

TWU LOCAL 100 MEMBERS



Spring 2022 COURSE CATALOG



**REGISTER NOW!!
SEATS FILL FAST!!**



195 Montague Street, 4th Floor
Brooklyn, NY 11201
TEL: 718-780-8700

Email: training@twulocal100tuf.org
Website: www.twulocal100tuf.org

Follow us:



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

VIRTUAL & FACE TO FACE TRAINING AVAILABLE!!!



YOUR SAFETY IS STILL TUF'S TOP PRIORITY!!

With the Delta variant accounting for 98 percent of cases in New York City and the new Omicron variant on the horizon, we need to be safe now more than ever.



The Training & Upgrading Fund will continue to take all precautions to safeguard our members, instructors, and staff from the corona virus, delta variant, omicron variant, and any other variant that emerges. We will continue to follow the CDC guidelines.

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

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

TABLE OF CONTENTS

Director Message.....4
 Mission Statement.....5
 Eligibility.....5
 Registration.....5

Academic Information.....6
 Academic Calendar.....6
 Learning Environment.....6
 Attendance Policy.....6

Career Track.....7
 Career Track Ladder.....7
 Elevate Program.....8
 Transit Certificate Program.....9
 Upward Advancement Program.....10

Tuition Reimbursement.....11

Tutor.Com.....12

Civil Service Test Prep.....13

Elevate Graduation.....14-15

Member Elevate Success Story.....16

Education Preparation.....17
 Basic Math.....17
 Technical Math.....17
 English.....17
 Spanish.....17
 American Sign Language.....17

Mission statement:
INSPIRING
 OUR MEMBERS
THROUGH
 ADVANCEMENT
EDUCATION

Digital Literacy.....18
 Introduction to Computer Basic.....18
 Microsoft Word Level 1.....18
 Microsoft Excel Level 1.....18

A+/Network+/Security+.....19

Technical Courses.....20
 Electronics Level 1 & 2.....20
 Basic Electricity.....20
 Electricity - Trouble Shooting.....20
 Schematics & Blueprint Reading.....21

Construction Trades.....21
 Introduction to Construction.....21

Non-Traditional Employment for Women....22

Energy Efficient Technology.....23
 Fiber Optics.....23
 Photovoltaics.....23

Professional Development.....25
 Financial Literacy.....25
 CPR/AED/First Aid.....26
 On-site Defensive Driving.....26
 Virtual NYC/NJ Defensive Driving.....26

Registration Form.....27



CHARLES JENKINS

DIRECTOR

HAPPY HOLIDAY'S AND WELCOME TO 2022!!!



TUF is excited to have the doors of our training center fully open for face to face training. COVID-19 silver lining brought zoom to TUF. We will continue to offer virtual learning. You have a choice. TUF will continue to assist members advancing in their education and careers. We will continue to adhere to the CDC's standards and guidelines. When registering for Spring 2022 classes, keep an eye out for both virtual and in-person training. I look forward to meeting you at our doors of success.

We launched the NEW 7-months **Elevate program** in March of 2021 with 25 committed members. The Elevate program was designed for the various titles that were not qualified for the UAP to have a career advancement opportunity. The 25 members have graduated and are now qualified to take the exam for Transit Electrical Helper. Our next registration will be in January of 2022. Our partnership with the Electrical Training Center will provide members with new career opportunities. Learn more about the Elevate program inside (Page 8).

The **Upward Advancement Program** continues to be TUF's program in demand. It's an incredible opportunity for members in non-technical titles to be able to promote into NYCT's highest paying hourly jobs. UAP is moving full speed ahead with two successful graduating classes in 2020 and August of 2021. Our 5th UAP class will soon embark on their journey.

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

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

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

Let TUF put you on the right Track!

Advancement through Education leads to success.

MISSION STATEMENT

The TWU Local 100 - NYCT Training & Upgrading Fund (TUF) will offer continuous education and training to dedicated public transit workers who operate and maintain the largest system in the nation. It aims to enhance individual employability, growth, and opportunity. As the system modernizes, the Fund will help to ensure 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

NON-DISCRIMINATION POLICY

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

REGISTRATION

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



PHONE REGISTRATION

Please call 718-780-8700



FAX REGISTRATION

Fax us at 718-222-1580



EMAIL REGISTRATION

training@twulocal100tuf.org



WALK-IN REGISTRATION

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



ONLINE REGISTRATION NOW AVAILABLE

www.twulocal100tuf.org

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

SPRING 2022 TUF ACADEMIC CALENDAR

☐ Class Begins

○ TUF Closed

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

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

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

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

FOSTERING AN ENVIRONMENT FOR LEARNING

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

ATTENDANCE POLICY

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

CLASS PREREQUISITES

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

EMERGENCY CLOSINGS

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

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

CLASSROOM LOCATIONS

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

Virtual Platforms
 Google Classrooms, Microsoft Teams, & Zoom

TUF CAREER TRACK PROGRAMS

PROGRAM GUIDELINES

The Training and Upgrading Fund Career Advancement Track programs are designed to provide members with the skills and training needed to advance their career.

