

TWU LOCAL 100 MEMBERS

SPRING 2023 COURSE CATALOG



TWU Local 100 - NYC Transit

**TRAINING &
UPGRADING FUND**

195 Montague Street, 4th Floor

Brooklyn, NY 11201

TEL: 718-780-8700

Email: training@twulocal100tuf.org

Website: www.twulocal100tuf.org

Follow us:



A LOOK INSIDE SPRING 2023

Career Track Programs

Construction Trades

Digital Literacy

Educational Preparation

Energy Efficient Technology

Technical Courses

Tuition Reimbursement

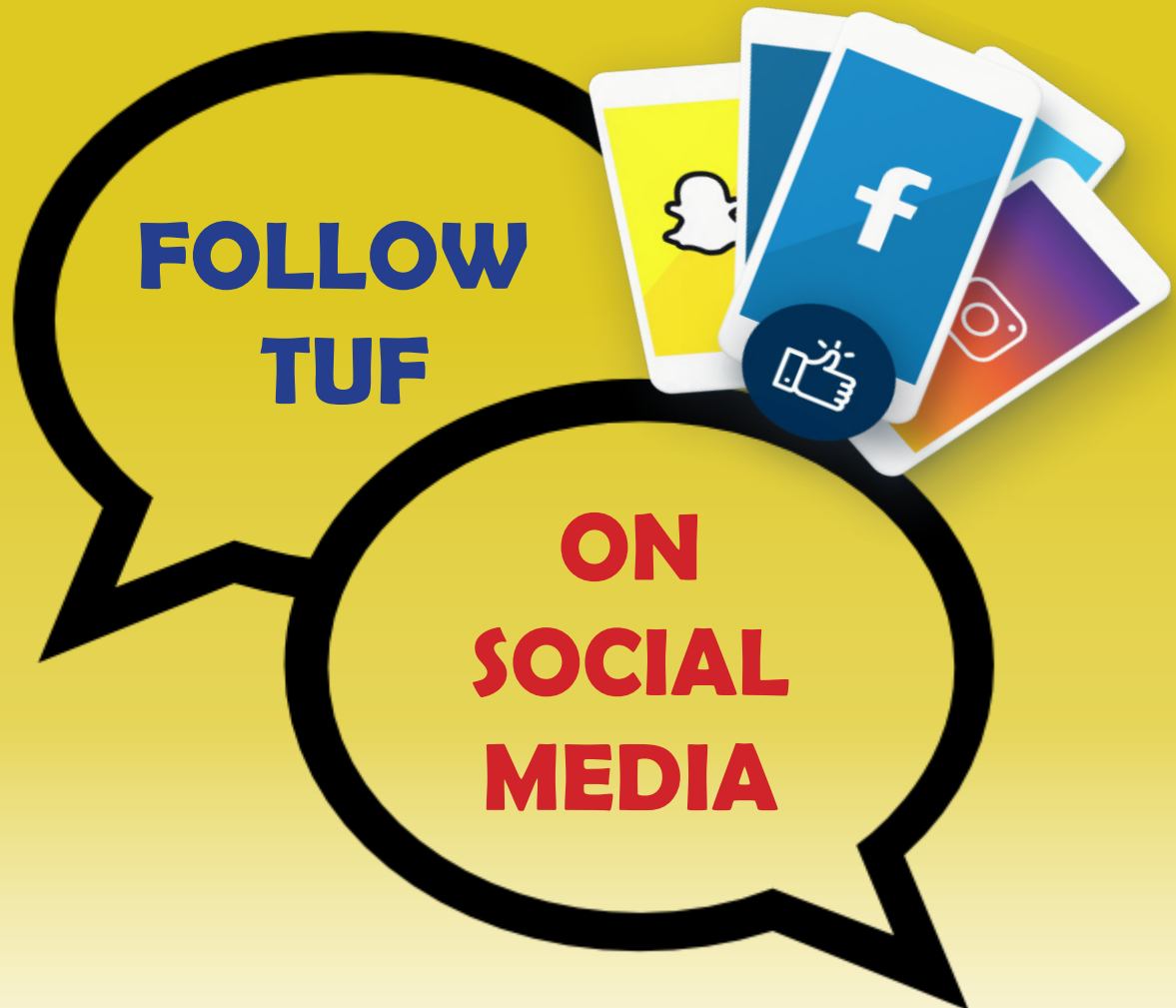
Quick Courses

AND MUCH MORE!

