordham Road)

Sat, 9am–4pm (All Trimesters)

Mon & Wed, 6–9pm (All Trimesters)

Tue & Thu, 6–9pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–4pm (All Trimesters)

Tue & Thu, 8:30–11:30am (All Trimesters)

Tue & Thu, 11:45am–2:45pm (All Trimesters)

Tue & Thu, 6–9pm (All Trimesters)

Wed & Fri, 8:30–11:30am (All Trimesters)

Wed & Fri, 6–9pm (All Trimesters)

Queens: Queens College

Sat, 9am–4pm (All Trimesters)

Mon & Wed, 9am–12pm (All Trimesters)

Mon & Wed, 6–9pm (All Trimesters)

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (All Trimesters)

Tue & Thu, 6–9pm (All Trimesters)

Fri, 9am–4pm (All Trimesters)

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Sat, 8am–3pm (Winter, Spring)

Tue & Wed & Thu, 5:30–8:30pm (Spring)

Electricity: Troubleshooting

QUICK COURSE: SIX 3-HOUR SESSIONS

Prerequisite: Electricity Basics

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

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 27–Dec 1, Mon, 6–9pm

Nov 3–Dec 8, Mon, 9am–12pm

Jan 26–Mar 9, Mon, 6–9pm

Apr 20–Jun 1, Mon, 8:30–11:30am

Apr 20–Jun 1, Mon, 6–9pm

Go Green!

See the full range of
Green Buildings courses
beginning on page 31.

Courses and Quick Courses

Pre-English as a Second Language NEW

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

Three Ways to Learn English!

Go to the 32BJ Member Portal (32bjmemberportal.com) and use the search terms below. Call 888-284-3225 for more information.

1. In Person

Participate in one of our traditional in-person classes at fifty-plus locations. Search for "English as a Second Language Placement," then select the location, date, and time you prefer.

2. Remote

Take a class over Zoom with a live instructor and other students. Search for "English as a Second Language Placement," then select the date and time you prefer.

3. Online/Cell Phone

Use your mobile device to learn on the go or take class at your own pace on a desktop or laptop computer. Go to 32bjmemberportal.org and search for "Online: English as a Second Language" and follow the instructions to go to the Rosetta Stone website. Download the Rosetta Stone app to learn on your phone. All accessed via your 32BJ account log in!

English as a Second Language: Intro & Levels I-V

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. We will contact you promptly to arrange the assessment, which can occur by telephone, in-person, or via Zoom.

CONNECTICUT

Bridgeport: University of Bridgeport

Sat, 8:30am-12:30pm (All Trimesters)

Danbury: Western CT State University

Sat, 8:30am-12:30pm (All Trimesters)

Hartford: Capital Community College

Sat, 9am-1pm (All Trimesters)

New Haven: Latinos for Educational Advocacy and Diversity

Sat, 8:30am-12:30pm (All Trimesters)

Norwalk: SONO 50

Sat, 8:30am-12:30pm (All Trimesters)

Stamford: University of Connecticut (UConn)

Sat, 8:30am-12:30pm (All Trimesters)

FLORIDA

Davie: Nova Southeastern University

Sat, 9:30am-1:30pm (All Trimesters)

Miami: 32BJ SEIU Office

Sat, 9:30am-1:30pm (All Trimesters)

MARYLAND

Baltimore: Coppin State University

Sat, 9am-1pm (All Trimesters)

Hyattsville: Prince George's Community College

Sat, 9am-1pm (All Trimesters)

Rockville: Montgomery College

Sat, 9am-1pm (All Trimesters)

Silver Spring: Montgomery College

Sat, 9am-1pm (All Trimesters)

MASSACHUSETTS

Boston: 32BJ SEIU Office

Sat, 9am-12:30pm (All Trimesters)

Sat, 1:30-5pm (All Trimesters)

Tue, 9:30am-1:30pm (All Trimesters)

Tue, 1-5pm (All Trimesters)

Wed, 9:30am-1:30pm (All Trimesters)

Wed & Fri, 10am-12pm (All Trimesters)

Wed & Fri, 3-5pm (All Trimesters)

Brockton: Massasoit Community College

Sat, 9am-1pm (All Trimesters)

Framingham: Framingham State University

Sat, 9am-1pm (All Trimesters)

Lawrence: Northern Essex Community College

Sat, 9am-1pm (All Trimesters)

Lowell: First United Baptist Church

Sat, 9am-1pm (All Trimesters)

Lynn: Lynn Vocational Technical Institute

Sat, 9am-1pm (All Trimesters)

Marlborough: Assabet Valley Collaborative

Sat, 8:30am-12:30pm (All Trimesters)

Waltham: Waltham Community and Cultural Center

Sat, 9am-1pm (All Trimesters)

Worcester: Worcester State University

Sat, 9am-1pm (All Trimesters)

NEW JERSEY

Bound Brook: Community Middle School

Sat, 9am-1pm (All Trimesters)

Camden: Camden County College

Sat, 9am-1pm (All Trimesters)

Dover: The Organization for Hispanic Affairs

Sat, 9am-1pm (All Trimesters)

Elizabeth: Union County College (Kellogg)

Sat, 9am-1pm (All Trimesters)

Hackensack: Bergen County Technical Schools

Sat, 9am-1pm (All Trimesters)

Jersey City: Hudson County Community College

Sat, 9am-1pm (All Trimesters)

Lincroft: Brookdale Community College

Sat, 9am-1pm (All Trimesters)

Morristown: Morristown High School

Sat, 9am-1pm (All Trimesters)

New Brunswick: Middlesex County College

Sat, 9am-1pm (All Trimesters)

Newark: 32BJ SEIU Office

Sat, 9am-1pm (All Trimesters)

Mon, 9am-1pm (All Trimesters)

Mon & Wed, 4-6pm (All Trimesters)

Tue & Thu, 4-6pm (All Trimesters)

Wed, 9am-1pm (All Trimesters)

Thu, 9am-1pm (All Trimesters)

Paterson: Passaic County

Community College

Sat, 9am-1pm (All Trimesters)

Perth Amboy: Middlesex College

Sat, 9am-1pm (All Trimesters)

Plainfield: Union County College

Sat, 9am-1pm (All Trimesters)

Trenton: Mercer County

Community College

Sat, 9am-1pm (All Trimesters)

Union City: Hudson County



Community College



Sat, 9am-1pm (All Trimesters)



Protect Yourself (and Others)

See our Self-Defense
course listing on page 50.

Key to
Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

NEW YORK**Bronx: Monroe University
(East Fordham Road)**

Sat, 9am–1pm (All Trimesters)
Tue & Thu, 6–8pm (All Trimesters)

Hempstead: Hofstra University

Sat, 10am–2pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–1pm (All Trimesters)
Mon & Wed, 12–2pm (All Trimesters)
Mon & Wed, 2:30–4:30pm (All Trimesters)
Tue & Thu, 12–2pm (All Trimesters)
Tue & Thu, 2–4pm (All Trimesters)
Tue & Thu, 6–8pm (All Trimesters)
Wed & Fri, 2–4pm (All Trimesters)

New Rochelle: Monroe University

Sat, 9am–1pm (All Trimesters)

Queens: Queens College

Sat, 9am–1pm (All Trimesters)

White Plains: 300 Hamilton Avenue

Sat, 9am–1pm (All Trimesters)
Tue & Thu, 6–8pm (All Trimesters)

Yonkers: SUNY Westchester**Community College**

Sat, 9am–1pm (All Trimesters)

PENNSYLVANIA**Pittsburgh: 32BJ SEIU Office**

Sat, 11am–3pm (All Trimesters)
Wed & Fri, 1–3pm (All Trimesters)
Wed & Fri, 3–5pm (All Trimesters)

RHODE ISLAND**Providence: Rhode Island School of Design
(Washington Place)**

Sat, 9am–1pm (All Trimesters)

VIRGINIA**Arlington: Syphax Adult Education Center**

Sat, 9am–1pm (All Trimesters)

McLean: International Language Academy

Sat, 9am–1pm (All Trimesters)

WASHINGTON, DC**Washington, DC: SED Center**

Sat, 9am–1pm (All Trimesters)
Mon & Wed & Thu, 10am–12pm (All Trimesters)

REMOTE LEARNING (ZOOM)

Sat, 9am–1pm (All Trimesters)
Sat, 1–5pm (All Trimesters)
Tue & Thu, 10am–12pm (All Trimesters)
Tue & Thu, 6–8pm (All Trimesters)
Wed & Fri, 10am–12pm (All Trimesters)
Wed & Fri, 6–8pm (All Trimesters)



English as a Second Language, Framingham, MA

English as a Second Language: Electricity Projects

QUICK COURSE: EIGHT 3-HOUR SESSIONS 

Prerequisite: English as a Second Language II

Learn work-specific English from two instructors, one ESL instructor and one electricity instructor, while doing basic hands-on electricity projects. *Must have proven ability to speak and write English.*

MASSACHUSETTS**Boston: 32BJ SEIU Office**

Oct 18–Dec 13, Sat, 9am–12pm
Jan 24–Mar 21, Sat, 9am–12pm
Apr 18–June 13, Sat, 9am–12pm

English as a Second Language: Pronunciation Intensive

COURSE: 11 WEEKS 

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

CONNECTICUT**Hartford: Capital Community College**

Sat, 11am–1pm (All Trimesters)

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Wed, 3–5pm (Fall)

REMOTE LEARNING (ZOOM)

Wed, 1–3pm (All Trimesters)
Fri, 1–3pm (All Trimesters)

Facilities Management: Basics

QUICK COURSE: ONE 3-HOUR SESSION

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

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Nov 13, Thu, 6–9pm
Jan 22, Thu, 6–9pm
Apr 23, Thu, 6–9pm

Courses and Quick Courses

FDNY

The Fire Department of the City of New York requires Certificates of Fitness for many job responsibilities. We offer courses that prepare members to take the necessary exams to earn these certificates. The FDNY requires a letter of recommendation from employers for all exams, but a letter is not required to attend our classes.

- Added four new FDNY certificate courses: C-15, S-92, G-98, & S-93, as well as a new Fire & Life Safety Director Refresher, and A2L Refrigerant Compliance course.
- See page 39 for the full list of Online FDNY Practice Tests. Look for this icon (🗣️) for courses with practice tests.
- Be sure to check the qualifications required to take FDNY classes listed in each course description.
- FDNY Certificates of Fitness must be renewed every three years.
- Visit www.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page to find more information on FDNY Certificates of Fitness.

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 completion, 32BJ will provide a certificate of completion to be presented to the FDNY.

Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Nov 6–13, Thu, 5–9pm

Jan 26–Feb 2, Mon, 5–9pm

May 7–14, Thu, 5–9pm

Manhattan: 32BJ SEIU Main Office

Oct 3–10, Fri, 5–9pm

Oct 7–14, Tue, 10am–2pm

Oct 20–27, Mon, 10am–2pm

Oct 21–28, Tue, 10am–2pm

Nov 5–12, Wed, 10am–2pm

Jan 15–22, Thu, 2–6pm

Jan 22–29, Thu, 5–9pm

Jan 23–30, Fri, 5–9pm

Feb 3–10, Tue, 10am–2pm

Feb 20–27, Fri, 5–9pm

Mar 12–19, Thu, 2–6pm

Apr 28–May 5, Tue, 10am–2pm

May 12–19, Tue, 10am–2pm

REMOTE LEARNING (ZOOM)

Oct 23–30, Thu, 10am–2pm

Nov 12–19, Wed, 10am–2pm

Dec 2–9, Tue, 10am–2pm

Feb 3–10, Tue, 10am–2pm

Feb 5–12, Thu, 10am–2pm

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

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



Prepare to take the FDNY's Certificate of Fitness Examination for 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.*
Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University
(East Fordham Road)

May 11–18, Mon, 6–8pm

Manhattan: 32BJ SEIU Main Office

Dec 11, Thu, 5–9pm

Mar 9, Mon, 9am–1pm

Jun 6, Sat, 11am–3pm

REMOTE LEARNING (ZOOM)

Jan 29, Thu, 5–9pm

Jun 2–9, Tue, 6–8pm

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

COURSE: 12 WEEKS



Prerequisite: Reading Assessment

Prepare for the FDNY Fire & Life Safety Director (FLSD) Certificate of Fitness Examinations (N-85/Z-89). *Must provide high school diploma or its equivalent or pass reading assessment. Note: In addition to the letter of verification from your employer, 32BJ will provide a certificate of completion to be presented to the FDNY.*

Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Thu, 5–9pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–1pm (All Trimesters)

Tue, 5–9pm (All Trimesters)

Wed, 9am–1pm (Spring)

Fri, 9am–1pm (Fall, Winter)

Queens: Queens College

Sat, 9am–1pm (All Trimesters)

REMOTE LEARNING (ZOOM)

Wed, 11am–3pm (Winter)

Thu, 9am–1pm (Fall)

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

QUICK COURSE:
ONE 3-HOUR SESSION



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

Prepare for the FDNY Fire Life & Safety Director (FLSD) Certificate of Fitness On-Site Examinations (F-89/T-89) *Note: Must be assigned to a commercial building to take the On-Site exam.*

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Jan 14, Wed, 6–9pm

Feb 7, Sat, 1–4pm

Apr 29, Wed, 1–4pm



May 2, Sat, 1–4pm



REMOTE LEARNING (ZOOM)



Oct 7, Tue, 1–4pm

Oct 22, Wed, 1:30–4:30pm

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

FDNY: Fire & Life Safety Director Refresher

QUICK COURSE: SIX 2-HOUR SESSIONS



Stay current with fire code revisions, technological advancements, and other updates such as lithium ion battery safety. *Note: This course is for members who already have the F-89 Certificate of Fitness.*

NEW YORK

Manhattan: 32BJ SEIU Main Office

Sep 23–Oct 28, Tue, 9–11am
Sep 25–Oct 30, Thu, 6–8pm
Jan 23–Feb 27, Fri, 9–11am
Jan 30–Mar 6, Fri, 6–8pm
Apr 20–Jun 1, Mon, 9–11am
Apr 20–Jun 1, Mon, 6–8pm
Apr 25–Jun 6, Sat, 9–11am

REMOTE LEARNING (ZOOM)

Nov 1–Dec 13, Sat, 1:30–3:30pm
Jan 20–Feb 24, Tue, 6–8pm
May 1–Jun 5, Fri, 9–11am

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

QUICK COURSE:
ONE 3-HOUR SESSION



Formerly known as **FDNY: Fire & Emergency Drill Conductor (F-07)**

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

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Mar 12, Thu, 6–9pm

White Plains: 300 Hamilton Avenue

Mar 20, Fri, 6–9pm

REMOTE LEARNING (ZOOM)

Nov 14, Fri, 6–9pm
Dec 5, Fri, 1–4pm
Dec 12, Fri, 1–4pm
Feb 6, Fri, 12–3pm
May 14, Thu, 6–9pm

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

QUICK COURSE:
ONE 3-HOUR SESSION



Formerly known as **Citywide Fire Guard for Impairment (F-01)**

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

Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University (East Fordham Road)

Oct 20, Mon, 6–9pm

Jan 26, Mon, 6–9pm

May 4, Mon, 6–9pm

Manhattan: 32BJ SEIU Main Office

Oct 7, Tue, 9:30am–12:30pm

Oct 9, Thu, 4–7pm

Oct 14, Tue, 6–9pm

Oct 17, Fri, 6–9pm

Oct 18, Sat, 1–4pm

Oct 30, Thu, 6–9pm

Nov 5, Wed, 6–9pm

Nov 22, Sat, 9am–12pm

Jan 28, Wed, 12–3pm

Feb 21, Sat, 1:30–4:30pm

Mar 5, Thu, 9am–12pm

Apr 16, Thu, 6–9pm

May 15, Fri, 6–9pm

Jun 8, Mon, 9am–12pm

White Plains: 300 Hamilton Avenue

Oct 9, Thu, 6–9pm

Jan 30, Fri, 6–9pm

REMOTE LEARNING (ZOOM)

Oct 7, Tue, 10am–1pm

Oct 8, Wed, 10am–1pm

Oct 9, Thu, 6–9pm

Oct 15, Wed, 3–6pm

Nov 13, Thu, 6–9pm

Nov 19, Wed, 6–9pm

May 30, Sat, 1–4pm

Jun 6, Sat, 1–4pm

Jun 12, Fri, 6–9pm

FDNY: Fire Guard for Shelters Citywide (F-02)

QUICK COURSE:
ONE 3-HOUR SESSION



Prepare for the FDNY Certificate of Fitness Examination for Fire Guard for Shelters Citywide (F-02).