Elevate Program

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

Required Documents:

High School Diploma

Required Courses:

Electrical Training Center 600 Course Hours



Transit Certificate Program

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

Required Documents:

High School Diploma

Required Courses:

Workers, Health, & Safety

An Overview of Transit

Urban Studies Field Work - Train Operator

Urban Studies in Electronics



Upward Advancement Program

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

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

3.5 years of program dedication and commitment



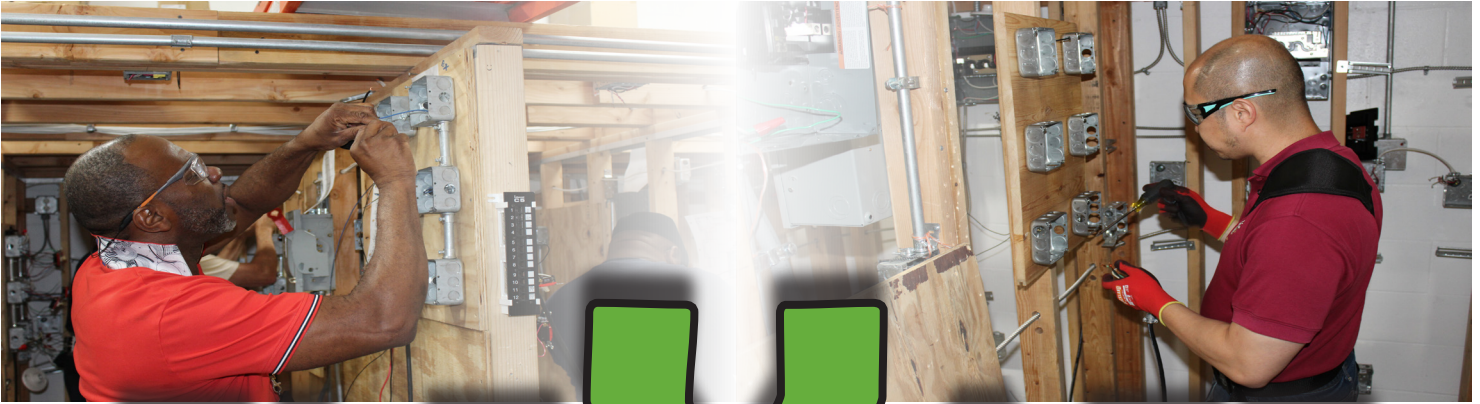
Academic and Career Counseling

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

Advancement Workshop

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

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



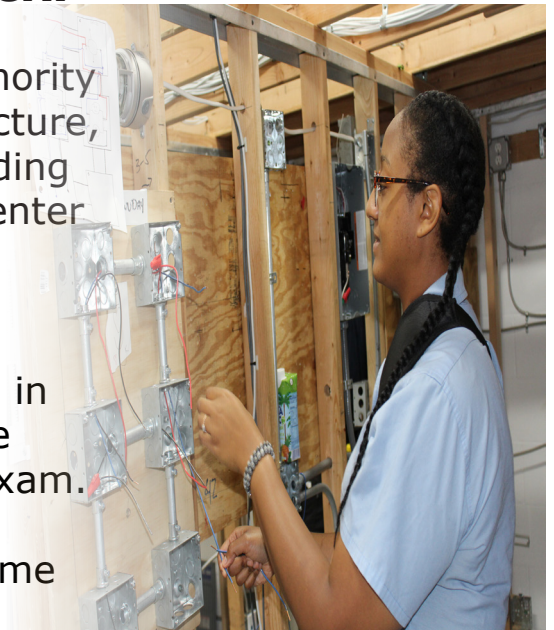
ELEVATE

Entry Level Employee Vocation & Training Enhancement

***Members of TWU Local 100 is time to boost your career?
Are you looking for help in changing career paths or
taking your job to the next level? If so, ELEVATE may
be your career track.***

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

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



25 members in March sought career advancement with the Training & Upgrading Fund. They enrolled in our **new** Elevate program in March 2021. Their dedication to advancing their career in NYC Transit allowed them to complete the program and graduate in October 2021. Currently, they are waiting to take the test for transit electrical helper.

Open Registration begins in January 2022!!!