Register Now....Before Seats Fill!!

In-person & Virtual Training Available!

TWU LOCAL 100 MEMBERS



**LIKE, COMMENT,
SHARE,
& FOLLOW TUF ON
SOCIAL MEDIA**

to keep up with the latest courses, programs, registration process and events



facebook.com/TWU Local 100 - NYCT Training & Upgrading Fund



instagram.com/twulocal100nycttuf

Mission statement:

INSPIRING OUR MEMBERS THROUGH CONTINUING EDUCATION

Director Message	4
Mission Statement	5
Eligibility	5
Registration	5
Academic Information	6
Academic Calendar	6
Learning Environment	6
Attendance Policy	6
Career Track	
Career Track Ladder	7
Elevate Program	8
Transit Certificate Program	9
Upward Advancement Apprenticeship Program	10
Tuition Reimbursement	11
Tutor.Com	12
Civil Service Test Prep	13
Elevate Program Graduation	14-15
Member Success Story	16

Education Preparation

Basic Math	17
Technical Math	17
English	17
Spanish	17
American Sign Language	17

Digital Literacy

Introduction to Computer Basic	18
Microsoft Word Level 1	18
Microsoft Excel Level 1	18
A+/Network+/Security+	19

Technical Courses

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

Construction Trades

Introduction to Construction	21
------------------------------------	----

Non-Traditional for Women

Energy Efficient Technology

Fiber Optics	23
--------------------	----

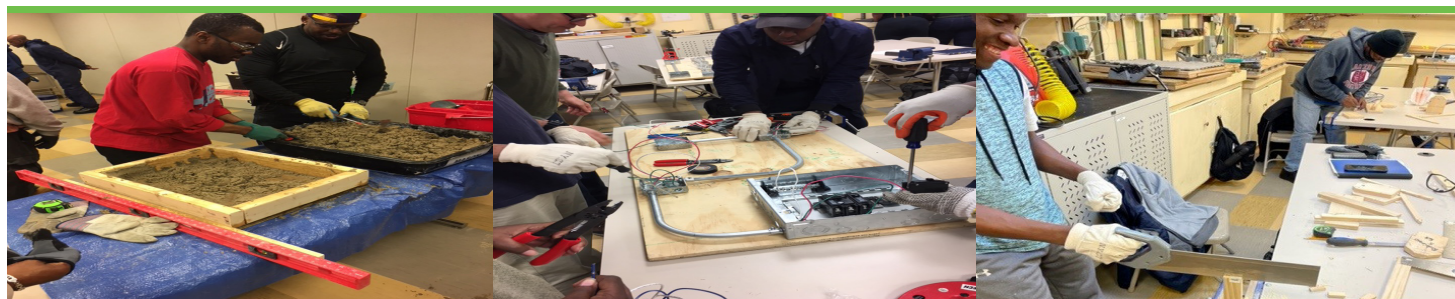
Career Development Quick Courses

Effective Writing G2	24
Resume Writing	24
Digital Multi-meter	24

Professional Development

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

Registration Form





CHARLES JENKINS

DIRECTOR

TUF has made accessing our course catalogs easier. By scanning a **QR code**, you gain access to the numerous courses offered; be it mornings, evenings, in-person or online, made to fit your schedule, at little to no cost for TA, OA, and MTA bus Local 100 members.

Education being one of the most powerful weapons to success; TUF's primary goal is to help you achieve greater heights, regardless of where you began or your current title.

I hope you take advantage and develop a passion for learning new skills and broaden your knowledge to a point that will give you the opportunity to grow or make a career change, as so many members are doing, including our 2nd Elevate morning class of 15. Join me in congratulating them on pg. 14.

As Sydney Hams said, "The purpose of education is to turn mirrors to windows! Learn, Excel, and become the best you can be!

I look forward to meeting you at the doors of success.

