



TWU Local 100 - NYC Transit

# TRAINING & UPGRADING FUND

## FALL 2015



# CATALOG



**Check our New Courses & Programs Inside!**

**Electricity Basics**

**Electricity Trouble Shooting**

**Graphic Design**

**Intro to Trades for Women**

**Nutritional Cooking and Fitness**

**Refresher Courses**

**Technical English**

**Technical Writing**

**Tuition Reimbursement**

**Childcare Fund Ad Inside Pg 6**



AND MUCH MORE!

PROMOTIONAL

PHOTOVOLTAICS

FIBER OPTICS

ELECTRONICS

AUTO CAD

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# Education is the to... Success

It gives me great pleasure to be a part of your educational path!

Here starts a great opportunity for you through the TWU Local 100 - NYCT Training & Upgrading Fund (TUF). It's finally here and we are proud to announce our new **Tuition Reimbursement** Program! Online tutoring (**Tutor.com**) is also available to you and your family along with a lot of other great training courses. The best news is that most trainings are offered at little to no out of pocket cost to you. Whether you're looking to upgrade to the highest level in your department or change to a different field within the NYCT, TUF can get you there. Here at TUF you can also learn new languages, earn your High School Equivalency Diploma or complete your college degree.

Just in case you were wondering what courses would be the best for you, we have a highly trained staff that can assist you in choosing the courses that are right for you. We are committed to helping you with your career and in keeping up with the ever changing technology in transportation.

Don't forget to take advantage of your **Tutor.com** benefit. Registration is simple and quick and can be done from any computer including your cell phone! If you need assistance, TUF is here to help!

Our doors are always open to you. Come visit us at 195 Montague Street, 4th Floor Brooklyn, N.Y. 11201 or call us at (718) 780-8700, Our office hours are 9:00am to 5:00pm.

I look forward to greeting you at the doors to success.

**Charles Jenkins**  
**Acting Director**



## Mission Statement

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

## Eligibility

Eligibility for TUF benefits depends upon the particular collective bargaining agreement or participation agreement covering your employment.

You are eligible to participate in TUF as soon as you become a Member of TWU Local 100 and an employee of a participating employer.

Limited classes are available for Retirees.

### You are ineligible:

When you resign or are terminated from your position.

You are no longer an active member of TWU Local 100.

Your employer terminates its participation in the Plan.

The date the Plan is terminated.

## Registration

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



### Phone Registration

Please call 718-780-8700



### Fax Registration

Fax us at 718-222-1580



### Email Registration

training@twulocal100tuf.org



### Walk-in Registration

Hours: 9:00 am to 5:00 pm  
195 Montague Street, 4th Floor,  
Brooklyn, NY 11201.

**Please note that classes may be canceled if enrollment is less than anticipated. All schedules are subject to change. Advance notice will be given.**

## Non-discrimination Policy

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

# Holiday Calendar/Schedule

SEPTEMBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 No class that day.

 No evening classes.

## Fostering an Environment for Learning

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

## Class Prerequisites

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

## Classroom Locations

**TWU Local 100 - NYCT Training & Upgrading Fund**  
**195 Montague Street, 4th Floor, Brooklyn, N.Y. 11201**

**1199 SEIU Training Center**  
**2501 Grand Concourse, Bronx, N.Y. 10468**

**TWU Yonkers Satellite Office**  
**347 Sawmill River Road, Yonkers, N.Y. 10701**

## Attendance Policy

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

Attendance requirements will be discussed in further detail in your class.

## Emergency Closings

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

**Please make sure TUF has your most current contact information on file.**



# Newborn Stipend Voucher Program

## Our requirements include:



Having a child up to a year old.



Your leave time balances **must** be at zero consecutively. (AVA, Vacation, Sick, and PLD)



Being out of work unpaid.



All documents submitted to us must be originals.



You **do not** need to pass one year probation to apply.

**Call the TWU Local 100 - NYCT Childcare Fund at 718-780-8700 for more information.**

# High School Equivalency (TASC)

*Formerly the GED Program*



## TEST ASSESSING SECONDARY COMPLETION™

Don't let the new changes to the GED/TASC Program discourage you. If you need to brush up on your computer skills, TUF has classes to help you.