For more information contact TUF at www.twulocal100tuf.org or call 718-780-8700

Fast Track Ahead...Career Advancement



TRANSIT CERTIFICATE PROGRAM

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



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

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

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

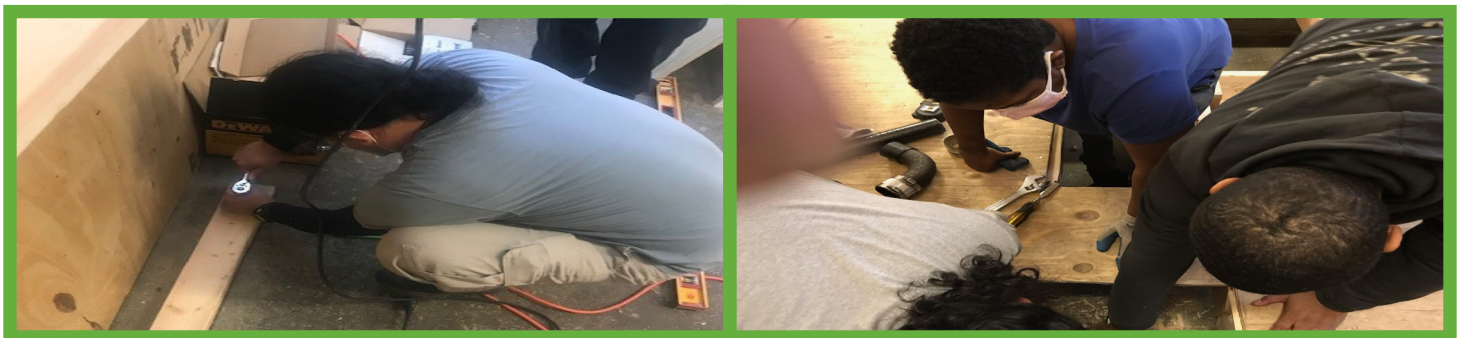
For more information visit: www.twulocal100tuf.org

LET TUF BOOST YOUR CAREER TO THE NEXT LEVEL

UPWARD ADVANCEMENT Program

Cleaners, Traffic Checkers, & TPPA'S

In the **Summer of 2022**, the Training & Upgrading Fund will open registration for our Upward Advancement program **6th class**. This program has allowed a career pathway for TWU Local 100 Members. Currently, 2 classes have completed their 3-year apprenticeship program and are provisional maintainers in Carpentry, Masonry, Plumbing and Lighting. The other 2 classes are just beginning and working on completing their 3-year program.



The TUF Upward Advancement Program (UAP) in construction and/or electrical trades offers a career pathway to better paying careers. UAP signifies the success of a prior pledge to create an in-house occupational ladder that focuses on our non-skilled work force. TUF is not only committed to providing good middle class jobs through the negotiation of solid union contracts but is also determined to help its members achieve the best during their transit careers. UAP provides a career track for men and women to acquire a skilled trade as they advance through a 6-month program. After completion, they will enter a 3-year apprenticeship program within Maintenance of Way, giving them the opportunity to enjoy greater salaries and a life changing career.

Eligibility Requirements:

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

For more information and to find out the dates for open enrollment, Visit www.twulocal100tuf.org or call 718-780-8700

TWU LOCAL 100 MEMBERS
ARE YOU USING YOUR
EDUCATION BENEFITS?



APPLY FOR TUITION REIMBURSEMENT TODAY

Are you looking for a new career or to enhance your career in Transit?

If so, the Tuition Reimbursement Program supports members in their pursuit of educational advancement through certificates and/or degree programs.

RECEIVE UP TO \$4,000.00 PER YEAR

Eligibility for Tuition Reimbursement:

- Be an active TWU Local 100 member in good standing AND be employed by New York City Transit/MaBSTOA/MTA Bus (Operating titles only)*
- Have completed one (1) year probation
- Be enrolled in a course at an accredited college, university, trade school, or vocational school
- Pass your class with a C+ or better for undergraduates, B- or better for graduates and/or grade of pass

***Members in OA Computer, Telecommunications, and Non Operating titles are not eligible.**



Register Now

TUITION REIMBURSEMENT VIRTUAL OPEN HOUSE

Monday

2/28/2022

5:00 PM - 7:00 PM

Tuesday

3/29/2022

10:00 AM - 12:00 PM

Wednesday

4/20/2022

10:00 AM - 12:00 PM

Thursday

5/12/2022

5:00 PM - 7:00 PM

Apply now for Spring 2022 semester



For more information and to apply, visit: www.twulocal100tuf.org

Face to Face is back!
Citywide exams such as the Regents are back!
SATS are coming back around!
Let's get our kids prepared and ahead.
Make TUTOR.COM another source for helping our children stay on track academically.