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 17, Fri, 2–5pm

Nov 21, Fri, 2–5pm

Nov 25, Tue, 1–4pm

Dec 6, Sat, 1–4pm

Jan 24, Sat, 1–4pm

Feb 20, Fri, 2–5pm

May 1, Fri, 11am–2pm

May 29, Fri, 2–5pm

Jun 10, Wed, 9am–12pm

Jun 20, Sat, 1–4pm

White Plains: 300 Hamilton Avenue

Feb 9, Mon, 6–9pm

REMOTE LEARNING (ZOOM)

Mar 20, Fri, 2–5pm

May 29, Fri, 2–5pm

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).

Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University (East Fordham Road)

Oct 27, Mon, 6–9pm

Jan 31, Sat, 9am–12pm

May 16, Sat, 9am–12pm

Manhattan: 32BJ SEIU Main Office

Oct 15, Wed, 6–9pm

Feb 12, Thu, 11am–2pm

May 11, Mon, 11am–2pm

White Plains: 300 Hamilton Avenue

Nov 13, Thu, 6–9pm

Jun 4, Thu, 6–9pm

Yonkers: SUNY Westchester Community College

Mar 19, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

Nov 8, Sat, 1:30–4:30pm

Nov 15, Sat, 1:30–4:30pm

May 7, Thu, 6–9pm

Courses and Quick Courses

FDNY: Indoor/Outdoor Place of Assembly Safety Personnel (F-03 & F-04)

QUICK COURSE:
ONE 4-HOUR SESSION



Prepare for the FDNY Certificates of Fitness Examinations for Certificate of Fitness for Indoor Place of Assembly Safety Personnel (F-03) and Certificate of Fitness for Temporary Indoor/Outdoor Place of Assembly Safety Personnel (Citywide) (F-04).
Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Oct 23, Thu, 5–9pm
Feb 26, Thu, 5–9pm
May 28, Thu, 5–9pm

Manhattan: 32BJ SEIU Main Office

Oct 2, Thu, 9am–1pm
Oct 7, Tue, 5–9pm
Oct 16, Thu, 5–9pm
Oct 27, Mon, 5–9pm
Oct 29, Wed, 5–9pm
Nov 7, Fri, 5–9pm
Nov 8, Sat, 12:30–4:30pm
Nov 15, Sat, 9am–1pm
Nov 20, Thu, 5–9pm
Dec 6, Sat, 9am–1pm
Jan 29, Thu, 1–5pm
Feb 5, Thu, 5–9pm
Feb 17, Tue, 9am–1pm
Feb 19, Thu, 9am–1pm
Mar 12, Thu, 9am–1pm
Apr 18, Sat, 12–4pm
Apr 20, Mon, 9am–1pm
Jun 18, Thu, 5–9pm
Yonkers: SUNY Westchester Community College
Jan 23, Fri, 5–9pm
May 12, Tue, 5–9pm

REMOTE LEARNING (ZOOM)

Oct 7, Tue, 5–9pm
Oct 14, Tue, 5–9pm
Oct 15, Wed, 5–9pm
Oct 16, Thu, 5–9pm
Nov 12, Wed, 5–9pm
Nov 13, Thu, 5–9pm
Mar 3, Tue, 12–4pm
Mar 17, Tue, 12–4pm
Jun 6, Sat, 12–4pm
Jun 13, Sat, 12–4pm

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).
Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Mar 12, Thu, 6–9pm

White Plains: 300 Hamilton Avenue

Dec 1, Mon, 6–9pm

Yonkers: SUNY Westchester Community College

May 21, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

Oct 18, Sat, 1:30–4:30pm
Feb 6, Fri, 6–9pm
Apr 24, Fri, 6–9pm

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

COURSE: 11 WEEKS



Prerequisite: Air Conditioning & Refrigeration III

Learn advanced refrigerating theory and how it applies to evaporators, condensers, metering devices, and compressors in commercial refrigerating systems. *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 United States 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>.*

Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Sat, 9am–4pm (Winter)
Mon & Wed, 6–9pm (Winter)
Tue & Thu, 6–9pm (Fall)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–4pm (Fall)
Mon & Wed, 8:30–11:30am (Fall)
Mon & Wed, 11:45am–2:45pm (Fall)
Tue & Thu, 6–9pm (Fall)
Wed & Fri, 6–9pm (Fall)



Plumbing Basics, Manhattan, NY

Queens: Queens College

Sat, 9am–4pm (Fall)

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (Fall)

REMOTE LEARNING (ZOOM)

Tue & Thu, 9am–12pm (Fall)
Tue & Thu, 6–9pm (Fall)

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

COURSE: 11 WEEKS



Prerequisite: 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.

Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Sat, 9am–4pm (Spring)
Mon & Wed, 6–9pm (Spring)
Tue & Thu, 6–9pm (Winter)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–4pm (Winter)
Mon & Wed, 8:30–11:30am (Winter)
Mon & Wed, 11:45am–2:45pm (Winter)
Tue & Thu, 6–9pm (Winter)
Wed & Fri, 6–9pm (Winter)

Queens: Queens College







Sat, 9am–4pm (Winter)

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (Winter)

REMOTE LEARNING (ZOOM)

Tue & Thu, 9am–12pm (Winter)
Tue & Thu, 6–9pm (Winter)

Key to
SymbolsEquivalent Course Available 
New Course/Location Remote Learning (Zoom) 
Spanish Sessions Available Testing Fees Paid by Student 
Third-Party Certificate REGISTER AT
32BJMEMBERPORTAL.ORG

FDNY: Refrigerating System Operating Engineer III (Q-01)

COURSE: 11 WEEKS

**Prerequisite: 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 completion, 32BJ will provide a certificate of completion to be presented to the FDNY.*

Certifying Body: Fire Department of the City of New York

NEW YORK**Bronx: Monroe University
(East Fordham Road)**

Sat, 9am–4pm (Fall)
Mon & Wed, 6–9pm (Fall)
Tue & Thu, 6–9pm (Spring)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–4pm (Spring)
Mon & Wed, 8:30–11:30am (Spring)
Mon & Wed, 11:45am–2:45pm (Spring)
Tue & Thu, 6–9pm (Spring)
Wed & Fri, 6–9pm (Spring)

Queens: Queens College

Sat, 9am–4pm (Spring)

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (Spring)

REMOTE LEARNING (ZOOM)

Tue & Thu, 9am–12pm (Spring)
Tue & Thu, 6–9pm (Spring)

FDNY: Refrigerating System Operating Engineer A2L Refrigerant Compliance

QUICK COURSE: TWO 3.5-HOUR
SESSIONS OR ONE 8-HOUR SESSION**Prerequisite: FDNY: Refrigerating System Operating Engineer III (Q-01)**

Meet the FDNY requirements for renewal of the Q-01/Q-99 license. Understand A2L refrigerants and their required safety measures, rules, and regulations. This is a one-time renewal requirement for all members who apply for renewal after July 1, 2025.

NEW YORK**Bronx: Monroe University
(East Fordham Road)**

Oct 18, Sat, 8:30am–4:30pm
Feb 28, Sat, 8:30am–4:30pm
May 16, Sat, 8:30am–4:30pm

Manhattan: 32BJ SEIU Main Office

Oct 20–22, Mon & Wed, 5:30–9pm
Nov 15, Sat, 8:30am–4:30pm
Feb 18–20, Wed & Fri, 5:30–9pm
Mar 21, Sat, 8:30am–4:30pm
May 9, Sat, 8:30am–4:30pm
Jun 8–10, Mon & Wed, 5:30–9pm

Queens: Queens College

Oct 25, Sat, 8:30am–4:30pm
Feb 7, Sat, 8:30am–4:30pm
Apr 25, Sat, 8:30am–4:30pm

White Plains: 300 Hamilton Avenue

Nov 4–6, Tue & Thu, 5:30–9pm
Nov 8, Sat, 8:30am–4:30pm
Mar 14, Sat, 8:30am–4:30pm
Mar 17–19, Tue & Thu, 5:30–9pm
May 2, Sat, 8:30am–4:30pm
May 19–21, Tue & Thu, 5:30–9pm

REMOTE LEARNING (ZOOM)

Oct 11, Sat, 8:30am–4:30pm
Oct 14–16, Tue & Thu, 5:30–9pm
Dec 6, Sat, 8:30am–4:30pm
Jan 24, Sat, 8:30am–4:30pm
Feb 11–13, Wed & Fri, 5:30–9pm
Apr 18, Sat, 8:30am–4:30pm
May 12–14, Tue & Thu, 5:30–9pm
June 10–12, Wed & Fri, 5:30–9pm

FDNY: Refrigerating System Operating Engineers Practical Examination (Q-01)

QUICK COURSE:
SIX 3-HOUR SESSIONS**Prerequisite: 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). *Note: Students who register for this course will automatically be registered in Online: FDNY: Refrigerating System Operating Engineers Simulation Practice.*

Certifying Body: Fire Department of the City of New York

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Jan 16–Feb 20, Fri, 6–9pm
May 1–Jun 5, Fri, 6–9pm

White Plains: 300 Hamilton Avenue

Oct 4–Nov 8, Sat, 9am–12pm
Oct 6–27, Mon & Wed, 6–9pm

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

COURSE: 11 WEEKS

**Prerequisite: Reading Assessment**

Prepare for the FDNY's Certificate of Fitness examinations for S-12, S-13, S-14, and S-15. *Must provide high school diploma or its equivalent or pass reading assessment. Certifying Body: Fire Department of the City of New York*

NEW YORK**Bronx: Monroe University
(East Fordham Road)**

Tue, 6–9pm (All Trimesters)
Wed, 6–9pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Wed, 6–9pm (All Trimesters)
Fri, 11am–2pm (Winter, Spring)

Queens: Queens College

Sat, 1:30–4:30pm (All Trimesters)

White Plains: 300 Hamilton Avenue

Sat, 9am–12pm (All Trimesters)

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). *Certifying Body: Fire Department of the City of New York*

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Oct 7, Tue, 6–9pm
Mar 6, Fri, 6–9pm

White Plains: 300 Hamilton Avenue

Nov 21, Fri, 6–9pm
Mar 19, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

Nov 18, Tue, 10am–1pm
Jan 27, Tue, 3–6pm
Apr 28, Tue, 6–9pm

Courses and Quick Courses

FDNY: Supervision of Air Compressors (A-35)

QUICK COURSE:
TWO 3-HOUR SESSIONS
OR ONE 7-HOUR SESSION



Prepare to take the FDNY Certificate of Fitness Examination for Supervision of Air Compressors (A-35).

Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Nov 1, Sat, 9am–4pm

Feb 14, Sat, 9am–4pm

May 30, Sat, 9am–4pm

Manhattan: 32BJ SEIU Main Office

Oct 11–18, Sat, 1–4pm

Nov 1–8, Sat, 9am–12pm

White Plains: 300 Hamilton Avenue

Dec 5–12, Fri, 6–9pm

Yonkers: SUNY Westchester

Community College

Jun 15–22, Mon, 6–9pm

REMOTE LEARNING (ZOOM)

Nov 5–12, Wed, 6–9pm

Jan 28–Feb 4, Wed, 9am–12pm

May 1–8, Fri, 6–9pm

May 6–13, Wed, 1–4pm

REMOTE LEARNING (ZOOM)

Oct 22, Wed, 6–9pm

Nov 19, Wed, 6–9pm

Feb 7, Sat, 2–5pm

Feb 21, Sat, 1:30–4:30pm

Mar 10, Tue, 6–9pm

Apr 23, Thu, 6–9pm

FDNY: Supervision of Flame Retardant Treatment (Citywide) (C-15)

QUICK COURSE:
ONE 3-HOUR SESSION



Prepare to take the FDNY's Certificate of Fitness examination for Supervision of Flame Retardance Treatment (Citywide) (C-15).

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 8, Wed, 9am–12pm

Feb 7, Sat, 1–4pm

Jun 2, Tue, 6–9pm

REMOTE LEARNING (ZOOM)

Nov 15, Sat, 9am–12pm

Feb 10, Tue, 6–9pm

May 7, Thu, 9am–12pm

FDNY: Supervision of Portable Fueled Space Heaters at Construction Sites (S-92)

QUICK COURSE:
ONE 3-HOUR SESSION



Prepare to take the FDNY's Certificate of Fitness examination for Supervision of Portable Fueled Space Heaters at Construction Sites (S-92).

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Dec 9, Tue, 9am–12pm

Mar 7, Sat, 1–4pm

Jun 1, Mon, 6–9pm

White Plains: 300 Hamilton Avenue

Apr 30, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

Oct 1, Wed, 6–9pm

Jan 31, Sat, 9am–12pm

Apr 22, Wed, 1–4pm

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).

Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Oct 30, Thu, 6–9pm

Jan 31, Sat, 1–4pm

May 16, Sat, 1–4pm

Manhattan: 32BJ SEIU Main Office

Oct 11, Sat, 1:30–4:30pm

Mar 19, Thu, 6–9pm

May 30, Sat, 1:30–4:30pm

White Plains: 300 Hamilton Avenue

Oct 6, Mon, 6–9pm

May 2, Sat, 9am–12pm

Yonkers: SUNY Westchester

Community College

Feb 19, 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).

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Feb 12–19, Thu, 6–9pm

Apr 29–May 6, Wed, 6–9pm

Jun 5–12, Fri, 10am–1pm

White Plains: 300 Hamilton Avenue

Jun 11–18, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

Oct 21–28, Tue, 10am–1pm

Dec 2–9, Tue, 2–5pm

Feb 24–Mar 3, Tue, 6–9pm

Apr 18–25, Sat, 1:30–4:30pm

FDNY: Supervision of Stationary Energy Storage Systems (B-28)

COURSE:
FOUR 3-HOUR SESSIONS



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: Applicants must submit a Battery System Training Verification Letter to FDNY from the battery system owner, manufacturer or the installer of the battery system, as well as a B-28 specific letter of recommendation from their employer.*

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 4–25, Sat, 10am–1pm



Feb 24–Mar 17, Tue, 6–9pm



May 22–June 12, Fri, 6–9pm



**Interested in
College?**

See our **CUNY Information**
Sessions listing on page 20.