**Please contact TUF at 718-780-8700 if you are interested in enrolling in this course. Enrollment is done on a continuing basis.**

A newly implemented exam called TASC (Test Assessing Secondary Completion) has replaced the GED. Members who began taking the GED test but did not complete all 5 modules will be required to take the TASC test.

### Some of the major changes to the test are:

- The test will be done on a computer.
- No writing utensils or hand-held calculators will be allowed into the test.
- The test will consist of five modules which are: Math, Reading, Writing, Science, and Social Studies.
- Test takers will receive detailed score reports in each area describing areas of mastery and/or areas in need of improvement.

## Basic Math

Basic Math will prepare members for the Transit Certificate Program (TCP) and college level courses. Topics include: basic math, scientific measurements, and algebra.

Mondays, 9:30am to 12:30pm  
9/14/15 to 12/21/15

Wednesdays, 5:30pm to 8:30pm  
9/9/15 to 1/6/16

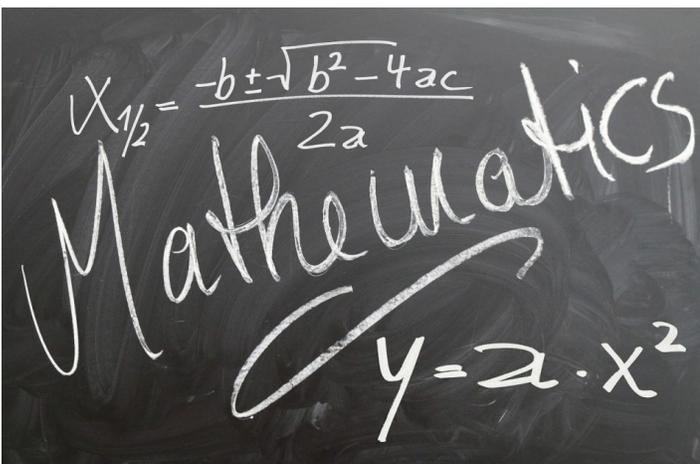
## Technical Math

This course is designed to prepare members to understand the mathematics terminology in electronics and/or electrical. This course can also help members prepare for any Civil Service exam. Topics include: decimals and fractions, ratios and proportions, unit conversions, area and volumes, application of algebraic equations in Ohm's and Kirchhoff's laws, solving for circuit resistance and reactions, relevant trigonometric functions, and use of graphs to analyze data.

Wednesdays, 9:30am to 12:30pm  
9/9/15 to 1/6/16

Tuesdays, 1:00pm to 4:00pm  
9/15/15 to 1/5/16

Thursdays, 5:30pm to 8:30pm  
9/10/15 to 1/7/16



*Dates and times are subject to change*



## English

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

Thursdays, 9:30am to 12:30pm  
9/10/15 to 1/7/16

Mondays, 5:30pm to 8:30pm  
9/14/15 to 12/21/15

## Technical Writing

**NEW**

This is an introductory course in communicating information about technical subjects within a work setting. Students write reports, instructions, summaries, e-mails, and memos; develop audience awareness skills; develop skills in document layout and design, and collaborate in group settings.

Fridays, 9:30am to 12:30pm  
9/11/15 to 10/23/15

Tuesdays, 5:30pm to 8:30pm  
9/15/15 to 10/27/15

## Technical English

**NEW**

Technical English will cover multiple topics which include reading introductory technical material related to electricity, electronics, and computers. Students also practice skills they need in college.

Fridays, 9:30am to 12:30pm  
10/30/15 to 12/18/15

Tuesdays, 5:30pm to 8:30pm  
11/3/15 to 12/22/15

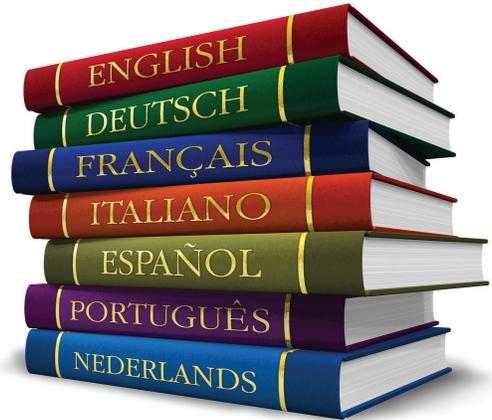
# CALLING ALL MEMBERS!!