ONLINE TUTORING



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

ABOUT TUTOR.COM

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

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

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

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

REGISTRATION IS SIMPLE AND EASY!

www.tutor.com/twulocaltuf

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

PASSWORD: twulocal100

TUTOR.COM ANY TIME PLACE WHERE

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

Civil Service Test Preparation

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

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

Agency	Exam Title	Exam No.	Application Period
NYC Transit	Collecting Agent	2604	12/3/21 - 12/21/21
NYC Transit	Promotion to Power Distribution Maintainer	2709	12/3/21 - 12/21/21

***The above information was obtained from the MTA website and is current as of 12/1/21. Please check the MTA's website for any updates or changes at <http://web.mta.info/nyct/hr/appexam.htm>.**



Skill Enhancement Training

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

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

For more information contact TUF at www.twulocal100tuf.org or call 718-780-8700

2021 CLASS OF

TUF
CONGRATULATES
graduates

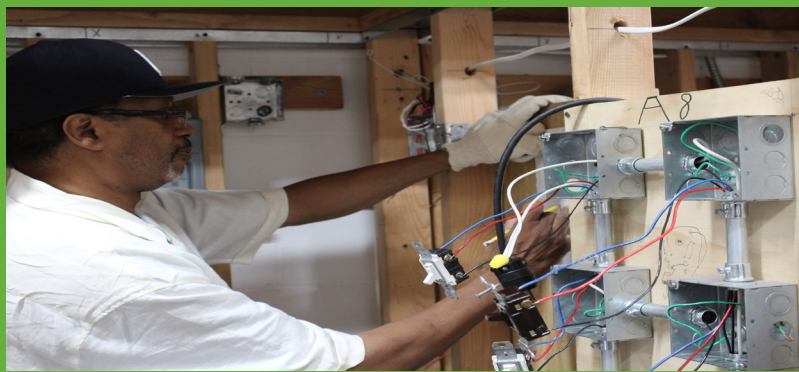
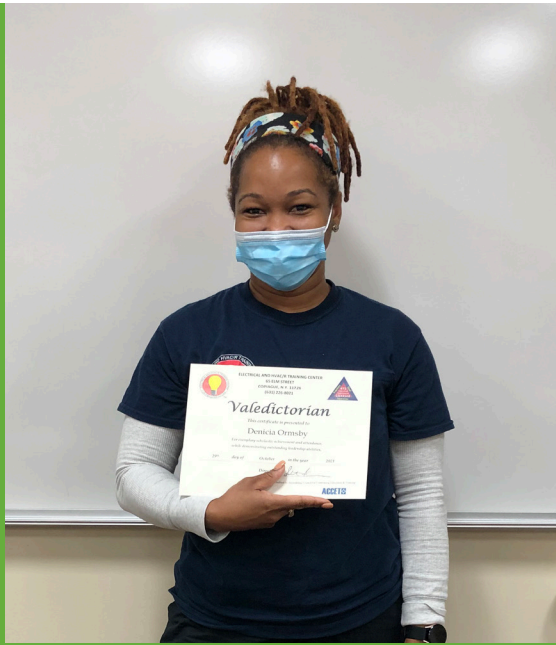
1ST ELEVATE PROGRAM

Personal congratulations to the 25 members from various titles who met the requirements and entered into TUF's newly fully funded Elevate program.

They successfully completed the seven-month program on their own time, with an astonishing 3.5 average. Determination and commitment has lead these members to new advancement opportunities.

You made TUF proud!!!

T. Jenkins - Director



MEMBER SUCCESS STORIES

Elevate 2021 Graduate - Mark Baptiste



It's a fantastic feeling to be a representative for the NYC Transit – TWU Local 100 Training & Upgrading Fund (TUF) Elevate program. It was always in my best interest to look for opportunities that would provide skill training that would lead to a promotion, a higher paying position, and enhance my skills. I learned about this opportunity from a coworker who informed me that TWU Local 100 TUF is offering a seven-month electrical certification training. I took a deep breath, smiled, and said yes, I am interested in this opportunity. I was signed up the very next day.

Such a program would have been out of my price range. If I had to pay for it myself. TWU Local 100 TUF took care of that massive financial burden. My only expense was showing up to class on time. I was enrolled in a 600-hour electrical certification program at the Electrical Training Center in Copiague, Long Island, a well-regarded institution.

My class attendance experience was fantastic. First and foremost, my commitment was costly, not in terms of money, but in terms of leisure commitment. Leisure commitment is a desperate requirement for their program, but there was very little time. There was little or no time to unwind or run errands. It's because I worked as a track worker for four years and my shift was from 10 p.m. to 6:00 a.m. However, I made a firm decision to prioritize commitment over any form of recreation.

The Elevate Program instilled renewed vision in my life, and I knew I could do it. There was no way I was going to let complacency get in the way of my new "squeeze" (my love and relationship with the program) at getting better. My classes were on time, and my instructors were very dedicated men with years of experience in the field. They are experts in their field. It was truly electrifying to know that it strengthened my commitment.

Despite the distance, the atmosphere and environment were fantastic. This institution's members and staff, I believe, contribute to the awesomeness of its space. The instructors and staff are well-respected, kind, and resourceful people who believe in their students. I left feeling very at ease and appreciated at this school. It was a wise decision. My classmates are people like me who have decided to take advantage of this fantastic career opportunity to advance to higher levels in their respective fields and/or in the job market.