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

FDNY: Supervision of Storage, Handling & Use of Compressed Flammable Gas Containers (Citywide) (G-98)

QUICK COURSE:

THREE 2-HOUR SESSIONS



Prepare to take the FDNY's Certificate of Fitness examination for Supervision of Storage, Handling and Use of Compressed Flammable Gas Containers (Citywide) (G-98).
Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University (East Fordham Road)

Mar 9–23, Mon, 6–8pm

Manhattan: 32BJ SEIU Main Office

Oct 28–Nov 11, Tue, 1:30–3:30pm

Feb 7–21, Sat, 11am–1pm

May 28–Jun 11, Thu, 6–8pm

REMOTE LEARNING (ZOOM)

Oct 18–Nov 1, Sat, 9–11am

Jan 21–Feb 4, Wed, 6–8pm

Apr 18–May 2, Sat, 1:30–3:30pm

FDNY: Supervision of Storage, Handling & Use of Corrosives & Oxidizers (C-42)

QUICK COURSE:

TWO 3-HOUR SESSIONS



Prepare to take the FDNY Certificate of Fitness examination for Supervision of Storage, Handling and Use of Corrosives and Oxidizers (C-42).

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Mar 12–19, Thu, 6–9pm

May 21–28, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

Nov 15–22, Sat, 9am–12pm

May 13–20, Wed, 6–9pm

FDNY: Supervision of Storage, Handling & Use of Flammable or Combustible Liquids (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).

Certifying Body: Fire Department of the City of New York

NEW YORK

White Plains: 300 Hamilton Avenue

Nov 6–20, Thu, 6–9pm

Mar 5–19, Thu, 6–9pm

Jun 4–18, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

Oct 7–21, Tue, 6–9pm

Feb 14–28, Sat, 9am–12pm

May 5–19, Tue, 6–9pm

FDNY: Supervision of Temporary Storage, Handling & Dispensing Flammable or Combustible Liquids at Construction Sites (S-93)

QUICK COURSE:

ONE 3-HOUR SESSION



Formerly known as FDNY: Supervision of Temporary Storage and Dispensing of Flammable or Combustible Liquids at Construction Sites (S-93)

Prepare to take the FDNY's Certificate of Fitness examination for Supervision of Temporary Storage, Handling & Dispensing Flammable or Combustible Liquids at Construction Sites (S-93).

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 20, Mon, 6–9pm

Feb 28, Sat, 10am–1pm

Jun 3, Wed, 1–4pm

REMOTE LEARNING (ZOOM)

Nov 8, Sat, 1:30–4:30pm

Mar 10, Tue, 6–9pm

May 7, Thu, 9am–12pm

FDNY: Use of Flammable Gases with Oxygen or Use of LPG/CNG For Hot Work Operations (G-60)

QUICK COURSE:

ONE 3-HOUR SESSION



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

Prepare to take the examination for the Certificate of Fitness for Use of Flammable Gases with Oxygen or Use of LPG/CNG For Hot Work Operations (G-60).

Certifying Body: Fire Department of the City of New York

NEW YORK

Bronx: Monroe University (East Fordham Road)

Nov 3, Mon, 6–9pm

Feb 7, Sat, 1–4pm

Jun 6, Sat, 1–4pm

Manhattan: 32BJ SEIU Main Office

May 22, Fri, 6–9pm

White Plains: 300 Hamilton Avenue

Dec 4, Thu, 9am–12pm

May 15, Fri, 6–9pm

Yonkers: SUNY Westchester

Community College

Mar 14, Sat, 9am–12pm

REMOTE LEARNING (ZOOM)

Nov 8, Sat, 1:30–4:30pm

Jan 29, Thu, 6–9pm

Apr 30, Thu, 6–9pm

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: Applicants must possess and present a valid New York State security guard license to take the test.*

Certifying Body: Fire Department of the City of New York

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 21, Tue, 6–9pm

Jan 24, Sat, 12–3pm

Apr 17, Fri, 9am–12pm

May 14, Thu, 6–9pm

May 27, Wed, 6–9pm

White Plains: 300 Hamilton Avenue

Jun 4, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

Oct 18, Sat, 1–4pm

Nov 19, Wed, 6–9pm

Feb 6, Fri, 11am–2pm

Mar 21, Sat, 11am–2pm

Jun 11, Thu, 6–9pm

Courses and Quick Courses

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

**Bronx: Monroe University
(East Fordham Road)**

Oct 16, Thu, 6–9pm

Feb 7, Sat, 9am–12pm

Jun 6, Sat, 9am–12pm

Manhattan: 32BJ SEIU Main Office

Oct 30, Thu, 6–9pm

Dec 5, Fri, 6–9pm

Feb 20, Fri, 6–9pm

Mar 19, Thu, 6–9pm

Mar 20, Fri, 6–9pm

Apr 23, Thu, 6–9pm

Jun 12, Fri, 6–9pm

White Plains: 300 Hamilton Avenue

Nov 10, Mon, 6–9pm

May 30, Sat, 1–4pm

Yonkers: SUNY Westchester

Community College

Feb 20, Fri, 6–9pm

REMOTE LEARNING (ZOOM)

Nov 7, Fri, 11am–2pm

Dec 6, Sat, 1–4pm

Jan 30, Fri, 11am–2pm

May 16, Sat, 1:30–4:30pm

May 22, Fri, 11am–2pm

Fire Safety: Building Evacuation Supervisor

QUICK COURSE: SEVEN 3-HOUR SESSIONS

**Formerly known as Fire Safety:
Evacuation Supervisor**

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: 32BJ SEIU Main Office

Oct 27–Dec 8, Mon, 9am–12pm

Jan 15–Feb 26, Thu, 9am–12pm

Jan 20–Mar 3, Tue, 9am–12pm

Apr 17–May 29, Fri, 6–9pm

May 4–Jun 22, Mon, 9am–12pm

REMOTE LEARNING (ZOOM)

Oct 1–Nov 12, Wed, 6–9pm

Jan 20–Mar 3, Tue, 12–3pm

Jan 24–Mar 7, Sat, 9am–12pm

Apr 18–Jun 6, Sat, 9am–12pm

May 1–Jun 12, Fri, 6–9pm

Fireman: Low Pressure Black Seal Preparation

COURSE: 11 WEEKS

Prepare for the Fireman Low Pressure Black Seal state examination by reviewing all aspects of boiler operation. Identify high-frequency questions, improve test-taking skills, and learn about the application process. *Must be actively employed as a School Custodian in New Jersey with 300-hour logbook in a 90-day period completed or close to completion.*

Certifying Body: New Jersey Department of Labor and Workforce Development

NEW JERSEY

Hackensack: Bergen County

Technical Schools

Sat, 9am–1pm (All Trimesters)

Financial Literacy

QUICK COURSE: TWO 3-HOUR SESSIONS
OR ONE 7-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: 32BJ SEIU Main Office

Oct 10–17, Fri, 6–9pm

Feb 13–20, Fri, 6–9pm

May 8–15, Fri, 6–9pm

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Jan 24–31, Sat, 9am–12pm

Pittsburgh: 32BJ SEIU Office

Oct 17–24, Fri, 12–3pm

Nov 1–8, Sat, 10am–1pm

Feb 4–11, Wed, 6–9pm

Feb 21–28, Sat, 10am–1pm

Apr 25, Sat, 10am–5pm

REMOTE LEARNING (ZOOM)

Oct 7–14, Tue, 12–3pm

Oct 9–16, Thu, 6–9pm

Jan 31–Feb 7, Sat, 9am–12pm

Feb 3–10, Tue, 6–9pm

May 8–15, Fri, 6–9pm

First Aid

QUICK COURSE: ONE 4-HOUR SESSION

Learn appropriate responses to heart attacks, choking, diabetic shock, and how to stabilize victims until EMS arrives. *Note: Certification lasts two years.*

Certifying Body: American Heart Association or American Red Cross depending on course location.

CONNECTICUT

Bridgeport: University of Bridgeport

Oct 25, Sat, 1–5pm



“I have learned so much at the Training Fund!”

Afeez Agoro

Job Title: Security Officer



Location: Manhattan, NY



Employer: Arrow Security



Courses Taken: CPR/AED; CUNY Information Session;

Security Officer: 40-Hour Private Shelters, and more!

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Danbury: Western CT State University

Nov 8, Sat, 1–5pm

Hartford: 32BJ SEIU Office

Nov 22, Sat, 1–5pm

New Haven: Latinos for Educational Advocacy and Diversity

May 16, Sat, 9am–1pm

Stamford: University of Connecticut (UConn)

Feb 14, Sat, 1–5pm

Jun 6, Sat, 1–5pm

FLORIDA**Davie: Nova Southeastern University**

Feb 28, Sat, 2–6pm

May 16, Sat, 2–6pm (Spanish)

Miami: 32BJ SEIU Office

Mar 7, Sat, 2–6pm

Jun 6, Sat, 2–6pm (Spanish)

NEW JERSEY**Dover: The Organization for Hispanic Affairs**

Apr 25, Sat, 12:30–4:30pm (Spanish)

Elizabeth: Union County College (Kellogg)

Oct 25, Sat, 12:30–4:30pm (Spanish)

Plainfield: Union County College

Mar 7, Sat, 12:30–4:30pm (Spanish)

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Oct 9, Thu, 5–9pm

Oct 16, Thu, 5–9pm

Nov 13, Thu, 5–9pm

Jan 27, Tue, 10am–2pm

Mar 23, Mon, 9am–1pm

May 15, Fri, 1–5pm

Jun 18, Thu, 10am–2pm

PENNSYLVANIA**Pittsburgh: 32BJ SEIU Office**

Oct 18, Sat, 9am–1pm

Jan 21, Wed, 9am–1pm

Mar 14, Sat, 9am–1pm

Jun 20, Sat, 12–4pm

Gas Safety Awareness

QUICK COURSE: ONE 3-HOUR SESSION 

Learn how to comply with Local Law 157, which requires that buildings have natural gas alarms in homes and buildings. Know what to do during a gas safety event in a residential building. Learn how to minimize the impact to the building and how to work with first responders. *Note: For an equivalent online course please see the listing on page 39.*

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Oct 21, Tue, 6–9pm

Nov 13, Thu, 6–9pm

Feb 4, Wed, 2–5pm

Feb 13, Fri, 2–5pm

May 9, Sat, 1–4pm

May 16, Sat, 1–4pm

Green Buildings

Rise to the challenge of sustainable operations and maintenance! Building service workers are adapting to new requirements to address climate change and become more resilient. This includes decarbonization efforts through energy grades, carbon emission targets, and high-performance building standards. 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.

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: 32BJ SEIU Main Office**

Oct 20–27, Mon, 9am–12pm

Oct 20–27, Mon, 1–4pm

Dec 1–8, Mon, 6–9pm

Jan 26–Feb 2, Mon, 6–9pm

Feb 2–9, Mon, 6–9pm

Mar 10–17, Tue, 6–9pm

Jun 9–16, Tue, 11am–2pm

Jun 10–17, Wed, 6–9pm

Jun 11–18, Thu, 6–9pm

Green Buildings: Advanced Lighting

QUICK COURSE: FOUR 3-HOUR SESSIONS

Prerequisite: Electricity Basics

Evaluate the features of various lamps and controls and understand the best practices to improve building appearance, save energy, and reduce operating costs and carbon emissions. Learn how to read lighting proposals and where to find lighting incentives.

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Oct 8–29, Wed, 6–9pm

Feb 25–Mar 18, Wed, 6–9pm

Green Buildings: Combustion Safety & Efficiency Testing

QUICK COURSE: ONE 3-HOUR SESSION 

Prerequisite: 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)

Dec 5, Fri, 9am–12pm

Mar 19, Thu, 6–9pm

Jun 12, Fri, 6–9pm

Green Buildings: Energy Grade & Carbon Emissions

QUICK COURSE: SEVEN 3-HOUR SESSIONS

Comprehend New York City energy grades and building carbon emission limits. Learn how to increase grades and comply with Local Law 97. Review your building's benchmarking data. Receive coaching, resources, and borrow tools to implement a targeted list of energy efficiency improvements.

NEW YORK**Manhattan: 32BJ SEIU Main Office**

Sep 29–Nov 17, Mon, 6–9pm

Feb 10–Mar 24, Tue, 11am–2pm

Apr 14–May 26, Tue, 6–9pm

Courses and Quick Courses

Green Buildings: How to Conduct a Waste Audit

QUICK COURSE: ONE 3-HOUR SESSION

Prerequisites: *Green Commercial: Recycling OR Green Residential: Recycling for Multifamily Buildings*

Understand 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: 32BJ SEIU Main Office

Dec 10, Wed, 6–9pm

Mar 20, Fri, 6–9pm

Jun 1, Mon, 6–9pm

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)

Dec 13, Sat, 9am–12pm

Jan 28, Wed, 6–9pm

Jun 9, 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 3, Wed, 6–9pm

Mar 12, Thu, 9am–12pm

Jun 9, Tue, 6–9pm

Green Buildings: Seminar Series

QUICK COURSE: VARIOUS

Learn about various green topics and sustainable practices.

NEW YORK

Manhattan: 32BJ SEIU Main Office

Earth Day Kick-Off: Movie Night

Apr 17, Fri, 6–9pm

Earth Day Celebration Event

Apr 22, Wed, 11am–2:30pm

Apr 22, Wed, 4–6:30pm

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

COURSE: 11 WEEKS

Prerequisite: *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.

Certifying Body: Urban Green Council

NEW YORK

Queens: Queens College

Mon, 6–9pm (Fall)

REMOTE LEARNING (ZOOM)

Wed, 9am–12pm (Fall)

Thu, 6–9pm (Fall)

Green Commercial II: Building Operator Certification I

COURSE: 11 WEEKS

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

Gain an in-depth understanding of HVAC controls, common opportunities for operational improvements, and scoping for energy efficiency. Qualify to earn the Building Operator Certification Level I (BOC I).

Note: Certification lasts two years.

Certifying Body: Northwest Energy Efficiency Council

NEW YORK

Queens: Queens College

Mon & Wed, 6–9pm (Winter)

REMOTE LEARNING (ZOOM)

Mon & Wed, 9am–12pm (Winter)

Green Commercial III: Building Operator Certification II

COURSE: 11 WEEKS

Prerequisite: *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). *Note: Certification lasts two years. After that, it must be renewed every year.*

Certifying Body: Northwest Energy Efficiency Council

NEW YORK

Queens: Queens College

Mon & Wed, 6–9pm (Spring)

REMOTE LEARNING (ZOOM)

Mon & Wed, 9am–12pm (Spring)

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: By employer request only.

Green Commercial: Introduction to Green Building Concepts & Reporting

QUICK COURSE: ONE 2.5-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: By employer request only.

Key to
SymbolsEquivalent Course Available 
New Course/Location Remote Learning (Zoom) 
Spanish Sessions Available Testing Fees Paid by Student 
Third-Party Certificate REGISTER AT
32BJMEMBERPORTAL.ORG

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)



Oct 16, Thu, 10am–12pm
Mar 23, Mon, 6–8pm
Jun 23, Tue, 6–8pm

Green Commercial: Sustainability in Other Resources

QUICK COURSE: ONE 2.5-HOUR SESSION

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: By employer request only.