Being able to communicate effectively with customers of diverse communities can be a great benefit for your employer when dealing with public emergency situations and providing essential services.

Transit Property Protection Agents, Traffic Checkers, Cleaners, Station Agents, Conductors, and Train operators - Learn how to communicate more effectively with your diverse lingual customers!

You will learn the following skills:

- Developing conversational skills.
- Learning how to read and write in the language.
- Learning basic grammar tools.



## Introduction to Spanish Level 1

Tuesdays, 9:30am to 12:30pm  
10/6/15 to 12/8/15

Wednesdays, 1:00pm to 4:00pm  
10/7/15 to 12/23/15

## French

Mondays, 1:00pm to 4:00pm  
10/5/15 to 11/9/15

Wednesdays, 9:30am to 12:30pm  
10/7/15 to 11/18/15

## English as a Second Language (ESL)

ESL is intended for those members wishing to improve their English Language skills. This course can help members participate in conversations with confidence. You will learn how to pronounce challenging vowels, consonants, and correct intonation. These skills will help your grammar and sentence structure when speaking and writing. This course is offered at the basic level.

Mondays, 1:00pm to 4:00pm  
10/5/15 to 12/7/15

Thursdays, 5:30pm to 8:30pm  
10/1/15 to 12/10/15

Thursdays, 9:30am to 12:30pm **(Yonkers)**  
10/1/15 to 12/10/15

## Upcoming language Courses:

- American Sign Language
- Italian
- Russian
- Chinese (Mandarin)
- Chinese (Cantonese)

If there are any languages that you would like to take but are not listed above, please give TUF a call at 718-780-8700.



*Dates and times are subject to change*



# COMPUTER TRAINING

**BEGINNER to  
ADVANCED**

## Introduction to Computers with Windows 8

This course focuses on the basics of the Introduction to Computers course, as well as introduces you to the new operating system of Windows 8. Come learn how to navigate and learn the new capabilities of the new Windows 8 user interface. Through hands-on practice, learn how to customize, navigate, explore, and utilize a Windows 8 operating system.

Tuesdays, 5:30pm to 8:30pm  
10/6/15 to 12/15/15

Thursdays, 1:00pm to 4:00pm  
10/1/15 to 12/10/15

Saturdays, 9:30am to 12:30pm  
10/3/15 to 12/12/15

## Computer Integration

Today's technology has had an explosive growth in mobile and tablet devices. Mobile and Tablet devices play an essential role in both our personal and professional life. Most people rely on technology to help them operate more efficiently and effectively. TUF has a course that can help members to utilize their smart phone or tablet like a Personal Computer on the Android and/or IOS(Apple) Operating system. You will learn how to navigate keys, sync email and social networks, print and email documents, and set up Wi-Fi.

Saturday, 9:30am - 3:30pm  
9/12/2015 **Android**

Saturday, 9:30am - 3:30pm  
9/19/2015 **Apple**

Monday/Tuesday 5:30pm - 8:30pm  
9/21/2015 - 9/22/2015 **Android**

Saturday, 9:30am - 3:30pm  
10/3/2015 **Apple**

Saturday, 9:30am - 3:30pm  
10/24/2015 **Android**

## Introduction to Computers in the Bronx!!

Come learn the basics of the computer. You will learn the best ways to navigate, organize, and manage your computer and its contents. You will identify parts of the computer and how they work, then move on to using basic programs and the Internet.

Tuesdays, 5:30pm to 8:30pm  
10/6/15 to 12/8/15

Saturdays, 9:30am to 12:30pm  
10/3/15 to 12/12/15

## Microsoft Word

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

Mondays, 5:30pm to 8:30pm  
10/5/15 to 12/7/15

Thursdays, 9:30am to 12:30pm  
10/1/15 to 12/10/15

## Microsoft Excel

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

Wednesdays, 1:00pm to 4:00pm  
10/7/15 to 12/23/15

Fridays, 9:30am to 12:30pm  
10/2/15 to 12/11/15





# GRAPHIC DESIGN WITH COREL DRAWING

## **NEW** Graphic Design With Corel Drawing

Have you ever wanted to say something but didn't know how to say it clearly enough to get your point across? In this graphic design class you will learn how to visually communicate your thoughts to your coworkers, friends, and family. You will learn:

- the mechanics of type composition,
- the fundamentals of layouts, and
- the concept of color imaging.