We were awarded and rewarded for our effort and commitment at the end of this electrical certification program. I wasn't expecting to get so many certificates. I was awarded a certificate of merit, achievement, recognition, completion, and special recognition. I feel very special because the TWU Local 100 TUF has given me a truly remarkable gift. I will be eternally grateful to the Training & Upgrading Fund, as well as the faculty and staff at the Electrical Training Center, for their role and commitment to my advancement.

Finally, I can say with pride that it was a difficult challenge that was well worth it.

EDUCATION PREPARATION

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

Basic Math

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

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

Day: Tuesdays, 9:30 AM - 12:30 PM
2/8/2022 - 5/17/2022

Day: Thursdays, 5:30 PM - 8:30 PM
2/10/2022 - 5/19/2022

English

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

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

Day: Mondays, 5:30 PM - 8:30 PM
2/7/2022 - 5/23/2022

American Sign Language Level 1

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

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

Day: Mondays, 9:30 AM - 12:30 PM
2/7/2022 - 4/11/2022

Day: Wednesdays, 9:30 AM - 12:30 PM
2/9/2022 - 4/13/2022

Technical Math

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

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

Day: Wednesdays, 5:30 PM - 8:30 PM
2/9/2022 - 5/18/2022

Introduction to Spanish Level 1 & 2

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

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

Spanish Level 2

Day: Tuesdays, 5:30 PM - 8:30 PM
2/8/2022 - 4/12/2022

Spanish Level 1

Day: Thursdays, 5:30 PM - 8:30 PM
2/10/2022 - 4/7/2022



DIGITAL LITERACY



Introduction to Computer Basics with Internet

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