Green Professional I: LEED Green Associate

COURSE: NINE 3-HOUR SESSIONS  

Prerequisites: *Green Commercial I: GPRO Mechanical, Electrical & Plumbing (MEP)* OR *Green Residential III: BPI Multifamily Building Analyst (MFBA)*

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. *Note: Certification lasts two years. See online practice test listing on page 39. Certifying Body: Green Business Certification Inc.*

REMOTE LEARNING (ZOOM)

Sep 27–Nov 22, Sat, 9am–12pm

Green Professional II: LEED AP (O+M)

COURSE: 11 WEEKS  

Prerequisite: *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.

REMOTE LEARNING (ZOOM)

Sat, 1–4pm (Fall)

Green Professional II: LEED AP (O+M) Test Preparation

COURSE: 11 WEEKS  

Prerequisite: *Green Professional II: LEED AP (O+M)*

Prepare for the LEED AP O+M exam through class review and practice tests.
Note: Certification lasts two years. Certifying Body: Green Business Certification Inc.

REMOTE LEARNING (ZOOM)

Sat, 1–4pm (Winter)

Green Professional: WELL Accredited Professional (WELL AP)

COURSE: 11 WEEKS  

Prerequisite: *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.
Note: Certification lasts two years. Certifying Body: Green Business Certification Inc.

REMOTE LEARNING (ZOOM)

Sat, 9am–12pm (Winter)

Green Residential I: BPI Multifamily Building Operator (MFBO)

COURSE: 11 WEEKS 

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

Learn operations and maintenance strategies that can increase efficiency, save money, improve tenant comfort, and reduce waste and carbon emissions. Qualify to take the exam for the Building Performance Institute (BPI) Multifamily Building Operator (MFBO) Certification. *Note: Certification lasts three years. See online practice test listing on page 39. Certifying Body: Building Performance Institute*

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Mon, 6–9pm (Fall, Spring)
Manhattan: 32BJ SEIU Main Office
Tue, 11am–2pm (Fall)
Tue, 6–9pm (Fall)
Thu, 6–9pm (Winter)
Fri, 6–9pm (Fall)

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

QUICK COURSE: NINE 3-HOUR SESSIONS 

Prerequisite: *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 University
(East Fordham Road)

Sep 22–Nov 24, Mon, 6–9pm
Jan 5–Mar 16, Mon, 6–9pm

Manhattan: 32BJ SEIU Main Office

Jan 6–Mar 3, Tue, 11am–2pm
Jan 6–Mar 3, Tue, 6–9pm
Jan 9–Mar 6, Fri, 6–9pm
Apr 9–Jun 4, Thu, 6–9pm

Green Residential III: BPI Multifamily Building Analyst (MFBA)

COURSE: EIGHTEEN 3-HOUR SESSIONS  

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

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.
Note: Certification lasts three years. Certifying Body: Building Performance Institute

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Jan 5–Mar 11, Mon & Wed, 6–9pm
Apr 6–Jun 8, Mon & Wed, 6–9pm

Manhattan: 32BJ SEIU Main Office

Apr 7–Jun 4, Tue & Thu, 6–9pm
Apr 8–Jun 5, Wed & Fri, 6–9pm

REMOTE LEARNING (ZOOM)

Apr 7–Jun 4, Tue & Thu, 11am–2pm

Courses and Quick Courses



Green Residential: BPI Multifamily Building Operator (MFBO), Manhattan, NY

Green Residential: BPI Multifamily Building Operator Recertification (MFBO)

QUICK COURSE: FOUR 3-HOUR SESSIONS



Prerequisite: 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

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 9–30, Thu, 6–9pm

Mar 4–25, Wed, 6–9pm

Green Residential: Recycling for Multifamily Buildings

QUICK COURSE: ONE 2-HOUR SESSION



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

REMOTE LEARNING (ZOOM)

Nov 24, Mon, 6–8pm

Jan 22, Thu, 10am–12pm

Jun 1, Mon, 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 (All Trimesters)

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

Manhattan: 32BJ SEIU Main Office

Nov 14, Fri, 6–9pm

Nov 21, Fri, 6–9pm

Feb 4, Wed, 10am–1pm

Mar 4, Wed, 10am–1pm

Apr 30, Thu, 6–9pm

White Plains: 300 Hamilton Avenue

Nov 7, Fri, 6–9pm

Yonkers: SUNY Westchester Community College

Jun 12, Fri, 6–9pm

REMOTE LEARNING (ZOOM)

Oct 24, Fri, 6–9pm

Feb 12, Thu, 6–9pm

Feb 19, Thu, 6–9pm

Apr 21, Tue, 9am–12pm

Apr 21, Tue, 6–9pm

Heat Pumps

QUICK COURSE: SIX 3-HOUR SESSIONS

Prerequisite: 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: 32BJ SEIU Main Office

Oct 10–Nov 14, Fri, 6–9pm

Jan 26–Mar 9, Mon, 6–9pm

Apr 21–May 26, Tue, 10am–1pm

Heat Timer: Hot Water Reset

QUICK COURSE: ONE 7-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 (Jay Street)

Oct 11, Sat, 9am–4pm

Jun 20, Sat, 9am–4pm

Heating Systems I

COURSE: 11 WEEKS

Prerequisites: Electricity Basics, and 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 University (East Fordham Road)

Mon, 6–9pm (Fall, Spring)

Tue, 6–9pm (Winter)

Manhattan: 32BJ SEIU Main Office

Mon, 9am–12pm (Fall)

Fri, 6–9pm (Fall, Spring)

Queens: Queens College

Thu, 6–9pm (Fall)

White Plains: 300 Hamilton Avenue



Thu, 6–9pm (Fall, Winter)



PENNSYLVANIA



Philadelphia: 32BJ SEIU Office

Sat, 9am–12pm (Winter)

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Heating Systems II

COURSE: 11 WEEKS

Prerequisite: Heating Systems I

Gain a basic understanding of #2, #4, and #6 boiler systems. Learn about fuel and draft control systems, boiler water treatment, and boiler operating procedures.

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Mon, 6–9pm (Winter)

Tue, 6–9pm (Spring)

Manhattan: 32BJ SEIU Main Office

Mon, 9am–12pm (Winter)

Fri, 6–9pm (Winter)

Queens: Queens College

Thu, 6–9pm (Winter)

White Plains: 300 Hamilton Avenue

Thu, 6–9pm (Winter, Spring)

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Sat, 9am–12pm (Spring)

Heating Systems III: Lab

QUICK COURSE: SEVEN 2.5-HOUR SESSIONS

Prerequisite: Heating Systems II

Understand and use boiler room logs, perform water treatment tests and oil strainer maintenance. Conduct efficiency combustion testing, make steam inspections, and inspect and repair radiators.

Partner: New York City College of Technology

NEW YORK

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

May 5–Jun 16, Tue, 9:30am–12pm

May 5–Jun 16, Tue, 6–8:30pm

May 7–Jun 18, Thu, 6–8:30pm

High School Equivalency Preparation (GED)

COURSE: 11 WEEKS



Improve reading, writing, and math skills, and develop scientific and critical thinking to prepare for the High School Equivalency (GED) test. *Note: For an equivalent online course please see the listing on page 39. Residents of certain states may be charged a fee to take the GED test. Due to partner location availability, certain sessions are shorter than eleven weeks. If you have a test date scheduled, ask your Site Manager about tutoring sessions.*

CONNECTICUT

Hartford: Capital Community College

Sat, 9am–1pm (All Trimesters)

MARYLAND

Hyattsville: Prince George's Community College

Sat, 1–5pm (Spanish) (Fall)

Rockville: Montgomery College

Sat, 1–5pm (Spanish) (Fall)

MASSACHUSETTS

Boston: 32BJ SEIU Office

Sat, 1–5pm (All Trimesters)

NEW JERSEY

Bound Brook: Community Middle School

Sat, 1:30–5:30pm (Spanish) (All Trimesters)

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Sat, 9am–1pm (All Trimesters)

Sat, 9am–1pm (Spanish) (All Trimesters)

Tue & Thu, 9am–12pm (Spanish) (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–1pm (All Trimesters)

Tue & Thu, 9–11am (All Trimesters)

Tue & Thu, 6–8pm (All Trimesters)

Queens: Queens College

Sat, 9am–1pm (All Trimesters)

White Plains: 300 Hamilton Avenue

Sat, 1:30–5:30pm (Spanish) (All Trimesters)

Yonkers: SUNY Westchester

Community College

Sat, 9am–1pm (All Trimesters)

PENNSYLVANIA

Pittsburgh: 32BJ SEIU Office

Sat, 9am–1pm (Winter)

Tue & Thu, 11am–1pm (Winter, Spring)

Wed & Fri, 11am–1pm (Fall)

VIRGINIA

Arlington: Syphax Adult Education Center

Sat, 9am–1pm (All Trimesters)

WASHINGTON, DC

Washington, DC: SED Center

Sun, 10am–2pm (Spanish) (All Trimesters)

REMOTE LEARNING (ZOOM)

Sat, 9am–1pm (All Trimesters)

Sat, 9am–1pm (Spanish) (All Trimesters)

Sat, 1:30–5:30pm (All Trimesters)

Sat, 1:30–5:30pm (Spanish) (All Trimesters)

Tue & Thu, 9–11am (All Trimesters)

Tue & Thu, 9–11am (Spanish) (All Trimesters)

Tue & Thu, 6–8pm (All Trimesters)

Wed & Fri, 9–11am (All Trimesters)

Wed & Fri, 6–8pm (Fall)

Human Relations

COURSE: 11 WEEKS



Prerequisite: Reading Assessment

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

CONNECTICUT

Hartford: Capital Community College

Sat, 9–11am (Fall, Winter)

NEW YORK

Manhattan: 32BJ SEIU Main Office

Wed, 12–2pm (Spring)

Wed, 6–8pm (Winter)

Fri, 12–2pm (Fall)

Fri, 7–9pm (Fall)

REMOTE LEARNING (ZOOM)

Sat, 12–2pm (All Trimesters)

Fri, 12–2pm (All Trimesters)

HVAC Principles of Preventative Maintenance

QUICK COURSE: ONE 3-HOUR SESSION



Prerequisite: 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: 32BJ SEIU Main Office

Dec 9, Tue, 6–9pm

Jun 10, Wed, 6–9pm

REMOTE LEARNING (ZOOM)

May 6, Wed, 6–9pm

Courses and Quick Courses

Hydronic Hot Water Systems

QUICK COURSE: TWO 7-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 (Jay Street)

Jan 31–Feb 7, Sat, 9am–4pm

Instantaneous Hot Water Heaters

QUICK COURSE: ONE 7-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 (Jay Street)

Dec 13, Sat, 9am–4pm

Mar 14, Sat, 9am–4pm

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 online course please see the listing on page 40.*

NEW YORK

Manhattan: 32BJ SEIU Main Office

Nov 18, Tue, 10am–1pm

Feb 27, Fri, 6–9pm

May 8, Fri, 10am–1pm

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

May 30, Sat, 11am–2pm

REMOTE LEARNING (ZOOM)

Oct 14, Tue, 6–9pm

Feb 28, Sat, 10am–1pm

May 7, Thu, 6–9pm

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.*

Certifying Body: United States Environmental Protection Agency

Partner: Environmental Education Associates

NEW YORK

Bronx: Monroe University (East Fordham Road)

Oct 25, Sat, 9am–5pm

Feb 28, Sat, 9am–5pm

May 30, Sat, 9am–5pm

Manhattan: 32BJ SEIU Main Office

Oct 7, Tue, 8:30am–4:30pm

Dec 11, Thu, 8:30am–4:30pm

Jan 23, Fri, 8:30am–4:30pm

Mar 12, Thu, 8:30am–4:30pm

May 15, Fri, 8:30am–4:30pm

Jun 16, Tue, 8:30am–4:30pm

White Plains: 300 Hamilton Avenue

Nov 7, Fri, 9am–5pm

Mar 20, Fri, 9am–5pm

Jun 5, Fri, 9am–5pm

Lead Safety for Renovation, Repair & Painting: Renewal

QUICK COURSE: ONE 4-HOUR SESSION

Prerequisite: Lead Safety for Renovation, Repair & Painting: Initial

Prepare to renew the Lead Safety for Renovations, Repair, and Painting EPA Certification. *Note: Certification lasts five years. If your certification has already expired, you do not qualify for the renewal course.*

You must retake Lead Safety for Renovation, Repair & Painting: Initial.

Certifying Body: United States Environmental Protection Agency

Partner: Environmental Education Associates

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 15, Wed, 5–9pm

Feb 21, Sat, 9am–1pm

May 21, Thu, 9am–1pm

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

Oct 11–Nov 1, Sat, 9am–12pm

Feb 7–28, Sat, 9am–12pm

Apr 18–May 9, Sat, 9am–12pm

NEW YORK

Manhattan: 32BJ SEIU Main Office

Nov 1–22, Sat, 1–4pm

Feb 7–28, Sat, 9am–12pm

Apr 8–29, Wed, 6–9pm

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Feb 21–Mar 14, Sat, 9am–12pm

REMOTE LEARNING (ZOOM)

Oct 10–31, Fri, 6–9pm

Nov 7–Dec 5, Fri, 6–9pm

Jan 23–Feb 13, Fri, 6–9pm

Feb 20–Mar 13, Fri, 6–9pm

Leadership Scenarios

QUICK COURSE: FIVE 2-HOUR SESSIONS

Learn the components of a performance mindset and how to use them to effectively lead your team through uncertain situations. Understand the characteristics that make up great leaders and teams, while practicing the tools necessary through hands-on, scenario-based training.

Partner: FRsix LLC

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 3–31, Fri, 10am–12pm

Nov 5–Dec 10, Wed, 6:30–8:30pm

Feb 3–Mar 3, Tue, 6:30–8:30pm



Feb 14–Mar 14, Sat, 10am–12pm



Apr 8–May 6, Wed, 6:30–8:30pm



May 5–Jun 2, Tue, 6:30–8:30pm

May 9–Jun 13, Sat, 10am–12pm

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Locksmith Basics

COURSE: 11 WEEKS

Install and repair locks and cylinders, including mortise and key-in-knob locks common in commercial and residential buildings. Learn to impression keys and the functions of card/fob access systems and panic bars.

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Sat, 9am–4pm (All Trimesters)
Mon & Wed, 6–9pm (All Trimesters)
Tue & Thu, 6–9pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Tue & Thu, 6–9pm (All Trimesters)
Wed & Fri, 9am–12pm (Spring)
Wed & Fri, 11am–2pm (Fall, Winter)

Queens: Queens College

Sat, 9am–4pm (All Trimesters)
Mon & Wed, 6–9pm (All Trimesters)

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (All Trimesters)
Mon & Wed, 6–9pm (Fall, Spring)
Tue & Thu, 6–9pm (Winter)

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Sat, 8am–3pm (All Trimesters)

Log Keeping

QUICK COURSE: ONE 3-HOUR SESSION 

Learn about the range of building equipment and services that require log keeping to identify trends, save energy, and improve efficiency. Understand the kind of information that needs recording and different ways of doing it.

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 22, Wed, 6–9pm
Feb 27, Fri, 6–9pm

REMOTE LEARNING (ZOOM)

Feb 7, Sat, 1–4pm
Apr 25, Sat, 1:30–4:30pm

Mental Health First Aid

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

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.