By the end of the class you will be able to create eye popping flyers and brochures that not only look awesome but communicates your message.

Tuesdays, 9:30am to 12:30pm,  
10/6/15 to 12/8/15

Thursdays, 5:30pm to 8:30pm,  
10/1/15 to 12/10/15





## Electronics 1

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

**\*A Math Assessment test is required prior to the start of class. If you do not pass the test, you are required to take a basic math or technical math course before you can enter the electronics course. Contact TUF to schedule your test before arriving.**

***Math Assessment Schedule:***

***Monday through Thursday: 9:00am to 7:00pm***

***Friday: 9:00am to 4:00pm***

***Saturday: Call for availability***

Mondays & Tuesdays, 5:30pm to 8:30pm  
9/14/15 to 11/23/15

Wednesdays & Thursdays, 1:00pm to 4:00pm  
9/9/15 to 11/18/15

Thursdays & Fridays, 9:30am to 12:30pm  
9/10/15 to 11/13/15



## Basic Electricity

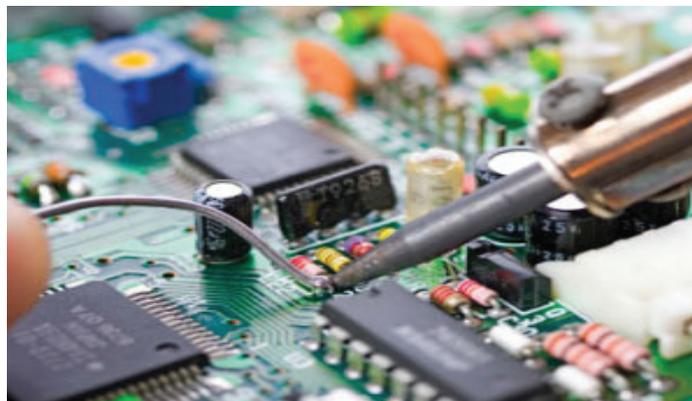
**NEW**

Students will learn Basic Electricity Principles, how to understand Electrical Circuits, how to understand electrical drawings and symbols, generators and transformers, electric motors, electrical protection, and industrial electrical wiring. In addition, they will learn about high voltage electrical safety.

Tuesdays, 1:00pm to 4:00pm  
9/15/15 to 10/20/15

Saturdays, 9:30am to 12:30pm  
9/12/15 to 10/17/15

*Dates and times are subject to change*



## Electronics 2

You will build electronic projects with real electronic components. Each member will need to use the electronics theory that was applied in Electronics 1 and identify electronics components to complete each electronics project. Course contents include but is not limited to: Safety, Electronics Components Identification and Testing, and Project Board Writing.

**\*Prerequisite Required: Electronics 1**

Mondays, 9:30am to 12:30pm  
9/14/15 to 12/21/15

Wednesdays, 5:30pm to 8:30pm  
9/9/15 to 1/6/16

Fridays, 1:00pm to 4:00pm  
9/11/15 to 1/8/16

## Electricity-Trouble Shooting

Students will learn Electrical Safety Requirements during System installation and equipment maintenance, testing procedures, Electrical testing on low voltage equipment, medium voltage equipment troubleshooting, remote instrumentation and on-line monitoring systems, grounding system maintenance and testing requirements, high voltage testing and troubleshooting, and power transformer troubleshooting.