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

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

2/7/2022 - 4/11/2022

Day: Saturdays, 9:30 AM - 12:30 PM

2/12/2022 - 4/30/2022

Microsoft Word Level 1

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

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

Day: Tuesdays, 5:30 PM - 8:30 PM

2/8/2022 - 4/12/2022

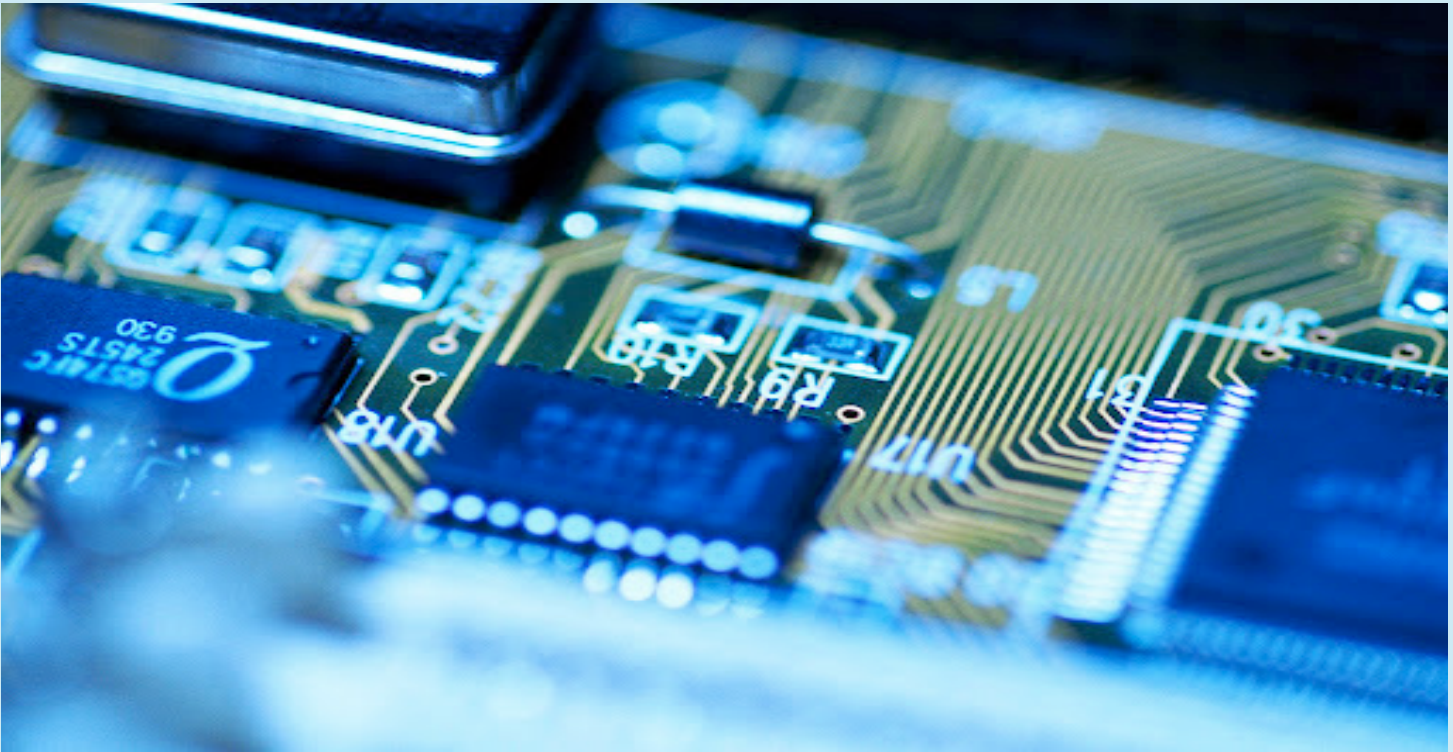
Microsoft Excel Level 1

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

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

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

2/9/2022 - 4/13/2022



Members of TWU Local 100

Are you looking for a new job in NYC Transit or a means to develop your career? Be one of many to keep up with technology as NYC Transit adopts new technology such as countdown clocks, station intercoms, passenger kiosks, wireless and cellular network connections, digital ads, and so on.

Are you interested in titles such as Telecommunications, Computer Specialist, and or Computer Analyst. If so, then this is the certification career track to get you started.

A+ Network+ Security+

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

For more information contact TUF at www.twulocal100tuf.org or call 718-780-8700

TECHNICAL COURSES

Electronics Level 1

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

***Math Assessment Required**

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

Day: Mondays and Tuesdays, 9:30 AM - 12:30 PM
2/7/2022 - 4/18/2022

Day: Wednesdays and Thursdays, 5:30 PM - 8:30 PM
2/9/2022 - 4/14/2022

Basic Electricity

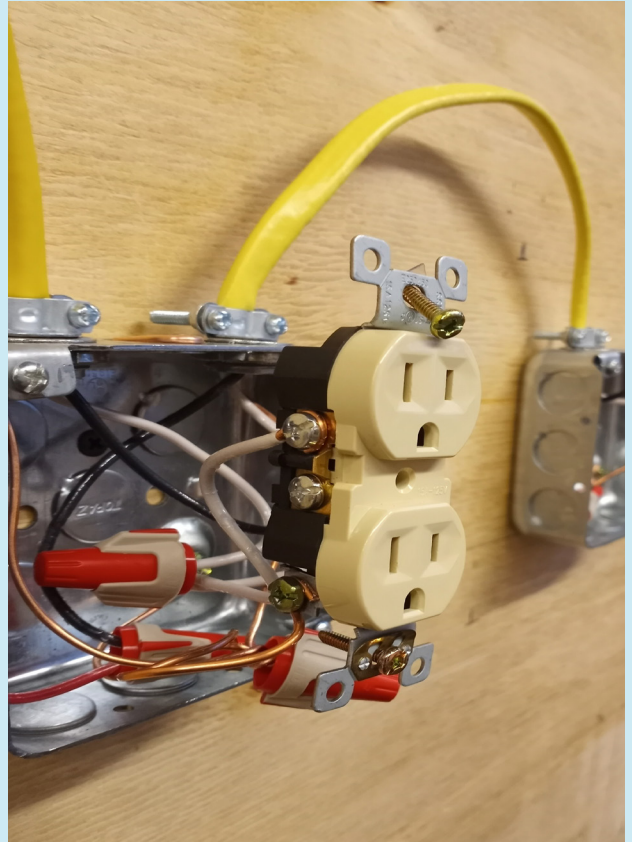
Members will learn basic electricity principles, how to understand electrical circuits, how to understand electrical drawings and symbols, generators and transformers, electric motors, electrical protection, and industrial wiring. In addition, they will learn about high voltage electrical safety.