Certifying Body: National Council for Mental Wellbeing

CONNECTICUT

Hartford: Capital Community College

Nov 1–8, Sat, 9am–1pm
Feb 7–14, Sat, 9am–1pm
Apr 18–25, Sat, 9am–1pm

NEW JERSEY

Hackensack: Bergen County

Technical Schools

May 9–16, Sat, 1–5pm (Spanish)

Trenton: Mercer County

Community College

Feb 28–Mar 7, Sat, 1–5pm (Spanish)

Union City: Hudson County

Community College

Nov 1–8, Sat, 1–5pm (Spanish)

NEW YORK

Manhattan: 32BJ SEIU Main Office

Dec 12, Fri, 9am–5pm
Jan 29, Thu, 9am–5pm
Feb 19, Thu, 9am–5pm
Feb 21, Sat, 8:30am–4:30pm (Spanish)
Mar 17, Tue, 9am–5pm
Apr 18, Sat, 8:30am–4:30pm
May 20, Wed, 9am–5pm
Jun 15, Mon, 9am–5pm

White Plains: 300 Hamilton Avenue

Oct 18–25, Sat, 9am–1pm (Spanish)

Yonkers: SUNY Westchester

Community College

Apr 18–25, Sat, 9am–1pm

PENNSYLVANIA

Pittsburgh: 32BJ SEIU Office

Oct 4, Sat, 9am–5pm
Feb 11–18, Wed, 5:30–9:30pm
May 9, Sat, 9am–5pm

Mold Awareness

QUICK COURSE: ONE 3-HOUR SESSION  

Identify mold, understand what causes it, and discover how it may affect your health. Learn how to protect yourself when cleaning and removing mold and recognize when to hire a certified professional. *Note: For an equivalent online course please see the listing on page 41.*

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Nov 1, Sat, 9am–12pm
Mar 7, Sat, 9am–12pm
May 30, Sat, 9am–12pm

Manhattan: 32BJ SEIU Main Office

Feb 4, Wed, 6–9pm
Apr 23, Thu, 6–9pm
Jun 5, Fri, 6–9pm

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Mar 14, Sat, 8–11am

REMOTE LEARNING (ZOOM)

Nov 20, Thu, 10am–1pm
Jan 20, Tue, 10am–1pm
Mar 7, Sat, 10am–1pm
Apr 23, Thu, 10am–1pm
May 8, Fri, 6–9pm

Multimeters

QUICK COURSE: TWO 3-HOUR SESSIONS

Prerequisite: Electricity Basics

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

Manhattan: 32BJ SEIU Main Office

Nov 8–15, Sat, 9am–12pm
Mar 7–14, Sat, 9am–12pm
May 9–16, Sat, 9am–12pm

Courses and Quick Courses

Online

Learn at your own pace! Our online courses can help you keep working toward your education goals, and the best part is that you can take them anytime, day or night. To register, go to the 32BJ Member Portal at 32bjmemberportal.org.

Online: Air Pollution Control Practice Tests (P-99)

QUICK COURSE: THREE HOURS

Take practice tests for the P-99 exam.

Online: Appliance Repair

QUICK COURSE: FIFTEEN HOURS

Prerequisite: 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: ONE HOUR

Learn how to identify the presence of asbestos inside and outside of 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 course please see the listing on page 10.*

Online: Asbestos Awareness in Schools

QUICK COURSE: TWO HOURS

Meet the requirements for the AHERA 2-hour asbestos awareness training for school maintenance and custodial staff. Identify areas where asbestos may be present, understand the harmful effects, describe methods to avoid exposure, and become familiar with OSHA and EPA standards. *Note: This is not a certification course and does not qualify anyone to work with or handle asbestos.*

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: ONE HOUR

Learn about strategies to detect, control, and eradicate bed bugs. *Note: For an equivalent in-person course please see the listing on page 11.*

Online: Building Management: An Introduction

QUICK COURSE: TWO HOURS

Discover how a management company operates on a day-to-day basis, including back-office procedures, staff management, and building staff hiring practices. *Note: For an equivalent in-person course please see the listing on page 13.*

Online: Business Writing

QUICK COURSE: ONE HOUR

Create effective communications using 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: 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 course please see the listing on page 14.*

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: 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 course please see the listing on page 20.*

Online: Disaster Preparedness

QUICK COURSE: TWO HOURS

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.

Key to
SymbolsEquivalent Course Available 
New Course/Location Remote Learning (Zoom) 
Spanish Sessions Available Testing Fees Paid by Student 
Third-Party Certificate REGISTER AT
32BJMEMBERPORTAL.ORG


FDNY 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. These are the current FDNY Online Practice Tests:


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

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

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

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

FDNY: Fire Guard for Shelters Citywide (F-02) 

FDNY: Indoor/Outdoor Place of Assembly Safety Personnel (F-03 & F-04) 

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

FDNY: Refrigerating System Operating Engineer (Q-01)

FDNY: Standpipe & Sprinkler Systems (S-12, S-13, S-14, and S-15)

FDNY: Supervision of Fire Alarm Systems (S-95)

FDNY: Supervision of Stationary Energy Storage Systems (B-28)

FDNY: Supervision of Storage, Handling & Use of Corrosives & Oxidizers (C-42)

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

FDNY: Watchperson at Construction Sites (S-60)

The instructor-led FDNY courses that are required for FDNY Certifications of Fitness can be found on pages 24–29.

Find your practice test on the Member Portal by clicking “Find and register for an online course” and entering at least part of the course title.

(Non-FDNY practice tests are listed separately within this section.)

Online: Gas Safety Awareness

QUICK COURSE: ONE HOUR 

Learn how to comply with Local Law 157, which requires that buildings have natural gas alarms in homes and buildings. Know what to do during a gas safety event in a residential building. Learn how to minimize the impact to the building and how to work with first responders. *Note: For an equivalent in-person course please see the listing on page 31.*

Online: Green Buildings: Solar PV Basics

QUICK COURSE: EIGHTEEN HOURS

Prerequisite: 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 Green Associate Practice Tests

QUICK COURSE: THREE HOURS

Take practice tests for the LEED Green Associate exam.

Online: Green Residential I: BPI Multifamily Building Operator (MFBO) Practice Tests

QUICK COURSE: THREE HOURS

Take practice tests for the BPI (MFBO) certification.

Online: High School Equivalency (GED)

COURSE: THIRTY-THREE HOURS 

Improve reading, writing, and math skills, and develop scientific and critical thinking to prepare for the High School Equivalency (GED) test. *Note: For an equivalent in-person course please see the listing on page 35. Residents of certain states may be charged a fee to take the GED test. If you have a test date scheduled, ask your Site Manager about tutoring sessions.*

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. *To use Rosetta Stone via your 32BJ account, open the Rosetta Stone app and click the SSO option on the first login screen. Enter “32bjfunds”. Use your Member Portal information at the username/password form.*

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 and Review

QUICK COURSE: THREE HOURS

Prepare for the Fireman Low Pressure Black Seal state examination by taking practice tests and reviewing basic concepts from the in-person preparation class.

Courses and Quick Courses

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: TWO HOURS

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 course please see the listing on page 36.*

Online: Math & Measuring Skills for Carpentry

QUICK COURSE: TWO HOURS

Learn basic math concepts that are fundamental to the carpentry profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more.

Online: Math & Measuring Skills for Electricity

QUICK COURSE: TWO HOURS

Review basic math concepts that are fundamental to the electrical profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more.

Online: Math & Measuring Skills for Plumbing

QUICK COURSE: TWO HOURS

Acquire basic math concepts that are fundamental to the plumbing profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more.

Online: Microsoft Excel Basics

QUICK COURSE: TWO HOURS

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: FOUR HOURS

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.

Online: Microsoft Excel Advanced

QUICK COURSE: TWO HOURS

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: FOUR HOURS

Master the essentials of PowerPoint. Learn to create, edit, and format slides. Add text, images, and basic animations to make your presentations engaging and professional. Perfect for beginners looking to build foundational skills.

Online: Microsoft PowerPoint Intermediate

QUICK COURSE: FOUR HOURS

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: THREE HOURS

Practice formatting text and paragraphs, managing lists, adding tables, inserting graphic objects, refining page appearance, and publishing error-free, readable documents.



“Since starting my English class, I understand when people at work need specific materials. I communicate better with my clients. I am more comfortable shopping.”

Olgallidia Jimenez Jimenez



Job Title: Janitor



Location: Framingham, MA



Employer: ACP Facility Services

Course Taken: English as a Second Language

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Online: Microsoft Word Intermediate

QUICK COURSE: TWO HOURS

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: THREE HOURS

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: Mold Awareness

QUICK COURSE: THREE HOURS

Identify mold, understand what causes it, and discover how it may affect your health. Learn how to protect yourself when cleaning and removing mold and recognize when to hire a professional. *Note: For an equivalent in-person course please see the listing on page 37.*

Online: OSHA 10-Hour General Industry

QUICK COURSE: TEN HOURS

Formerly known as Online: OSHA 10-Hour General Industry Training

Acquire the 10-hour OSHA certificate. Learn to recognize and prevent hazards in general industry settings. Study the OSHA Act and learn to prevent costly accidents, incidents, and OSHA fines at your site, and more. *Note: This online class must be completed within six months. Reenrollment is not possible, so wait to enroll until you are ready to begin immediately. OSHA certifications do not expire, but New York City Department of Buildings requires they be current within five years. For an equivalent in-person course please see the listing on page 42. Certifying Body: United States Department of Labor*

Online: OSHA 30-Hour Construction

COURSE: THIRTY HOURS

Formerly known as Online: OSHA 30-Hour Construction Training

Earn your 30-hour OSHA certificate. Learn all the safety rules and regulations for working on a construction site. *Note: This online class must be completed within six months. Reenrollment is not possible, so wait to enroll until you are ready to begin immediately. OSHA certifications do not expire, but New York City Department of Buildings requires they be current within five years. For an equivalent in-person course please see the listing on page 42.*

Certifying Body: United States Department of Labor

Online: OSHA 30-Hour General Industry

COURSE: THIRTY HOURS

Acquire the 30-hour OSHA certificate. Learn to recognize and prevent hazards in general industry settings. Study the OSHA Act and learn to work with hazardous materials, use personal protective equipment, review electrical safety, and more. *Note: This online class must be completed within six months. Reenrollment is not possible, so wait to enroll until you are ready to begin immediately. OSHA certifications do not expire, but New York City Department of Buildings requires they be current within five years. For an equivalent in-person course please see the listing on page 43.*

Certifying Body: United States Department of Labor

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.



See our full list of Computer courses on pages 16-18.

Online: Safe Drivers (NJ, NY, FL)

QUICK COURSE: SIX HOURS

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 course please see the listing on page 45.*

Online: Tools of the Trade

QUICK COURSE: TWO HOURS

Discover which tool is appropriate for a given task. Explore the names and uses of a wide range of hand and power tools used for plumbing, electrical, and carpentry.

Online: Workplace Harassment

QUICK COURSE: ONE HOUR

Identify behaviors that are considered to be harassment by law and understand the consequences of harassment for individuals and organizations. *Note: This course is based on guidance provided by the New York State Department of Labor and the New York City Commission on Human Rights, customized to the building service industry and updated with new scenarios and information on gender identity and expression, third-party contractors, and more. Available in Albanian, English, Polish, and Spanish.*

Courses and Quick Courses

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.

CONNECTICUT

Bridgeport: University of Bridgeport

Jan 31, Sat, 9–11am

Hartford: 32BJ SEIU Office

Nov 1, Sat, 9–11am

Norwalk: SONO 50

Mar 21, Sat, 9–11am

Stamford: University of Connecticut (UCONN)

Oct 11, Sat, 9–11am

NEW YORK

Manhattan: 32BJ SEIU Main Office

Jan 23, Fri, 5–7pm

Feb 13, Fri, 6–8pm

May 27, Wed, 5:30–7:30pm

REMOTE LEARNING (ZOOM)

May 21, Thu, 6–8pm

Jun 17, Wed, 6–8pm

OSHA 10-Hour Construction

QUICK COURSE:
THREE 3.75-HOUR SESSIONS
OR TWO 5.5-HOUR SESSIONS



Obtain a 10-Hour OSHA Construction Certificate. Learn to identify, reduce, eliminate, and report hazards associated with construction sites. *Note: 100% attendance required. OSHA certifications do not expire, but New York City Department of Buildings requires they be current within five years.*

Certifying Body: United States Department of Labor

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 18–25, Sat, 11am–4:30pm

Nov 6–20, Thu, 5–8:45pm

Nov 10–17, Mon, 9am–2:30pm

Feb 11–25, Wed, 9am–12:45pm

May 2–16, Sat, 12–3:45pm



Plumbing Basics, Philadelphia, PA

OSHA 10-Hour General Industry

QUICK COURSE:
THREE 3.75-HOUR SESSIONS
OR TWO 5.5-HOUR SESSIONS



Obtain a 10-Hour OSHA General Industry Certificate. Learn about the OSHA Act, industry hazards, and safety measures. *Note: 100% attendance required. OSHA certifications do not expire, but New York City Department of Buildings requires they be current within five years. For an equivalent online course please see the listing on page 41.*

Certifying Body: United States Department of Labor

CONNECTICUT

Hartford: 32BJ SEIU Office

Oct 11–18, Sat, 9am–2:30pm

Mar 14–21, Sat, 9am–2:30pm

Stamford: University of Connecticut (UCONN)

Dec 6–13, Sat, 9am–2:30pm (Spanish)

May 9–16, Sat, 8:30am–2pm

FLORIDA

Davie: Nova Southeastern University

Nov 1–8, Sat, 10am–3:30pm

Jun 13–20, Sat, 10am–3:30pm (Spanish)

Miami: 32BJ SEIU Office

Oct 4–11, Sat, 10am–3:30pm (Spanish)

Apr 25–May 2, Sat, 10am–3:30pm

MASSACHUSETTS

Boston: 32BJ SEIU Office

Oct 18–Nov 1, Sat, 9am–12:30pm (Spanish)

Framingham: Framingham State University

May 2–9, Sat, 9am–2:30pm (Spanish)

NEW JERSEY

Elizabeth: Union County College (Kellogg)

May 30–Jun 6, Sat, 9am–2:30pm (Spanish)

Hackensack: Bergen County

Technical Schools

Nov 15–22, Sat, 9am–2:30pm (Spanish)

Paterson: Passaic County Community College

Mar 14–21, Sat, 9am–2:30pm (Spanish)

NEW YORK

Manhattan: 32BJ SEIU Main Office

Jan 27–Feb 3, Tue, 9am–2:30pm

May 15–22, Fri, 9am–2:30pm

PENNSYLVANIA

Pittsburgh: 32BJ SEIU Office

Oct 15–29, Wed, 5:30–9pm

Jan 17–31, Sat, 10am–1:30pm

May 13–27, Wed, 5:30–9pm

WASHINGTON, DC

Washington, DC: SED Center

Oct 26–Nov 2, Sun, 9am–2:30pm (Spanish)

Feb 22–Mar 1, Sun, 9am–2:30pm (Spanish)

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: 100% attendance required. OSHA certifications do not expire, but New York City Department of Buildings requires they be current within five years. A NYC DOB Site Safety Card and Certificate will be issued after completion of this course along with the OSHA NYC DOB Site Safety Training course. For an equivalent online course please see the listing on page 41.*

Certifying Body: United States Department of Labor

NEW YORK

Manhattan: 32BJ SEIU Main Office

Mon, 9am–12pm (Fall)







Wed, 9am–12pm (Fall)

Wed, 10am–1pm (Spring)

Thu, 10am–1pm (Spring)

Thu, 6–9pm (Winter)

Fri, 6–9pm (Fall, Spring)

Key to
SymbolsEquivalent Course Available 
New Course/Location Remote Learning (Zoom) 
Spanish Sessions Available Testing Fees Paid by Student 
Third-Party Certificate REGISTER AT
32BJMEMBERPORTAL.ORG

OSHA 30-Hour General Industry

COURSE: 11 WEEKS  

Obtain a 30-Hour OSHA General Industry Certificate. Study safety rules and regulations governing residential or commercial buildings. *Note: 100% attendance required. OSHA certifications do not expire, but New York City Department of Buildings requires they be current within five years. For an equivalent online course please see the listing on page 41.*

Certifying Body: United States
Department of Labor

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Tue, 6–9pm (All Trimesters)

Thu, 6–9pm (Spring)

Manhattan: 32BJ SEIU Main Office

Sat, 1:30–4:30pm (Spring)

Mon, 9am–12pm (Fall)

Tue, 9am–12pm (Fall)

Wed, 1–4pm (Fall)

Wed, 6–9pm (Spring)

Thu, 1:30–4:30pm (Winter)

Thu, 6–9pm (Winter)

Queens: Queens College

Mon, 6–9pm (All Trimesters)

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

QUICK COURSE: TWO 5.5-HOUR SESSIONS 

Learn how to avoid accidents and injuries while working on roofs, leading edges, and ladders. Understand OSHA and NYC Department of Buildings regulations. *Note: This course is an elective course that can help fulfill the requirement for an individual applying for a Site Safety Training Card. This is an awareness-level training only and does not provide any other qualification or authorization outside of the Site Safety Training Card.*

Certifying Body New York City
Department of Buildings
Partner: Site Safety

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 23–30, Thu, 9am–2:30pm

Mar 12–19, Thu, 9am–2:30pm

May 2–9, Sat, 9am–2:30pm

Pest Control Fundamentals: Core/7A Extermination

COURSE: EIGHT 4-HOUR SESSIONS  

Prepare for the NYS DEC Certified Pesticide Applicator license examination for Structural and Rodent Control (Category 7A).