NEW- TUF has created a **Skill Enhancement Program** to boost the skills of members such as Track Workers and Transit Electric Helpers. This program will help prepare you for a "Maintainer" exam

Upward Advancement Apprenticeship Program continues to be one of TUF's highly sought after programs established to give non-technical, entry level titles - traffic checkers, cleaners, and TPPAs an opportunity to qualify for some of NYCT's highest paying roles. It provides a career track for men and women to acquire a new skill in just 6 months, followed by a 3-year apprenticeship program. For more information see page 10.

E.L.E.V.A.T.E. is a 7-month program created for the non-skilled workforce to gain a new skill and qualify for the Transit Electrical Exam. This program was created due to the demands of the Transit Authority concerning Capital construction, subway infrastructure and the retiring workforce. For more information see page 8.

It is never too late to become what you dream of! Take advantage of TUF's **Tuition Reimbursement program**. This program provides up to \$4,000 per academic calendar year while you obtain a higher education.

Tutor.com is an under-utilized benefit for you and your children, designed to help enhance education. Do not miss the opportunity to help your children be at the top of their class. See page 12 for more information

Do you want to become among the men and women that move New York? The **Transit Certificate Program** may be the program for you. Visit page 9 for more information.

MISSION STATEMENT

The TWU Local 100 - NYCT Training & Upgrading Fund (TUF) offers 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 world moves to a new age, the Fund will help ensure workers keep up with emerging technology. TUF gives members opportunities 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

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

SPRING 2023 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 development. The Classroom Rules and Regulations regarding the logistics and expectations of members will be distributed at the beginning of each class. Members are expected to read the rules and regulations, but also 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 allowable absences for the course. Attendance requirements will be discussed further in detail in your class.

CLASS PREREQUISITES

Prior to enrollment, prerequisite classes maybe required, while others require you to have basic reading and math skills. If necessary, there will be an assessment test given upon registration. If the class has a 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

TWU Local 100 Members

FIND YOUR CAREER TRACK

The Training & 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

Courses Include:

Electrical Training Center 600-Electrical Program

Transit Certificate Program

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

Required Documents:

High School Diploma

Courses Include:

Worker, Health, & Safety
An Overview of Transit
Urban Studies Field Work - Train Operator
Urban Studies in Electronics

Upward Advancement Apprenticeship 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 TUF at 718-780-8700 or email at training@twulocal100tuf.org.



**EXPRESS
TRACK TO
THE NEXT
LEVEL**

Calling Non-skilled Titles! *Coming to Brooklyn 2023*

Are you ready to
ELEVATE
Yourself

Entry Level Employee Vocational & Training Enhancement



Due to the demands 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 7-month program designed to provide members in non-skilled titles, gain a new skill. This program provides theoretical and practical training in electrical.

Members will attend a trade school on his or her own time while still working, and the educational expense will be fully covered by the Training & Upgrading Fund.

After completion of the program, members may qualify for the Civil Service Test - Transit Electrical Helper exam. This may afford promotion opportunities to a maintainer after 1 year of service.

**Don't let this opportunity pass you by!!
For more information contact TUF at 718-780-8700 or
visit our website at www.twulocal100tuf.org.**



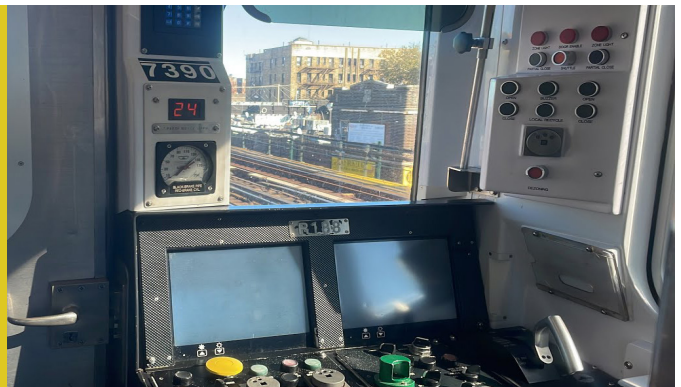
CAREER ADVANCEMENT ON THE FAST TRACK

Transit Certificate Program

The Transit Certificate Program gives civil service members the opportunity to become eligible to take the promotion to Train Operator exam. Members can 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 be promoted into Civil Service titles. However, they can take the classes to earn college credits.