***Math Assessment Required**

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

Day: Mondays, 5:30 PM - 8:30 PM
2/7/2022 - 4/18/2022

Day: Saturdays, 9:30 AM - 12:30 PM
2/5/2022 - 4/16/2022



Electricity - Troubleshooting

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

***Prerequisite Required: Basic Electricity**

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

Day: Mondays, 5:30 PM - 8:30 PM
4/25/2022 - 5/23/2022

Day: Saturdays, 9:30 AM - 12:30 PM
4/23/2022 - 5/21/2022



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

Schematics & Blueprint Reading

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

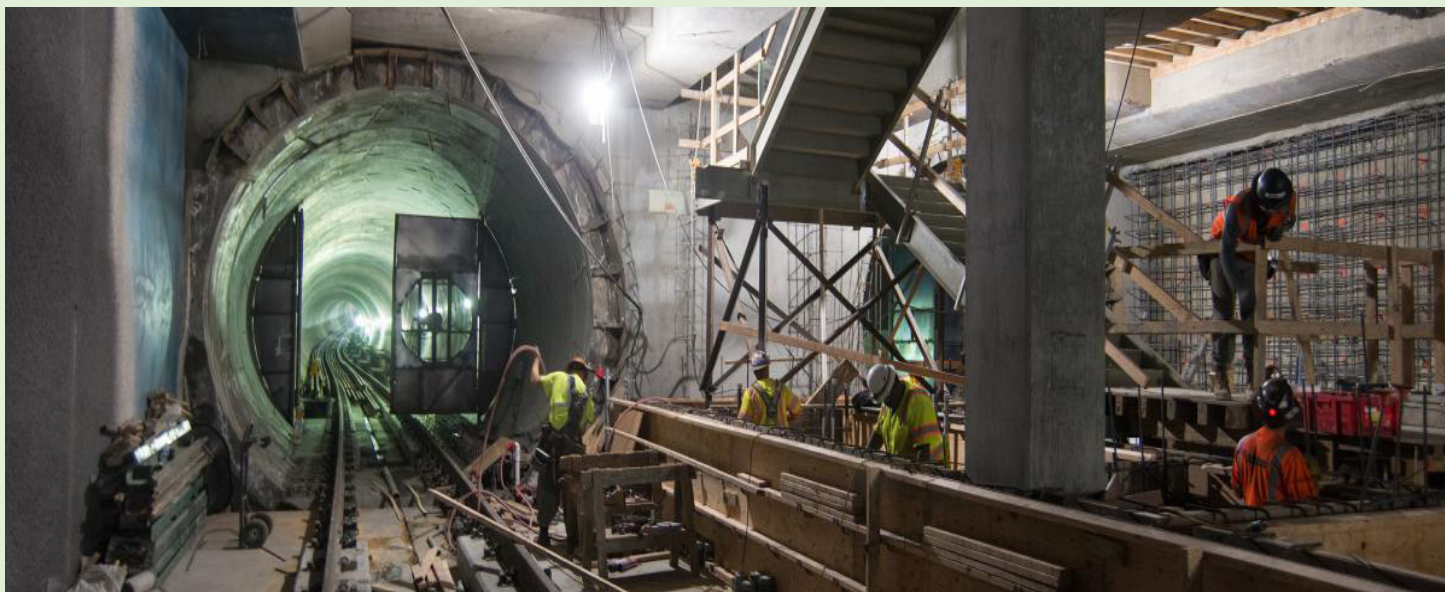
Sessions: 10 (30 Hours) - **On-site Class**

Day: Tuesdays, 5:30 PM - 8:30 PM

2/1/2022 - 4/5/2022

CONSTRUCTION TRADES

Carpentry • Masonry • Plumbing



Introduction to Construction Trades

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

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

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

Day: Thursday, 5:30 PM - 8:30 PM

2/3/2022 - 4/7/2022

Day: Saturday, 9:30 AM - 12:30 PM

2/5/2022-4/16/2022



Trade jobs don't have no gender, let TUF help you explore a new career path!!



TUF wants to prepare and train women in non-traditional work titles.



NON-TRADITIONAL CAREER EXPLORATION FOR WOMEN WORKSHOP

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

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

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

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

Day: Thursdays, 5:30 PM - 8:30 PM
3/3/2022 - 3/31/2022

ENERGY EFFICIENCY NEW TECHNOLOGY COURSES

Become a Certified Fiber Optics Technician!!!



Certified Fiber Optics Technician On-Site Course

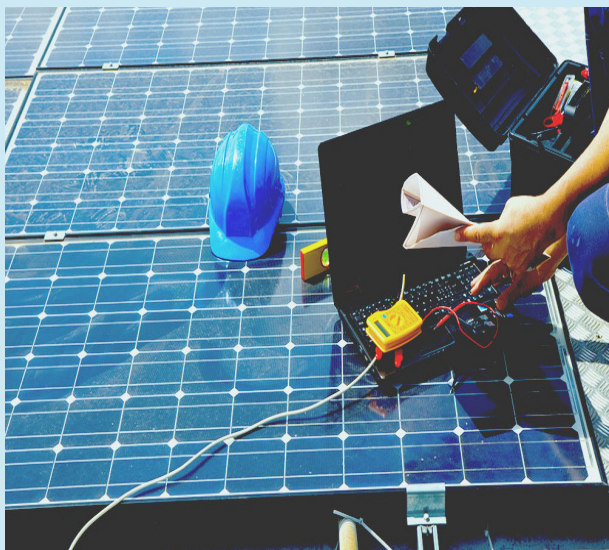
The introductory Fiber Optics course is designed for members interested in learning basic Fiber Optics networking. The program combines theory and hands-on activities to prepare members to take the CFOT (Certified Fiber Optics Technician) test. The course also introduces members to industry standards,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

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

Sessions: 10 (40 Hours)