Note: Certification lasts three years.

100% attendance required.

Certifying Body: New York State Department
of Environmental Conservation

Partner: NYC Pest Management School

NEW YORK

Manhattan: 32BJ SEIU Main Office

Sep 26–Nov 14, Fri, 5–9pm

Oct 8–Dec 3, Wed, 5–9pm

Jan 28–Mar 18, Wed, 5–9pm

May 6–Jun 24, Wed, 5–9pm

Pest Control Fundamentals: Core/7A Extermination Refresher

QUICK COURSE: ONE 8-HOUR SESSION 

Prerequisite: Pest Control Fundamentals:

Core/7A Extermination

Qualify to take the NYS DEC Certified Pesticide Applicator license exam for Category 7A - Structural and Rodent Control after completing the course but failing to pass the exam after three attempts. *Note: Certification must be renewed after three years. 100% attendance required.*

Certifying Body: New York State Department
of Environmental Conservation
Partner: NYC Pest Management School

NEW YORK

Manhattan: 32BJ SEIU Main Office

Nov 20, Thu, 9am–5pm

Mar 10, Tue, 9am–5pm

Jun 13, Sat, 8:30am–4:30pm

Pest Control Fundamentals: Core/7G Cooling Towers

COURSE: EIGHT 4-HOUR SESSIONS  

Prepare for the NYS DEC Certified Pesticide Applicator license examination for category 7G-Cooling Towers, Pulp & Paper Process.

Note: Certification lasts three years.

100% attendance required.

Certifying Body: New York State Department
of Environmental Conservation

Partner: American Water Treatment Company

NEW YORK

Manhattan: 32BJ SEIU Main Office

Sep 30–Nov 18, Tue, 9am–1pm

Jan 31–Mar 21, Sat, 9am–1pm

Apr 21–June 9, Tue, 9am–1pm



“I feel better prepared thanks to the Training Fund.”

Margarita Rosas Hernandez

Job Title: Cleaner

Location: Washington, D.C.

Employer: C&W Services

Course Taken: Citizenship Exam: Test Preparation

Courses and Quick Courses

Plumbing Basics

COURSE: 11 WEEKS

Prerequisites: Math Assessment, Reading Assessment

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

MARYLAND

Largo: Prince George's Community College
Sat, 9am–4pm (All Trimesters)

NEW JERSEY

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

NEW YORK

Bronx: Monroe University
(East Fordham Road)

Sat, 9am–4pm (All Trimesters)
Mon & Wed, 6–9pm (All Trimesters)
Tue & Thu, 6–9pm (All Trimesters)

Manhattan: 32BJ SEIU Main Office

Sat, 9am–4pm (All Trimesters)
Tue & Thu, 8:30–11:30am (All Trimesters)
Tue & Thu, 11:45am–2:45pm (Fall, Winter)
Tue & Thu, 6–9pm (All Trimesters)
Wed & Fri, 8:30–11:30am (Fall, Spring)
Wed & Fri, 11:45am–2:45pm (Winter)
Wed & Fri, 6–9pm (All Trimesters)

Queens: Queens College

Sat, 9am–4pm (All Trimesters)
Tue & Thu, 9am–12pm (All Trimesters)
Tue & Thu, 6–9pm (All Trimesters)

White Plains: 300 Hamilton Avenue

Sat, 9am–4pm (All Trimesters)
Tue & Thu, 6–9pm (All Trimesters)
Fri, 9am–4pm (All Trimesters)

PENNSYLVANIA

Philadelphia: 32BJ SEIU Office

Sat, 8am–3pm (All Trimesters)
Tue & Wed & Thu, 5:30–8:30pm (Winter)



Plumbing Basics, Queens, NY

Plumbing: Troubleshooting

QUICK COURSE: SIX 3-HOUR SESSIONS

Prerequisite: 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: 32BJ SEIU Main Office

Oct 27–Dec 1, Mon, 11am–2pm
Oct 27–Dec 1, Mon, 6–9pm
Jan 26–Mar 9, Mon, 6–9pm
Feb 2–Mar 16, Mon, 11am–2pm
Apr 20–Jun 1, Mon, 6–9pm
Apr 27–Jun 8, Mon, 11am–2pm

Pool Operation

QUICK COURSE: TWO 8-HOUR SESSIONS

Prepare to take the exam for the New York State Department of Health approved certification as a Pool and Spa Operator.

Certifying Body: New York State Department of Health

Partner: Aquatic Pool Management

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 11–18, Sat, 8:30am–4:30pm
Mar 3–10, Tue, 9am–5pm
Mar 10–17, Tue, 9am–5pm
May 2–9, Sat, 8:30am–4:30pm

Professionalism in the Workplace

QUICK COURSE: TWO 3-HOUR SESSIONS

Learn how to maintain strong professional relationships with coworkers, residents, and managers. Gain an understanding of appropriate workplace behavior, cultural diversity, harassment, conflict resolution, effective communication, and stress management.



Note: By employer request only.



Sign up for the
Member Portal!



Many languages available!

32bjmemberportal.org

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Public Speaking for Building Service Workers

QUICK COURSE: FOUR 3-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 non-verbal communication, and overcome public speaking anxiety.

NEW YORK

Manhattan: 32BJ SEIU Main Office

Nov 17–Dec 8, Mon, 6–9pm

Jan 30–Feb 20, Fri, 6–9pm

Feb 27–Mar 20, Fri, 6–9pm

REMOTE LEARNING (ZOOM)

May 15–Jun 5, Fri, 6–9pm

Reading & Writing

QUICK COURSE: 11 WEEKS 

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

NEW JERSEY

Plainfield: Union County College

Sat, 9am–1pm (All Trimesters)

REMOTE LEARNING (ZOOM)

Sat, 9am–1pm (All Trimesters)

Sat, 1–5pm (All Trimesters)

Tue & Thu, 6–8pm (All Trimesters)

Wed & Fri, 10am–12pm (All Trimesters)

Refrigerator Repair

QUICK COURSE: TWO 7-HOUR SESSIONS

Learn to troubleshoot, diagnose, and repair refrigerators.

Partner: New York City College of Technology

NEW YORK

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

Oct 28–Nov 4, Tue, 9am–4pm

Jan 13–20, Tue, 9am–4pm

Feb 26–Mar 5, Thu, 9am–4pm

Renovation Projects: How to Manage

QUICK COURSE: TWO 3-HOUR SESSIONS 

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

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 8–15, Wed, 9am–12pm

Nov 7–14, Fri, 9am–12pm

Apr 21–28, Tue, 9am–12pm

REMOTE LEARNING (ZOOM)

Feb 20–27, Fri, 6–9pm

Roof Fan Maintenance

QUICK COURSE: TWO 7-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 5–12, Fri, 9am–4pm

Mar 20–27, Fri, 9am–4pm

Apr 24–May 1, Fri, 9am–4pm

Safe Drivers

QUICK COURSE:
ONE 7-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 online course please see the listing on page 41.*

Partner: American Safety Institute

NEW JERSEY

Dover: The Organization for Hispanic Affairs

Mar 14, Sat, 9am–4pm (Spanish)

Morristown: Morristown High School

May 30, Sat, 9am–4pm (Spanish)

Paterson: Passaic County Community College

Nov 22, Sat, 9am–4pm (Spanish)

NEW YORK

Manhattan: 32BJ SEIU Main Office

Sep 20, Sat, 9am–4pm (Spanish)

Sep 30, Tue, 9am–4pm

Nov 15, Sat, 9am–4pm

Dec 6, Sat, 9am–4pm (Spanish)

Jan 31, Sat, 9am–4pm

Feb 20, Fri, 9am–4pm

Mar 14, Sat, 9am–4pm

Apr 24, Fri, 9am–4pm

May 19, Tue, 9am–4pm

Jun 13, Sat, 9am–4pm

Jun 20, Sat, 9am–4pm

Queens: Queens College

Oct 18, Sat, 9am–4pm

Feb 14, Sat, 9am–4pm

May 16, Sat, 9am–4pm

REMOTE LEARNING (ZOOM)

Oct 22, Wed, 9am–4pm

Mar 17, Tue, 9am–4pm

May 2, Sat, 9am–4pm

Safety: Protecting Building Occupants During Construction or Renovation

QUICK COURSE: ONE 2-HOUR SESSION 

Learn about construction processes, related hazards, and ways to minimize their effects on building occupants.

Partner: New York Committee for Occupational Safety & Health

REMOTE LEARNING (ZOOM)

Nov 14, Fri, 12–2pm

Dec 4, Thu, 12–2pm

Feb 6, Fri, 12–2pm

Mar 13, Fri, 6–8pm

May 1, Fri, 9–11am

Jun 12, Fri, 6–8pm

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: 32BJ SEIU Main Office

Oct 23, Thu, 5:30–8:30pm

Jun 20, Sat, 9am–12pm

REMOTE LEARNING (ZOOM)

Feb 25, Wed, 5:30–8:30pm

Mar 12, Thu, 5:30–8:30pm

May 2, Sat, 9am–12pm

Courses and Quick Courses

Security Officers

The function of Security Officers has advanced significantly in recent years. Security and Life Safety training will assist you in acquiring the skills necessary to manage the increased responsibilities of today's security professionals. With certified training programs taught by experienced industry professionals, you are able to earn the licenses, and certificates that will allow you to effectively respond to and manage critical incidents, learn safe and effective verbal and physical strategies for conflict resolution, address noncompliance in unusual situations, and ultimately enhance your marketability and value in your industry.

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. *Must have a valid New York State Security License to be presented during class. Note: Certification must be renewed every year.*

Certifying Body: New York State Department of Criminal Justice Services

NEW YORK

Manhattan: 32BJ SEIU Main Office

Sep 20, Sat, 8:30am-4:30pm
Sep 24, Wed, 9am-5pm
Sep 26, Fri, 9am-5pm
Sep 27, Sat, 8:30am-4:30pm
Oct 8, Wed, 9am-5pm
Oct 9, Thu, 9am-5pm
Oct 10, Fri, 9am-5pm
Oct 11, Sat, 8:30am-4:30pm
Oct 14, Tue, 9am-5pm
Oct 15, Wed, 9am-5pm
Oct 17, Fri, 9am-5pm
Oct 18, Sat, 8:30am-4:30pm
Oct 22, Wed, 9am-5pm
Oct 24, Fri, 9am-5pm
Oct 25, Sat, 8:30am-4:30pm
Oct 29, Wed, 9am-5pm
Oct 31, Fri, 9am-5pm
Nov 1, Sat, 8:30am-4:30pm
Nov 5, Wed, 9am-5pm
Nov 7, Fri, 9am-5pm
Nov 14, Fri, 9am-5pm
Nov 15, Sat, 8:30am-4:30pm
Nov 18, Tue, 9am-5pm
Nov 22, Sat, 8:30am-4:30pm
Nov 25, Tue, 9am-5pm
Dec 3, Wed, 9am-5pm
Dec 5, Fri, 9am-5pm

Dec 6, Sat, 8:30am-4:30pm
Dec 10, Wed, 9am-5pm
Dec 12, Fri, 9am-5pm
Dec 13, Sat, 8:30am-4:30pm
Dec 17, Wed, 9am-5pm
Dec 20, Sat, 8:30am-4:30pm
Jan 3, Sat, 8:30am-4:30pm
Jan 9, Fri, 9am-5pm
Jan 10, Sat, 8:30am-4:30pm
Jan 15, Thu, 9am-5pm
Jan 17, Sat, 8:30am-4:30pm
Jan 21, Wed, 9am-5pm
Jan 23, Fri, 9am-5pm
Jan 24, Sat, 8:30am-4:30pm
Jan 28, Wed, 9am-5pm
Jan 30, Fri, 9am-5pm
Jan 31, Sat, 8:30am-4:30pm
Feb 4, Wed, 9am-5pm
Feb 7, Sat, 8:30am-4:30pm
Feb 13, Fri, 9am-5pm
Feb 14, Sat, 8:30am-4:30pm
Feb 17, Tue, 9am-5pm
Feb 21, Sat, 8:30am-4:30pm
Feb 24, Tue, 9am-5pm
Feb 27, Fri, 9am-5pm
Feb 28, Sat, 8:30am-4:30pm
Mar 5, Thu, 9am-5pm
Mar 7, Sat, 8:30am-4:30pm
Mar 13, Fri, 9am-5pm
Mar 14, Sat, 8:30am-4:30pm
Mar 17, Tue, 9am-5pm
Mar 19, Thu, 9am-5pm
Mar 20, Fri, 9am-5pm
Mar 21, Sat, 8:30am-4:30pm
Apr 4, Sat, 8:30am-4:30pm
Apr 10, Fri, 9am-5pm
Apr 11, Sat, 8:30am-4:30pm
Apr 15, Wed, 9am-5pm
Apr 18, Sat, 8:30am-4:30pm
Apr 24, Fri, 9am-5pm
Apr 25, Sat, 8:30am-4:30pm
Apr 28, Tue, 9am-5pm
May 1, Fri, 9am-5pm

Experienced Security Officer Incentive Program

Security Officers working under the RAB Security Agreement terms and other contracts, including prevailing wage sites, with less than 36 months of experience, may be eligible for a pay increase of over \$3.00 per hour, to advance to the full Security Officer I rate, by completing these four courses and obtaining applicable FDNY certifications:

- FDNY: Fire Guard for Impairment Citywide (F-01)
- FDNY: Indoor/Outdoor Place of Assembly Safety Personnel (F-03 & F-04)
- Fire Safety: Building Evacuation Supervisor
- Security Officer: Professionalism & Customer Service


See the listings for each class in this catalog. For questions and to confirm eligibility, please call (888) 284-3225 or email training@32bjfunds.com. For questions regarding your work site's eligibility for the Incentive Program, contact your Security Division representative.