**For more information contact TUF at 718-780-8700 or
Visit our website at www.twulocal100tuf.org**

UPWARD ADVANCEMENT APPRENTICESHIP PROGRAM



The Upward Advancement Apprenticeship Program is a trade focused program that allows TWU Local 100 members in non-skilled titles to learn a hands-on skill in Electrical or Construction.

TUF's Upward Advancement Apprenticeship Program in construction and/or electrical trades offer a pathway to better paying careers. The Upward Advancement Apprenticeship Program signifies the success of a pledge; to create an in-house career ladder, that focuses on our non-skilled work force, enabling men and women to acquire a skilled trade as they advance through a 6-month accredited trade school following a 3-year apprenticeship. TUF is not only committed to providing a pathway to obtain good jobs through the negotiation of solid union contracts. TUF is determined to help its members achieve the best during their career in Transit.



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



Tuition Reimbursement

Did you know?

The Training & Upgrading Fund offers Tuition Reimbursement to enhance your career in NYC Transit through education advancement.

What's Covered?

Colleges, Universities, Trade, Technical or Vocational schools accredited by the appropriate Regional Association of college and the State Board or Department of Education.

How much can you receive per academic year?

Up to \$4,000.00

Eligibility

- Must be an active TWU Local 100 member in good standing AND be employed by New York City Transit, MaBSTOA (Operating titles only) or MTA Bus. **Computer, Staff Analyst, Career, and Salary are not eligible for Tuition Reimbursement.**
- Must have completed your 1st year probation
- Must be enrolled in a course at an accredited institution
- You must pass your class with a C- or better for undergraduate courses, a grade of B- or better for graduate courses, or a grade of "Pass" in a Pass/Fail course.



For more information or to apply contact TUF at 718-780-8700 or visit our website at www.twulocal100tuf.org.



TUTOR.COM

On-Demand, 1-on-1 Tutoring Any Time, Any Place, Any Where

**Finish the school year off strong!
Get ahead in your classwork, homework and exams!**

Make TUTOR.COM another source for helping your children stay on track academically.

This benefit is available to TWU Local 100 members on the first day of employment. Enroll now and receive five (5) free hours per month (\$2,160 cost savings) of personalized live tutoring AT NO COST to you. 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-on-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

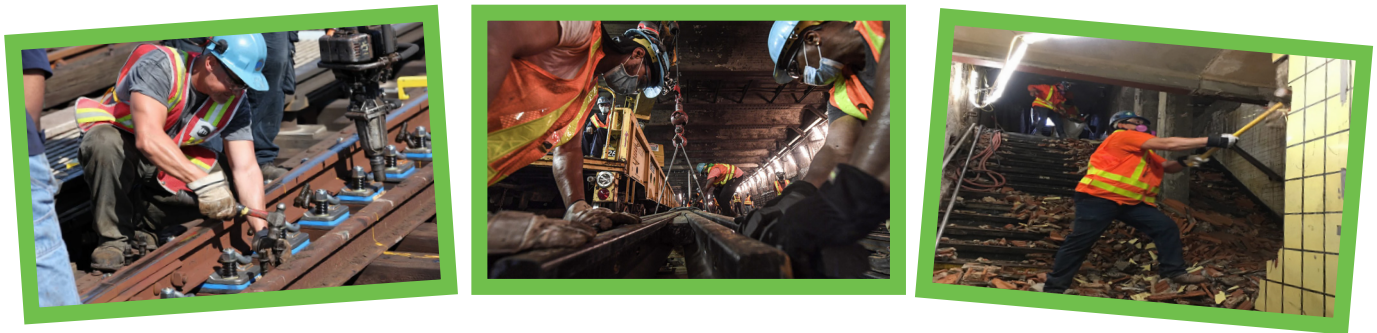
Let the Training & Upgrading Fund help you prepare for your next upcoming written and/or practical exam!!!