Day: Monday - Friday, 9:00 AM to 1:00 PM
4/18/2022 - 4/29/2022

Day: Monday - Friday, 5:00 PM to 9:00 PM
4/18/2022 - 4/29/2022



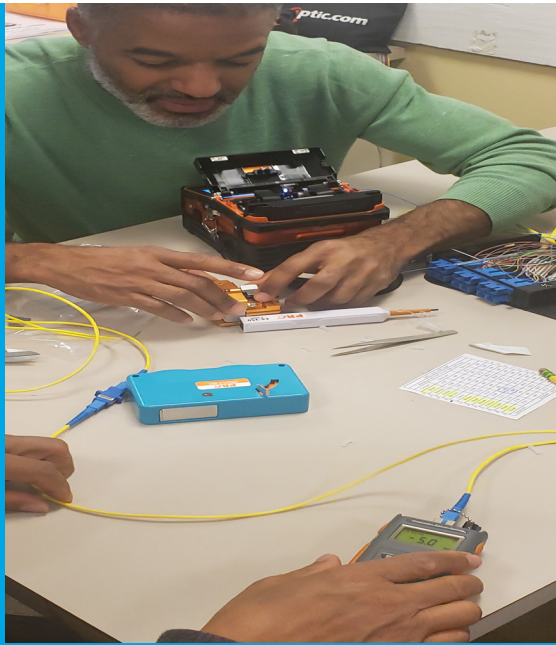
Photovoltaics On-Site Course

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

Prerequisite required: Electronics 1

Sessions: 10 (30 Hours)

To Be Announced.



Financial Short Courses

Investment Basics

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

Sessions: 4 (1 Hour) - **Online Class**

Day: Saturdays, 10:00 AM to 11:30 AM
3/5/2022 - 3/26/2022

Day: Saturdays, 10:00 AM to 11:30 AM

6/4/2022 - 6/25/2022

Foundations in Financial Wellness

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

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

Sessions: 3 (1 Hour) - **Online Class**

Day: Friday, 10:00 AM - 11:00 AM
2/4/2022 - 2/18/2022

Sessions: 2 (1 Hour) - **Online Class (Includes Credit, Budgeting, Savings and Identity Theft)**

Day: Fridays, 10:00 AM - 11:00 AM
4/1/2022 - 4/8/2022

Financial Fridays One Day Workshops

1st Time Home Buyers

Sessions: 1 (1 Hour) - **Online Class**

Day: Thursday, 6:00 PM - 7:00 PM
3/3/2022

Day: Friday, 10:00 AM - 11:00 AM
5/6/2022

Retirement Planning

Sessions: 1 (1 Hour) - **Online Class**

Day: Friday, 10:00 AM to 11:00 AM
2/25/2022



Financial Literacy

On-site NYC DEFENSIVE DRIVING

6-Hour Point and Insurance Reduction Course

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

*\$20.00 Fee for Private Lines and Spouses

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

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

Day(s)	Time(s)	Date(s)
Saturday	10:00 AM - 4:00 PM	1/22/22
Wednesday	10:00 AM - 4:00 PM	2/2/22
Mon/Tues	5:00 PM - 8:00 PM	2/7/22 - 2/8/22
Saturday	10:00 AM - 4:00 PM	2/19/22
Wednesday	10:00 AM - 4:00 PM	3/2/22
Mon/Tues	5:00 PM - 8:00 PM	3/7/22 - 3/8/22
Saturday	10:00 AM - 4:00 PM	3/19/22
Thurs/Fri	10:00 AM - 1:00 PM	4/7/22 - 4/8/22
Saturday	10:00 AM - 4:00 PM	4/9/22
Wednesday	10:00 AM - 4:00 PM	4/13/22
Mon/Tues	5:00 PM - 8:00 PM	5/2/22 - 5/3/22
Wednesday	10:00 AM - 4:00 PM	5/11/22
Saturday	10:00 AM - 4:00 PM	5/14/22

All dates are tentative.

Virtual NYC/NEW JERSEY DEFENSIVE DRIVING Course

6-Hour Online Point & Insurance Reduction course

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

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

Course must be completed by the 7th Day.

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

On-site CPR/First Aid/AED Course

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

You will learn to:

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

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

Contact TUF at 718-780-8700 or training@twulocal100tuf.org for more information.



Registration Form

Name: _____ Pass #: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell/Alt Phone: _____

Email: _____ (Required)

Title: _____ Work Schedule/Tour: _____ RDO's: _____

Have you taken any other courses with TUF? Yes No

If yes, please list the courses you have taken: _____

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

Union Rep Co-Worker Phone Call Other: _____

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

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

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

Please fax form to: 718-222-1580

Email: training@twulocal100tuf.org

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, N.Y. 11201

Spring 2022
Register Now! Courses fill fast.
WWW.TWULOCAL100TUF.ORG

STAY CONNECTED
WITH TUF

Upcoming Registration & Events
Holiday Schedule
Class Cancellation
Inclement Weather



VISIT TUF WEBSITE
www.twulocal100tuf.org



TEXT & EMAIL ALERTS
Text "TUF" to (833) 987-1156 to receive messages
Email TUF at training@twulocal100tuf.org



SOCIAL MEDIA
Like us on Face Book: facebook.com/TWU Local 100 - NYCT Training & Upgrading Fund
Follow us on Instagram: instagram.com/twulocal100nycttuf