May 2, Sat, 8:30am-4:30pm
May 8, Fri, 9am-5pm
May 9, Sat, 8:30am-4:30pm
May 16, Sat, 8:30am-4:30pm
May 22, Fri, 9am-5pm
May 29, Fri, 9am-5pm
May 30, Sat, 8:30am-4:30pm
Jun 6, Sat, 8:30am-4:30pm
Jun 10, Wed, 9am-5pm
Jun 12, Fri, 9am-5pm
Jun 13, Sat, 8:30am-4:30pm
Jun 18, Thu, 9am-5pm
Jun 20, Sat, 8:30am-4:30pm
Jun 25, Thu, 9am-5pm
Jun 26, Fri, 9am-5pm



REMOTE LEARNING (ZOOM)

Sep 20, Sat, 8:30am-4:30pm
Sep 22, Mon, 9am-5pm
Sep 27, Sat, 8:30am-4:30pm
Sep 29, Mon, 9am-5pm
Oct 6, Mon, 9am-5pm
Oct 11, Sat, 8:30am-4:30pm
Oct 18, Sat, 8:30am-4:30pm
Oct 20, Mon, 9am-5pm

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Oct 25, Sat, 8:30am–4:30pm
Oct 27, Mon, 9am–5pm
Nov 1, Sat, 8:30am–4:30pm
Nov 3, Mon, 9am–5pm
Nov 10, Mon, 9am–5pm
Nov 15, Sat, 8:30am–4:30pm
Nov 17, Mon, 9am–5pm
Nov 22, Sat, 8:30am–4:30pm
Nov 24, Mon, 9am–5pm
Dec 1, Mon, 9am–5pm
Dec 6, Sat, 8:30am–4:30pm
Dec 8, Mon, 9am–5pm
Dec 13, Sat, 8:30am–4:30pm
Dec 15, Mon, 9am–5pm
Dec 20, Sat, 8:30am–4:30pm
Dec 22, Mon, 9am–5pm
Dec 29, Mon, 9am–5pm
Jan 3, Sat, 8:30am–4:30pm
Jan 5, Mon, 9am–5pm
Jan 10, Sat, 8:30am–4:30pm
Jan 12, Mon, 9am–5pm
Jan 17, Sat, 8:30am–4:30pm
Jan 24, Sat, 8:30am–4:30pm
Jan 26, Mon, 9am–5pm
Jan 31, Sat, 8:30am–4:30pm
Feb 2, Mon, 9am–5pm
Feb 7, Sat, 8:30am–4:30pm
Feb 9, Mon, 9am–5pm
Feb 14, Sat, 8:30am–4:30pm
Feb 20, Fri, 9am–5pm
Feb 21, Sat, 8:30am–4:30pm
Feb 28, Sat, 8:30am–4:30pm
Mar 2, Mon, 9am–5pm
Mar 7, Sat, 8:30am–4:30pm
Mar 14, Sat, 8:30am–4:30pm
Mar 16, Mon, 9am–5pm
Mar 21, Sat, 8:30am–4:30pm
Apr 4, Sat, 8:30am–4:30pm
Apr 6, Mon, 9am–5pm
Apr 11, Sat, 8:30am–4:30pm
Apr 18, Sat, 8:30am–4:30pm
Apr 20, Mon, 9am–5pm

Apr 25, Sat, 8:30am–4:30pm
May 2, Sat, 8:30am–4:30pm
May 4, Mon, 9am–5pm
May 9, Sat, 8:30am–4:30pm
May 11, Mon, 9am–5pm
May 16, Sat, 8:30am–4:30pm
May 26, Tue, 9am–5pm
May 30, Sat, 8:30am–4:30pm
Jun 1, Mon, 9am–5pm
Jun 6, Sat, 8:30am–4:30pm
Jun 8, Mon, 9am–5pm
Jun 13, Sat, 8:30am–4:30pm
Jun 20, Sat, 8:30am–4:30pm
Jun 22, Mon, 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/AED certifications. *Note: 100% attendance is required to receive certificate.*

By employer request only.

Certifying Bodies: American Heart Association and New York State Department of Criminal Justice Services

Security Officer: 8-Hour Annual Private Shelters

QUICK COURSE: ONE 8-HOUR SESSION

Refresh your skills, knowledge, and awareness necessary to ensure the safety and well-being of shelter residents and staff. This course fulfills the annual training requirement by the DHS.

Note: By employer request only.

Certifying Body: NYC Department of Homeless Services

Security Officer: 40-Hour Private Shelters

COURSE: FIVE 8-HOUR SESSIONS

Learn to protect and assist shelter residents. This course meets the requirements of NYC Local Law 124. Students completing this course will also receive the Security Officer: 8-Hour Annual and CPR/AED certifications.

Note: 100% attendance is required to receive certificate. By employer request only.
Certifying Bodies: American Heart Association, New York State Department of Criminal Justice Services and NYC Department of Homeless Services

Security Officer: Basic Tips You Can Use During Difficult Encounters

QUICK COURSE: ONE 1.5-HOUR SESSION

Explore strategies and basic tips for dealing with difficult personalities and situations.

Partner: Monroe University

REMOTE LEARNING (ZOOM)

Oct 14, Tue, 6–7:30pm
Nov 19, Wed, 6–7:30pm
Jan 22, Thu, 10:30am–12pm
May 7, Thu, 1:30–3pm
Jun 9, Tue, 1:30–3pm

“Vocational learning is essential for developing the skills and knowledge needed to succeed in one’s career.”

Arys Kendy Jean Pierre

Job Title: Security Officer

Location: Manhattan, NY

Employer: Arrow Security

Courses Taken: Carpentry Basics; Electricity: Troubleshooting;

Fire Safety: Building Evacuation Supervisor, and many more!



Courses and Quick Courses

Security Officer: Bomb Threat Awareness

QUICK COURSE: ONE 3-HOUR SESSION

Discover how to x-ray 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: 32BJ SEIU Main Office

Oct 18, Sat, 1–4pm

Oct 21, Tue, 1:30–4:30pm

May 16, Sat, 1:30–4:30pm

Security Officer: Crisis Intervention & De-Escalation Techniques

QUICK COURSE: ONE 1.5-HOUR SESSION

Learn via role-plays how to safely communicate and interact with emotionally distressed persons.

Partner: Monroe University

REMOTE LEARNING (ZOOM)

Oct 15, Wed, 6–7:30pm

Nov 8, Sat, 1:30–3pm

Jan 22, Thu, 11am–12:30pm

May 12, Tue, 1:30–3pm

Jun 24, Wed, 6–7:30pm

Security Officer: Diversity & Cultural Competence

QUICK COURSE: ONE 1.5-HOUR SESSION

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 University

REMOTE LEARNING (ZOOM)

Oct 29, Wed, 6–7:30pm

Nov 22, Sat, 1:30–3pm

Jan 20, Tue, 11am–12:30pm

May 20, Wed, 6–7:30pm

Security Officer: Emergency & Disaster Management

QUICK COURSE: TWO 1.5-HOUR SESSIONS

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 University

REMOTE LEARNING (ZOOM)

Oct 16–23, Thu, 6–7:30pm

Nov 11–18, Tue, 1:30–3pm

Jan 21–28, Wed, 11am–12:30pm

Feb 11–18, Wed, 11am–12:30pm

May 19–26, Tue, 6–7:30pm

Security Officer: Ethics for the Security Professional

QUICK COURSE: ONE 1.5-HOUR SESSION

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 University

REMOTE LEARNING (ZOOM)

Oct 24, Fri, 6–7:30pm

Dec 3, Wed, 1:30–3pm

Feb 6, Fri, 11am–12:30pm

Jun 12, Fri, 6–7:30pm

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.

REMOTE LEARNING (ZOOM)

Oct 15, Wed, 6–7:30pm

Nov 6, Thu, 1:30–3pm

Feb 21, Sat, 11am–12:30pm

Jun 18, Thu, 6–7:30pm

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. *Note: For more information call 212-388-3701 or 888-284-3225.*

Certifying Body: New Jersey State Police

Partner: New Jersey Guard Training Academy

NEW JERSEY

Newark: Guard Training Academy

Nov 22–Dec 13, Sat, 8am–4pm

Mar 14–28, Sat, 8am–4pm

May 30–Jun 13, 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.

Certifying Body: New Jersey State Police

Partner: New Jersey Guard Training Academy

NEW JERSEY

Newark: Guard Training Academy

Dec 13, Sat, 8am–4pm

Mar 28, Sat, 8am–4pm

Jun 13, Sat, 8am–4pm

Security Officer: Professionalism & Customer Service

QUICK COURSE: ONE 2-HOUR SESSION

Explore the security officer's role in creating a hospitable environment. Learn how to welcome and communicate effectively with tenants, employers, co-workers, and members of the public.

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 8, Wed, 10am–12pm

Oct 10, Fri, 6–8pm

Oct 11, Sat, 10am–12pm

Oct 15, Wed, 10am–12pm

Oct 24, Fri, 6–8pm

Oct 25, Sat, 10am–12pm

Nov 8, Sat, 10am–12pm



Nov 19, Wed, 6–8pm



Nov 21, Fri, 10am–12pm



Dec 6, Sat, 9–11am

Dec 12, Fri, 6–8pm

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Jan 20, Tue, 6–8pm
Jan 22, Thu, 10am–12pm
Jan 31, Sat, 10am–12pm
Feb 4, Wed, 10am–12pm
Feb 6, Fri, 6–8pm
Feb 21, Sat, 2–4pm
Feb 23, Mon, 6–8pm
Feb 26, Thu, 10am–12pm
Mar 4, Wed, 10am–12pm
Mar 6, Fri, 6–8pm
Mar 17, Tue, 6–8pm
Apr 25, Sat, 9–11am
May 4, Mon, 10am–12pm
May 8, Fri, 5:30–7:30pm
May 15, Fri, 10am–12pm

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: 32BJ SEIU Main Office

Oct 16, Thu, 6–9pm
Nov 25, Tue, 1:30–4:30pm
Jan 20, Tue, 12–3pm
Apr 22, Wed, 2–5pm
May 27, Wed, 1:30–4:30pm
Jun 3, Wed, 1:30–4:30pm

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 affects security professionals. Discuss stigmas associated with mental stress and why support mechanisms and assistance for mental wellness are important.

Partner: Monroe University

REMOTE LEARNING (ZOOM)

Oct 14, Tue, 6–7:30pm
Nov 11, Tue, 1:30–3pm
Jun 4, Thu, 6–7:30pm



Computer Basics, Queens, NY

Security Officer: Security Control Room

COURSE: 11 WEEKS

Understand the principles of Closed Circuit Television (CCTV) surveillance and access control including system components and operational procedures. Gain hands-on experience, analyze footage, and know how to respond appropriately to security incidents. *Must have a NYS Security License.*

NEW YORK

Manhattan: 32BJ SEIU Main Office

Sat, 10am–1pm (Winter)
Wed, 6–9pm (Winter, Spring)
Thu, 10am–1pm (Spring)

Security Officer: Terrorism Awareness & Prevention Strategies

QUICK COURSE: ONE 1.5-HOUR SESSION

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

Partner: Monroe University

REMOTE LEARNING (ZOOM)

Nov 1, Sat, 1–2:30pm
Nov 17, Mon, 1:30–3pm
Jun 16, Tue, 1:30–3pm

Courses and Quick Courses



Locksmith Basics, Manhattan, NY

Self-Defense

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

Sp

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

CONNECTICUT

Bridgeport: University of Bridgeport

Feb 21, Sat, 9am–5pm

Danbury: Western CT State University

Nov 1, Sat, 9am–5pm

New Haven: Latinos for Educational Advocacy and Diversity

Mar 21, Sat, 9am–5pm

Norwalk: SONO 50

Dec 13, Sat, 9am–5pm

Stamford: University of Connecticut (UConn)

Nov 15, Sat, 9am–5pm

Jun 13, Sat, 9am–5pm

FLORIDA

Miami: 32BJ SEIU Office

Dec 6, Sat, 9am–5pm (Spanish)

Jan 31, Sat, 9am–5pm

MASSACHUSETTS

Boston: 32BJ SEIU Office

Nov 4, Tue, 9am–5pm (Spanish)

NEW JERSEY

Newark: 32BJ SEIU Office

Feb 7, Sat, 9am–5pm (Spanish)

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 16, Thu, 9am–5pm

Oct 24, Fri, 9am–5pm

Dec 4, Thu, 9am–5pm

Jan 23, Fri, 9am–5pm

Mar 10, Tue, 9am–5pm

May 27, Wed, 9am–5pm

PENNSYLVANIA

Pittsburgh: 32BJ SEIU Office

Nov 4–11, Tue, 1–5pm

Jan 24–31, Sat, 9am–1pm

May 9–16, Sat, 9am–1pm

VIRGINIA

Arlington: Syphax Adult Education Center

Nov 15–22, Sat, 12–4pm (Spanish)

Feb 28–Mar 7, Sat, 12–4pm (Spanish)

May 30–Jun 6, Sat, 12–4pm (Spanish)

McLean: International Language Academy

Dec 6–13, Sat, 12–4pm (Spanish)

Mar 14–21, Sat, 12–4pm (Spanish)

Jun 13–20, Sat, 12–4pm (Spanish)

WASHINGTON, DC

Washington, DC: SED Center

Dec 7–14, Sun, 10am–2pm (Spanish)

Mar 15–22, Sun, 10am–2pm (Spanish)

Jun 14–21, Sun, 10am–2pm (Spanish)

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 (All Trimesters)

NEW YORK

Manhattan: 32BJ SEIU Main Office

Tue & Thu, 6–8pm (All Trimesters)

Wed & Fri, 6–8pm (All Trimesters)

PENNSYLVANIA

Pittsburgh: 32BJ SEIU Office

Tue & Thu, 3–5pm (All Trimesters)

REMOTE LEARNING (ZOOM)

Sat, 9am–1pm (All Trimesters)

Tue & Thu, 6–8pm (All Trimesters)

Steam Distribution

QUICK COURSE: TWO 7-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 (Jay Street)

Jan 10–17, Sat, 9am–4pm

May 9–16, Sat, 9am–4pm

Steam I: Theory

QUICK COURSE: ONE 4-HOUR SESSION

Prerequisite: Reading Assessment

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 provide high school diploma or its equivalent or pass reading assessment.*

Partner: Con Edison

NEW YORK

Manhattan: 32BJ SEIU Main Office

Nov 4, Tue, 4:30–8:30pm

Mar 12, Thu, 4:30–8:30pm

May 21, Thu, 4:30–8:30pm

Steam II: Hands-On

QUICK COURSE: ONE 4-HOUR SESSION

Prerequisite: 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 11, Tue, 4:30–8:30pm



Mar 19, Thu, 4:30–8:30pm

May 28, Thu, 4:30–8:30pm

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG

Stress Management

QUICK COURSE:

FOUR 2-HOUR SESSIONS



Learn to differentiate between good and bad stress, understand its physical effects, and discover workplace stress management strategies. Explore mindfulness to reduce stress, improve health, communication, and relationships, and respond effectively rather than react impulsively.