**\*Prerequisite Required: Basic Electricity**

Tuesdays, 1:00pm to 4:00pm  
10/27/15 to 11/24/15

Saturdays, 9:30am to 12:30pm  
10/24/15 to 11/14/15

**NEW**

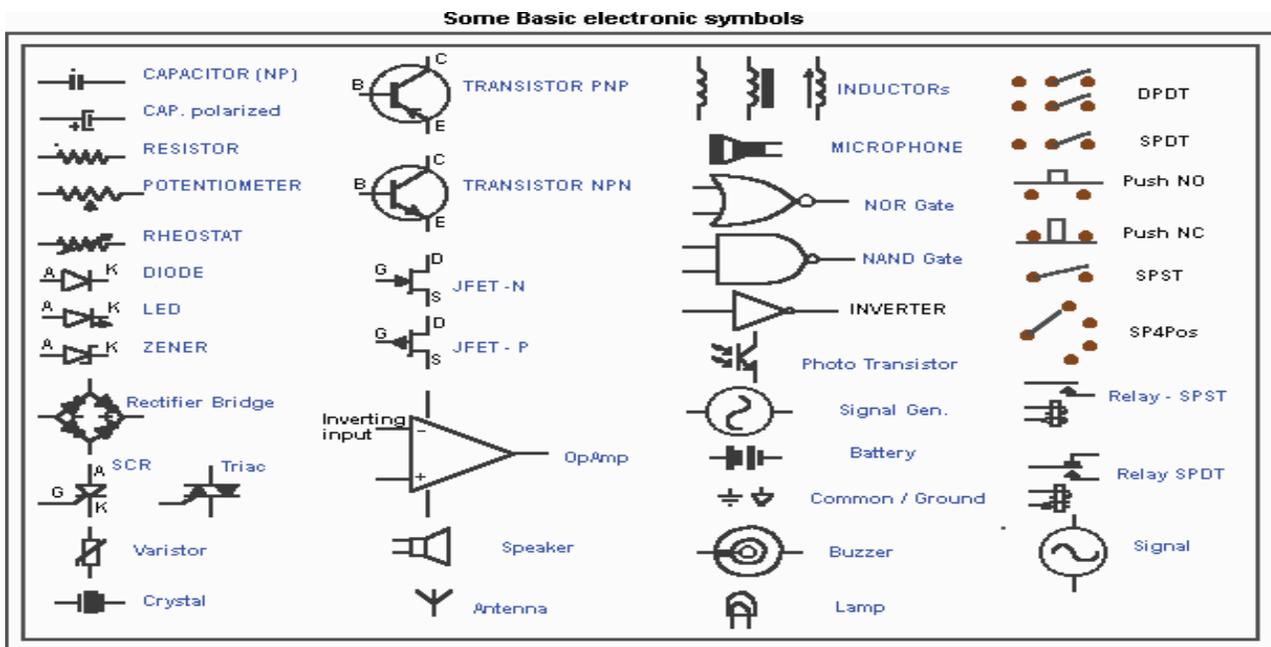
## Schematics

In this class you will learn to identify the symbols that are schematically and pictorially used to represent various electrical components in an electrical circuit. You will learn how to accurately read and trace out simple and complex schematic circuits. You will be able to apply your knowledge of electrical and electronics theory to make use of schematics and wire diagrams to perform basic troubleshooting skills.

Mondays, 1:00pm to 4:00pm, 9/14/15 to 11/16/15

Tuesdays, 9:30am to 12:30pm, 9/15/15 to 11/17/15

Thursdays, 5:30pm to 8:30pm, 9/10/15 to 11/12/15



## Auto-Cad 2015

Auto-Cad is a computer-aided design and drafting software. This course will allow members to create two and three dimensional prototypes using step by step instruction and hands-on projects based on real-world designs. Topics will include the Auto-Cad drawing interface, display commands, CAD tools, and so much more! Members will master these concepts through the creation of a variety of 2d technical drawings. Must have working knowledge of computers.

Mondays, 9:30am to 12:30pm, 9/14/15 to 1/11/16

Wednesdays, 5:30pm to 8:30pm, 9/9/15 to 1/20/16





## Photovoltaics

This course will introduce members to PV component theory, system design, industry codes and standards, for PV systems, and unique design problems and solutions.

**\*Prerequisites required: Electronics 1**

Tuesdays, 9:30am to 12:30pm, 9/15/15 to 11/17/15

Thursdays, 5:30pm to 8:30pm, 9/10/15 to 11/12/15



## Fiber Optics

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

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

Monday through Friday, 9:30am to 1:30pm, 9/14/15 to 9/25/15

Monday through Friday, 5:00pm to 9:00pm, 9/14/15 to 9/25/15

*Dates and times are subject to change*

# Are you a Transit Property Protection Agent, Cleaner, or Station Agent looking to advance your career to Train Operator?



## TRANSIT CERTIFICATE PROGRAM (TCP)

If so, the Transit Certificate Program is just for you. Members in entry level titles are now able to broaden their promotional opportunities. TCP gives members the background information they need to prepare for promotional exams in operational titles such as Train Operator.