Civil Service Test Preparation

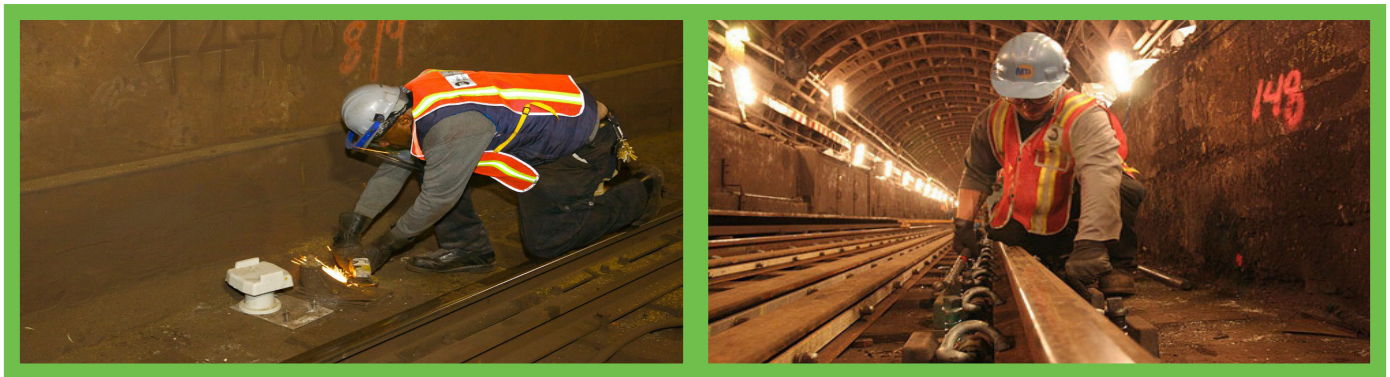
Have you filed for the Car Inspector Exam, but you need to brush up on your test taking skills? Maybe your Train Operator Exam is approaching and you would like to know more about the job?

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.



Skill Enhancement Training



TUF Skill Enhancement Courses are geared towards assisting non-skilled, Maintainer Helpers, and Maintainers in developing their current skills with new technology.

Technology is constantly changing. So, it's always important to keep up with new training. Let TUF assist you with your skill enhancement training, that will help members gain skills and continually sharpen them throughout your career.

Enhancing your skills will increase your productivity and open new doors.

Let TUF help you get there.

Call 718-780-8700 to register for more information and to register.



2nd Year Elevate Program



**Dedication
+
Hardwork
=
Success**



MEMBER SUCCESS STORY

Albert Puckerin



I started working for NYC Transit in July of 2018 as a part-time Traffic Checker in the Csc department, posting Go's and working shuttle buses. This position was one of the most hands-on jobs I ever had, however I found my footing with the help of great coworkers and supervisors. As a Traffic Checker, I had two options; to move up through open competitive exams, put in for the cleaners promotion or try to get into programs Local 100 Training and Upgrading Fund offered its members.

After 3 years as a part-time traffic checker, and taking the CTA promotional exam, I became a CTA, however, this position was just a steppingstone for me. I had envisaged where I wanted to be. I knew with my strong will, dedication and the union's training & Upgrading Fund backing me up, I would get there.

Once my probation period was over, I started to make in-depth enquiries about programs the Training and Upgrading Fund had to offer. I learned from one of TUF's career coaches about the **Upward Advancement Apprenticeship Program**. As soon as the application period was open, I applied and started the 6-week mandatory Math and reading class, during the classes, the TUF career coach assisting me, informed me of the new **E.L.E.V.A.T.E. program** that was in the progress of starting its first class, which would put me in the right path to take the Electrical Helper exam, it was a new program back in 2020.

I was so excited to start, then COVID-19 hit, making the program come to a halt, however, I was not going to let that stop my journey to starting the career I wanted. Determined not to remain a cleaner, I decided to enroll into the Electrical training center's electrical program on my own and take advantage of TUF's **Tuition Reimbursement program**. I went to Copiague, Long Island and received electrical training to be qualified to take the Electrical Helper exam and move up within NYCT. I started taking classes in November 2019 and was very enthused at the chance to learn a trade.

I was traveling to Long Island in the morning and working in the afternoons. I would be lying if I said I was not having a great experience with my classmates and the great instructors within the school. With the onset of COVID-19 around that same time, things took a serious turn, but I pushed through and successfully completed the program in August 2020.

As soon as the exam for Electrical Helper was posted, I registered and took the exam in March 2022 and was offered a job in the Power department as a maintainer's helper which I started in October 2022. With the help of TUF's power maintainer prep classes, I believe I will soon become a maintainer.