Partner: 32BJ Health Fund

NEW YORK

Manhattan: 32BJ SEIU Main Office

Sep 30–Oct 21, Tue, 6–8pm
Nov 1–22, Sat, 10am–12pm
Feb 7–28, Sat, 10am–12pm
Mar 2–23, Mon, 6–8pm
Apr 30–May 21, Thu, 6–8pm

PENNSYLVANIA

Pittsburgh: 32BJ SEIU Office

Oct 8–29, Wed, 6–8pm
Feb 24–Mar 17, Tue, 1–3pm
Apr 18–May 9, Sat, 10am–12pm

REMOTE LEARNING (ZOOM)

Oct 4–Nov 1, Sat, 9–11am (Spanish)
Oct 7–28, Tue, 6–8pm
Jan 21–Feb 11, Wed, 6–8pm
Feb 24–Mar 17, Tue, 6–8pm (Spanish)
Apr 22–May 13, Wed, 6–8pm (Spanish)
Apr 23–May 14, Thu, 6–8pm

Success in the Workplace

QUICK COURSE: ONE 2-HOUR SESSION



Learn essential skills and techniques to communicate and work effectively with co-workers and customers. Develop professional habits and understand what it takes to collaborate in creating a healthy work environment.

Note: By employer request only.

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: 32BJ SEIU Main Office

Nov 1–8, Sat, 1:30–4:30pm
Feb 5–12, Thu, 6–9pm
Apr 23–30, Thu, 6–9pm
May 6–13, Wed, 6–9pm

REMOTE LEARNING (ZOOM)

Feb 25–Mar 4, Wed, 9am–12pm
Apr 25–May 2, 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

Manhattan: 32BJ SEIU Main Office

Oct 10, Fri, 6–9pm
Oct 24, Fri, 6–9pm
Nov 7, Fri, 6–9pm
Jan 8, Thu, 6–9pm
Mar 12, Thu, 6–9pm

REMOTE LEARNING (ZOOM)

May 16, Sat, 1:30–4:30pm

Theaterworks!: Communication Workshop

COURSE: 11 WEEKS

Learn the foundations of playwriting. Gain public speaking confidence and develop communication skills through storytelling and performance exercises led by teaching artists from Off-Broadway's Working Theater. The class culminates in an evening of public performances with professional actors.

Partner: Working Theater

NEW YORK

Manhattan: 32BJ SEIU Main Office

Sat, 11am–1pm (Fall)

Time Management

QUICK COURSE: TWO 2-HOUR SESSIONS

Increase productivity by learning how to manage time more effectively.

NEW YORK

Manhattan: 32BJ SEIU Main Office

Oct 29–Nov 5, Wed, 6–8pm
Nov 13–20, Thu, 6–8pm
Feb 17–24, Tue, 6–8pm
May 6–13, Wed, 2–4pm

Vacuum Tank & Pump

QUICK COURSE: TWO 7-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 (Jay Street)

Nov 15–22, Sat, 9am–4pm
Jun 6–13, Sat, 9am–4pm

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: 32BJ SEIU Main Office

Mar 6, Fri, 6–9pm

REMOTE LEARNING (ZOOM)

May 13, Wed, 9am–12pm

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

Manhattan: 32BJ SEIU Main Office

Nov 12, Wed, 6–9pm
Nov 20, Thu, 6–9pm
Feb 20, Fri, 6–9pm
Mar 10, Tue, 10am–1pm

REMOTE LEARNING (ZOOM)

Apr 23, Thu, 10am–1pm
Apr 29, Wed, 6–9pm
May 19, Tue, 6–9pm

Courses and Quick Courses

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 request.

Window Cleaners: Aerial Lift Safety Awareness Training

QUICK COURSE: ONE 4-HOUR SESSION

Learn the basic rules and regulations for operating an aerial lift. Understand safety guidelines regarding controls, preoperational inspection, and evaluation of the surrounding area and ground level. *Note: This course does not provide ANSI A92 certification.*

Window Cleaners: 8-Hour Basic Safety

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

NEW

Review the basic safety rules and regulations for supported and suspended scaffolds. Understand proper use of personal fall protection equipment. *Note: This course is recommended for all new employees.*

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.

Industry courses
make up nearly
60%
of all enrollments.

Window Cleaners: 32-Hour Supported Scaffold Installer & Remover

COURSE: EIGHT 4-HOUR SESSIONS

Learn the basic rules, regulations, and procedures necessary to obtain the certification for 32-Hour Supported Scaffold Installer & Remover. *Note: Certification lasts four years. Refresher course must be completed within twelve months before current card's expiration date.*

Certifying Body: 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

Review the basic rules, regulations, and procedures for installing/removing supported scaffolds. Reexamine the hazards of working above ground level. *Must have 32-Hour Supported Scaffold Installer & Remover certification. Note: Certification lasts four years. Refresher course must be completed within twelve months before current card's expiration date.*

Certifying Body: New York City Department of Buildings

Window Cleaners: NYS DOL Multi-story Window & Building Surface Cleaners Apprenticeship

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. *Must provide high school diploma or its equivalent or pass reading and/or math assessment 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 212-539-2906. 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.*
Certifying Body: New York State Department of Labor



Window Cleaners: 4-Hour Supported Scaffold User & Refresher



QUICK COURSE: ONE 4-HOUR SESSION

Review the basic rules, regulations, and procedures for supported scaffolds. Reexamine the hazards of working above ground level. *Note: Certification lasts four years. Refresher course must be completed within twelve months before current card's expiration date.*
Certifying Body: New York City Department of Buildings

Key to Symbols

Equivalent Course Available 
New Course/Location 

Remote Learning (Zoom) 
Spanish Sessions Available 

Testing Fees Paid by Student 
Third-Party Certificate 

REGISTER AT
32BJMEMBERPORTAL.ORG



Workplace Harassment

QUICK COURSE: ONE 3-HOUR SESSION

Note: By employer request only.

Florida

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 environments and the reporting process. Created with different scenarios and interactive exercises.

New Jersey

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 environments, 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

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. Available in Albanian, Polish, and Spanish. For an equivalent self-paced course see our online listings on page 41.

Washington, DC

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.

Window Cleaners: 32-Hour Suspended Scaffold Supervisor

COURSE: EIGHT 4-HOUR SESSIONS 

Learn the basic rules, regulations, and procedures necessary to obtain the license for 32-Hour Suspended Scaffold Supervisor. *Note: Certification lasts four years. Refresher course must be completed within twelve months before current card's expiration date.*

Certifying Body: New York City Department of Buildings

Window Cleaners: 8-Hour Suspended Scaffold Supervisor Refresher

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

Review the basic rules, regulations, and procedures for suspended scaffold supervisors. Reexamine the hazards of working above ground level. *Must have 32-Hour Suspended Scaffold Supervisor license. Note: Certification lasts four years. Refresher course must be completed within twelve months before current card's expiration date.*
Certifying Body: New York City Department of Buildings

Window Cleaners: 16-Hour Suspended Scaffold User

QUICK COURSE: FOUR 4-HOUR SESSIONS 

Learn the basic rules, regulations, and procedures necessary to obtain the 16-hour Suspended Scaffold User certification. *Note: Certification lasts four years. Refresher course must be completed within twelve months before current card's expiration date.*
Certifying Body: New York City Department of Buildings

Window Cleaners: 8-Hour Suspended Scaffold User Refresher

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

Re-examine the rules, regulations and procedures for suspended scaffold users. Review the hazards of working above ground level.
Certifying Body: New York City Department of Buildings

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.

Locations

Connecticut

SITE MANAGER: RAQUEL MERCADO

cttraining@32bjfunds.com
(203) 721-5732

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

Bridgeport

University of Bridgeport
230 Park Avenue
Bridgeport, CT 06604

Danbury

Western CT State University
181 White Street
Danbury, CT 06810

Hartford

32BJ SEIU Office
885 Wethersfield Avenue
Hartford, CT 06114

Capital Community College
950 Main Street
Hartford, CT 06103

New Haven

Latinos for Educational Advocacy and Diversity
100 Crown Street
New Haven, CT 06510

Norwalk

SONO 50
50 Washington Avenue
Norwalk, CT 06854

Stamford

University of Connecticut (UConn)
1 University Place
Stamford, CT 06901

Florida

SITE MANAGER: MAGGIE CRUZ-LEDON

fltraining@32bjfunds.com
(305) 807-8467

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

Davie

Nova Southeastern University
6 SW 75th Avenue
Davie, FL 33314

Miami

32BJ SEIU Office
1313 NW 36 Street, Suite 501
Miami, FL 33142

Maryland

SITE MANAGER: RAFAEL BÓSQEZ

mdtraining@32bjfunds.com
(202) 557-1226

Phone Registration
(202) 557-1226 or (888) 284-3225 (toll-free)

Baltimore

Coppin State University
2500 West North Avenue
Baltimore, MD 21216

Hyattsville

Prince George's Community College
6505 Belcrest Road
Hyattsville, MD 20782

Largo

Prince George's Community College
301 Largo Road
Largo, MD 20774

Rockville

Montgomery College
51 Mannakee Street
Rockville, MD 20850

Silver Spring

Montgomery College
930 King Street
Silver Spring, MD 20910

Massachusetts

SITE MANAGER: ANA ZAMBRANO

matraining@32bjfunds.com
(617) 878-7483

Staff: Jude Travers
(617) 878-7454

Phone Registration
(617) 878-7483 or (888) 284-3225 (toll-free)

Boston

32BJ SEIU Office
26 West Street
Boston, MA 02111

Brockton

Massasoit Community College
1 Massasoit Boulevard
Brockton, MA 02302

Framingham

Framingham State University
93 State Street
Framingham, MA 01701

Lawrence

Northern Essex Community College
414 Common Street
Lawrence, MA 01840

Lowell

First United Baptist Church
99 Church Street
Lowell, MA 01852

Lynn

Lynn Vocational Technical Institute
80 Neptune Boulevard
Lynn, MA 01902

Marlborough

Assabet Valley Collaborative
28 Lord Road
Marlborough, MA 01572

Waltham

Waltham Community and Cultural Center
510 Moody Street
Waltham, MA 02453

Worcester

Worcester State University
486 Chandler Street
Worcester, MA 01602

REGISTER AT
32BJMEMBERPORTAL.ORG

New Jersey

SITE MANAGER: JHOANNA CAMPOS

njtraining@32bjfunds.com

(973) 733-9670

Staff: Glenda Moreno

(973) 733-9670, extension 2280

Staff: Stephanie Herrera

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Phone Registration

(973) 733-9670 or (888) 284-3225 (toll-free)

Bayonne

Bayonne High School

669 Avenue A

Bayonne, NJ 07008

Bound Brook

Community Middle School

120 East 2nd Street

Bound Brook, NJ 08805

Camden

Camden County College

200 North Broadway

Camden, NJ 08102

Dover

The Organization for Hispanic Affairs

95-97 Bassett Highway

Dover, NJ 07801

Elizabeth

Union County College (Kellogg)

40 West Jersey Street

Elizabeth, NJ 07202

Hackensack

Bergen County Technical Schools

190 Hackensack Avenue

Hackensack, NJ 07601

Jersey City

Hudson County Community College

2 Enos Place

Jersey City, NJ 07306

Lincroft

Brookdale Community College

765 Newman Springs Road

Lincroft, NJ 07738

Morristown

Morristown High School

50 Early Street

Morristown, NJ 07960

New Brunswick

Middlesex County College

140 New Street

New Brunswick, NJ 08901

Newark

32BJ SEIU Office

494 Broad Street, 3rd Floor

Newark, NJ 07102

Guard Training Academy

23 Branford Place

Newark, NJ 07102

Paterson

Passaic County Community College

1 College Boulevard

Paterson, NJ 07505

Perth Amboy

Middlesex College

60 Washington Street

Perth Amboy, NJ 08861

Plainfield

Union County College

232 East 2nd Street

Plainfield, NJ 07060

Trenton

Mercer County Community College

102 North Broad Street

Trenton, NJ 08608

Union City

Hudson County Community College

4800 Kennedy Boulevard West

Union City, NJ 07087

Registration

Fall Trimester

Tuesday, August 12, 2025

Winter Trimester

Tuesday, November 11, 2025

Spring Trimester

Wednesday, February 18, 2026

Online Registration

Log in to 32bjmemberportal.org

New York

Bronx

SITE MANAGER: JOE CUNNINGHAM

bronxtraining@32bjfunds.com

(845) 494-9297

Phone Registration

(845) 494-9297 or (888) 284-3225 (toll-free)

Monroe University (East Fordham Road)

29 East Fordham Road

Bronx, NY 10468

Brooklyn

SITE MANAGER: DONALD WINGATE

brquli@32bjfunds.com

(347) 638-3482

Phone Registration

(347) 638-3482 or (888) 284-3225 (toll-free)

New York City College of

Technology (Jay Street)

300 Jay Street

Brooklyn, NY 11201

Hempstead

SITE MANAGER: DONALD WINGATE

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Phone Registration

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Hofstra University

1000 Hempstead Turnpike

Hempstead, NY 11549

NEW

Locations

Manhattan

SITE MANAGERS:

MANNY CANTRES/SHA'RON BURDEN

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(212) 388-3701

Phone Registration

(212) 388-3701 or (888) 284-3225 (toll-free)

32BJ SEIU Main Office

25 West 18th Street
Manhattan, NY 10011

New Rochelle

SITE MANAGER: JOHNI PUERTA LOPEZ

westchestertraining@32bjfunds.com

(718) 612-5708

Phone Registration

(718) 612-5708 or (888) 284-3225 (toll-free)

Monroe University

434 Main Street
New Rochelle, NY 10801

Queens

SITE MANAGER: DONALD WINGATE

brquli@32bjfunds.com

(347) 638-3482

Phone Registration

(347) 638-3482 or (888) 284-3225 (toll-free)

Con Edison Learning Center

4382 Vernon Boulevard
Queens, NY 11101

Queens College

65-30 Kissena Boulevard
Queens, NY 11367

White Plains

SITE MANAGER: JOHNI PUERTA LOPEZ

westchestertraining@32bjfunds.com

(718) 612-5708

Phone Registration

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300 Hamilton Avenue

300 Hamilton Avenue
White Plains, NY 10601

Yonkers

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(718) 612-5708

Phone Registration

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SUNY Westchester Community College

843 Kimball Avenue
Yonkers, NY 10704



English as a Second Language, McLean, VA

Pennsylvania

Philadelphia

SITE MANAGER: TY-JAMAR RYAN

patraining@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

SITE MANAGER: SERENA RIVERA

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

Rhode Island

SITE MANAGER: ANA ZAMBRANO

matraining@32bjfunds.com

(617) 878-7483

Phone Registration

(617) 878-7483 or (888) 284-3225 (toll-free)

Providence

Rhode Island School of Design

(Washington Place)

20 Washington Place
Providence, RI 02903

Virginia

SITE MANAGER: JOSE GONZALEZ

vatraining@32bjfunds.com

(202) 658-8282

Phone Registration

(202) 658-8282 or (888) 284-3225 (toll-free)

Arlington

Syphax Adult Education Center

2110 Washington Boulevard
Arlington, VA 22204

McLean

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) 658-8282 or (888) 284-3225 (toll-free)

Washington, DC

SED Center

4110 Kansas Avenue NW
Washington, DC 20011

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