### **TCP consists of three core courses and they are as follows:**

- Worker, Health, & Safety (3 College Credits)\*
- An Overview of Transit (3 College Credits)\*
- Job Duties of a Train Operator

Successful completion of all three courses will make Civil Service members eligible to take the promotional exam for the Train Operator title. In addition, members can earn up to **6 college credits** and can use them towards obtaining their degree.\*\*

### **Information Sessions**

Monday, 10:00am - 12:00pm, 11/2/2015  
Wednesday, 5:00pm - 7:00pm, 11/4/2015  
Tuesday, 10:00am - 12:00pm, 11/10/2015  
Thursday, 5:00pm - 7:00pm, 11/12/2015

You will be required to take a TABE assessment test prior to entering these courses.

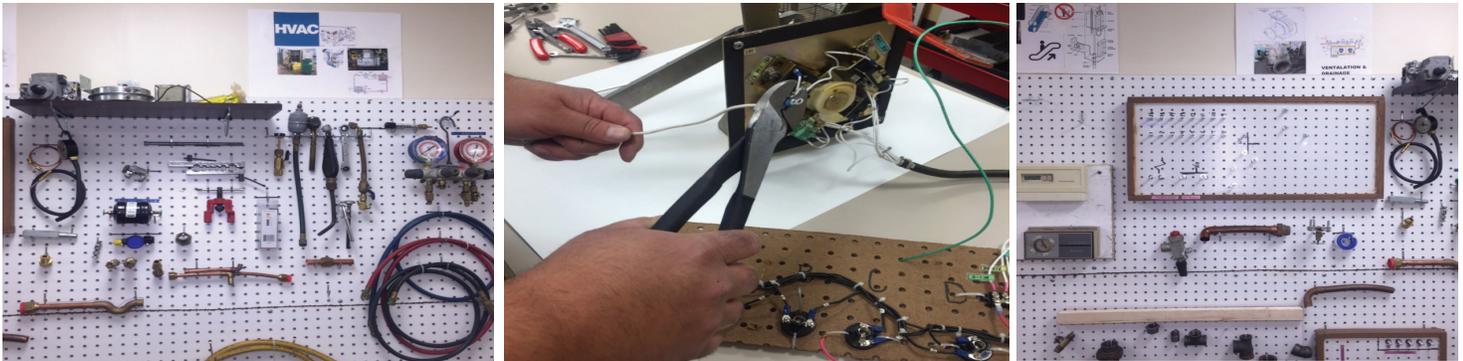
\*\*Please check with your school to make sure they will accept these credits.

# Civil Service Test Prep

Have you filed for the Car Inspector Exam but feel that you need to brush up on your test taking skills? Maybe your Train Operator Exam is approaching and you would like to know a little more about the job? Our new hands-on laboratory can help you accomplish that and more! Prep courses are given for promotional exams that are within the TWU Local 100 Collective Bargaining Unit. Below is a list of exams that will be open for filing as posted on the MTA website. Please call the Fund to inquire about Prep courses for any upcoming promotional exams.

Agency	Exam Title	Exam No.	Application Period
NYC Transit	Station Agent	6600	July 1-21, 2015
MaBSTOA	Promotion to Bus Maintainer Chasis	6200	August 5-25, 2015
NYC Transit	Promotion to Power Electronic Maintainer	6701	August 5-25, 2015
NYC Transit	Conductor	6601	September 2-22, 2015
NYC Transit	Promotion to Light Maintainer	6703	September 2-22, 2015
NYC Transit	Promotion to Train Operator	6704	September 2-22, 2015
NYC Transit	Light Maintainer	6602	October 7-27, 2015
NYC Transit	Transit Railcar Technology Specialist	6603	October 7-27, 2015
NYC Transit	Maintainer's Helper-Group B	6604	November 4-24, 2015
NYC Transit	Structure Maintainer-Group C (Ironworker)	6605	November 4-24, 2015
NYC Transit	Car Maintainer-Group B (Machinist)	6607	December 2-22, 2015
NYC Transit	Train Operator	6608	December 2-22, 2015
NYC Transit	Structure Maintainer-Group A (Carpenter)	6609	December 2-22, 2015
NYC Transit	Promotion to Maintainer's Helper Group-B	6712	December 2-22, 2015

**\*\*\*The above information was obtained from the MTA website and is current as of 6/29/15. Please check the MTA's website for any updates or changes.**



## Refresher Courses

Technology is constantly changing and it's always a good move to stay on track with it. TUF can assist you with that! Our refresher courses will be geared towards:

- Assisting members in updating their current skills
- Introducing new technology that affects current represented titles
- Training members to advance in their career or to prepare for new opportunities

All training will take place in TUF's new practical lab. Call TUF to inquire about upcoming Refresher Courses. The lab is constantly being updated so come check it out!



# Introduction to Trades for Women Workshop

**NEW**

TUF IS LOOKING FOR A FEW  
GOOD WOMEN!

**NOW ITS YOUR TIME TO SHINE!!**

**Introduction to Trades for Women Workshop prepares women to make decisions about their career path. Women will try their hand at a number of different trades in order to better understand what titles could be a fit for them.**

**In this 4-week workshop women will receive practical and theoretical instruction in a variety of skilled trades such as:**



**Light Maintainers  
Power Distribution Maintainers  
Signal Maintainers**



**Monday, 5:30pm to 8:30pm, 9/14/2015 to 10/5/2015**

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

# 6 SAVE DRIVING TIPS

## DEFENSIVE DRIVING STAY PROTECTED BEHIND THE WHEEL

### CAR ACCIDENT FAST FACTS:



AVG. ANNUAL DISTRACTED DRIVING FATALITIES:  
**3,350**



TEXTING WHILE DRIVING  
TEXTING MAKES A CAR ACCIDENT 23X MORE LIKELY



YOUNG AND RECKLESS  
DRIVERS IN THEIR 20S MAKE UP 27% OF THE DISTRACTED DRIVERS IN FATAL CRASHES



NOT JUST KIDS  
20% OF TEENS AND 10% OF ADULTS ADMIT TO HAVING EXTENDED, MULTI-MESSAGE TEXTING CONVERSATIONS WHILE BEHIND THE WHEEL.



Car accidents kill approximately 117 Americans per day

Seat belts reduce serious crash-related injuries by 1/2



## New York Defensive Driving

### 6-Hours Point and Insurance Reduction Course

All Active TWU Local 100 Brothers and Sisters are eligible.

\*\$20.00 Fee for MTA Bus, Private Lines, Retirees and Spouses

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

## CPR/First Aid/AED

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

You will learn to:

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

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

- Saturday, 10:00am - 4:00pm, 9/19/2015
- Saturday, 10:00am - 4:00pm, 10/17/2015
- Monday, 10:00am - 4:00pm, 11/23/2015
- Saturday, 10:00am - 4:00pm, 12/5/2015

Day (s)	Time (s)	Date (s)
Tues/Wed	5:00pm - 8:00pm	9/8/15 - 9/9/15
Thurs/Fri	9:00am - 12:00pm	9/10/15 - 9/11/15
Sat	10:00am - 4:00pm	9/12/15
Wed	10:00am - 4:00pm	9/16/15
Sat (Yonkers)	10:00am - 4:00pm	9/26/15
Mon/Tues	5:00pm - 8:00 pm	10/5/15 - 10/6/15
Thurs/Fri	9:00am - 12:00pm	10/8/15 - 10/9/15
Sat	10:00am - 4:00pm	10/10/15
Wed	10:00am - 4:00pm	10/14/15
Sat (Yonkers)	10:00am - 4:00pm	10/24/15
Mon/Tues	5:00pm - 8:00 pm	11/2/15 - 11/3/15
Wed	10:00am - 4:00pm	11/4/15
Thurs/Fri	9:00am - 12:00pm	11/5/15 - 11/6/15
Sat	10:00am - 4:00pm	11/7/15
Sat (Yonkers)	10:00am - 4:00pm	11/21/2015
Wed	10:00am - 4:00pm	12/2/15
Mon/Tues	5:00pm - 8:00 pm	12/7/15 - 12/8/15
Thurs/Fri	9:00am - 12:00pm	12/10/15 - 12/11/15
Sat	10:00am - 4:00pm	12/12/15



*Dates and times are subject to change*

## Financial Literacy

Isn't it time to make your money work for you?

These workshops are for members who want to understand how money works, how to plan for their financial future, and secure their life goals and dreams.

Learn how to manage your finances and credit score.

### Psychology of Money/Behavioral Finance

Wednesday, 5:00pm - 7:00pm, 9/16/2015

### Taxes and Tax Credit

Wednesday, 5:00pm - 7:00pm, 9/30/2015

### Credit, Credit Reports and Debt

Wednesday, 5:00pm - 7:00pm, 10/21/2015

### Investments, Insurance, and Retirement Planning

Wednesday, 5:00pm - 7:00pm, 11/4/2015



Are you interested in managing your time/stress and how to deal with difficult people? Would you like to improve on your customer service skills?

If so, we have the perfect workshops for you!

### Time Management

Members will learn techniques on how to manage time more efficiently and effectively.

### Stress Management

Members will learn strategies and techniques on how to deal with stressful situations.

### Dealing with Difficult People

Members will learn concrete techniques for dealing with difficult people in and out of the workplace. Learn how to get chronic complainers to quiet down and difficult people to cooperate.

**Call us at 718-780-8700 today!**



*Dates and times are subject to change*



# Get Fit and Healthy with TUF.

## **NEW** Nutritional Cooking and Fitness Classes



Are you interested in **Nutritional Cooking** and **Fitness** classes? If so, TUF has the courses for you to be better fit on the job. Learn about:

- **Basic Nutrition**
- **Healthy Receipes**
  - **Fitness**

Day (s)	Time (s)	Date (s)
Monday	9:30am - 12:30pm	9/14/2015 - 11/16/2015
Wednesday	5:30pm - 8:30pm	9/9/2015 - 11/18/2015
Saturday	1:00pm - 4:00pm	9/12/2015 - 11/14/2015

Call **TUF** to register for class at 718-780-8700

*Dates and times are subject to change*

# New Jersey Online Defensive Driving

## Online Point & Insurance Reduction course

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

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

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

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## Tutor.com

### Anytime Academic Help for You and Your Family

tutor.com

*Access for you and your family  
anytime, anywhere from any  
computer, tablet or mobile device!*



Personalized, live tutoring is now available for you and your children, K–College. **Five hours per month for each TWU member, completely free.**

*(Tutor.com charges \$2,160 per year for the same 5hr per month benefit that you and your family are getting, **AT NO COST.**)*

You and your family will now have access to the premier on-line educational website in the country – Tutor.com – as your newest union benefit.

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

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



**Immediate Access at: [www.tutor.com/twulocaltuf](http://www.tutor.com/twulocaltuf)**

Your Username will be your Employee Pass # or ID number

# TWU Local 100 - NYCT Training & Upgrading Fund

is proud to present

## A New Program for TWU Local 100 Members.



**Tuition  
Reimbursement  
up to \$3,000 for  
2015/2016.**

**EDUCATION IS THE FUNDAMENTAL VALUE OF THE  
TRAINING & UPGRADING FUND.**

If you've never attended college or are in the process of completing your degree, TUF has a new program to financially assist you.

**For more information on Tuition Reimbursement contact TUF.**

**TWU Local 100 - NYCT Training & Upgrading Fund**

195 Montague Street, 4th Floor, Brooklyn, N.Y. 11201  
Phone: (718) 780-8700 • Fax: (718) 222-1580 • E-mail: [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org)  
Website: [www.twulocal100tuf.org](http://www.twulocal100tuf.org) • Charles Jenkins, Acting Director





# Registration Form

Name: \_\_\_\_\_ Pass #: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Alt Phone: \_\_\_\_\_

Email: \_\_\_\_\_ (Required)

Title: \_\_\_\_\_ Work Schedule/Tour: \_\_\_\_\_ RDO's: \_\_\_\_\_

Have you taken any other courses with TUF?  Yes  No

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

Please fax form to: 718-222-1580  
Email: [training@twulocal100tuf.org](mailto:training@twulocal100tuf.org)  
Mail/Walk-in: 195 Montague Street, 4th Floor, Brooklyn, NY 11201



195 Montague Street  
4th Floor  
Brooklyn, NY 11201  
718-780-8700 tel  
718-222-1580 fax  
www.twulocal100tuf.org



Training Fund  
Union Hall  
195 Montague Street  
Brooklyn, NY 11201

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[WWW.twulocal100tuf.org](http://WWW.twulocal100tuf.org)**