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 courses that focus 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 - Online Class

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 (3 Hours)

Day: Tuesdays, 5:00 PM - 8:00 PM
2/14/2023 - 5/23/2023

Day: Fridays, 9:30 AM - 12:30 PM
2/17/2023 - 5/26/2023

English - Online Class

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 (3 Hours)

Day: Mondays, 5:30 PM - 8:30 PM
2/13/2023 - 6/5/2023

Day: Wednesdays, 9:30 AM - 12:30 PM
2/15/2023 - 5/24/2023

American Sign Language Level 1 & 2 Online Class

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

Sessions: 10 (3 Hours)

ASL Level 1

Day: Wednesdays, 9:30 AM - 12:30 PM
2/15/2023 - 4/19/2023

ASL Level 2

Day: Mondays, 9:30 AM - 12:30 PM
2/13/2023 - 4/24/2023

Technical Math - Online Class

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 (3 Hours)

Day: Thursdays, 5:00 PM - 8:00 PM
2/16/2023 - 5/25/2023

Introduction to Spanish Level 1 & 2 Online Class

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

Sessions: 10 (3 Hours)

Spanish Level 1

Day: Thursdays, 5:30 PM - 8:30 PM
2/16/2023 - 4/20/2023

Spanish Level 2

Day: Tuesdays, 5:30 PM - 8:30 PM
2/14/2023 - 4/18/2023





Introduction to Computer Basics with Internet - On-site Class

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)

Day: Thursdays, 5:30 PM - 8:30 PM
2/16/2023 - 4/20/2023

Microsoft Word Beginner - On-site Class

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)

Day: Wednesdays, 5:30 PM - 8:30 PM
2/15/2023 - 4/19/2023

Microsoft Excel Beginner - On-site Class

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)

Day: Mondays, 5:30 PM - 8:30 PM
2/13/2023 - 4/24/2023



TWU Local 100 Members

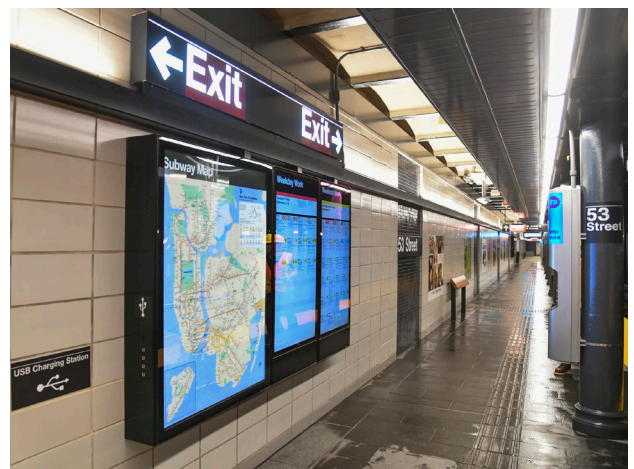
Information moves a mile a minute, thanks to non-stop developments in technology with-in NYC Transit. As information technology grows, so do careers and learning opportunities. Be one of many to keep up with this industry as NYC Transit adopts new and updated technology, such as countdown clocks, station intercoms, passenger kiosks, wireless, cellular network connections digital ads, Bluetooth-based clock system and contactless payments and so on.

Are you interested in titles such as Telecommunications, Computer Specialist, Computer Analyst, or Revenue Equipment Maintainer. If so, then this certification career track can get you started.

A+, Network+, Security+

IT builds skills in computer hardware and operating systems, including installation and support, troubleshooting, security, networking, mobile devices, operational procedures and much more.

- Learn the fundamentals 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 visit our website at www.twulocal100tuf.org or call 718-780-8700

Electronics Level 1 - On-site Class

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 (3 Hours)

Day: Mondays & Tuesdays, 5:30 PM - 8:30 PM
2/13/2023 - 4/24/2023

Day: Wednesdays & Thursdays, 9:30 AM - 12:30 PM
2/15/2023 - 4/20/2023

Basic Electricity - Online Class

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 (3 Hours)

Day: Saturdays, 9:30 AM - 12:30 PM
2/11/2023 - 4/29/2023

Day: Wednesdays, 5:30 PM - 8:30 PM
2/15/2023 - 4/19/2023



Electricity - Troubleshooting - On-site Class

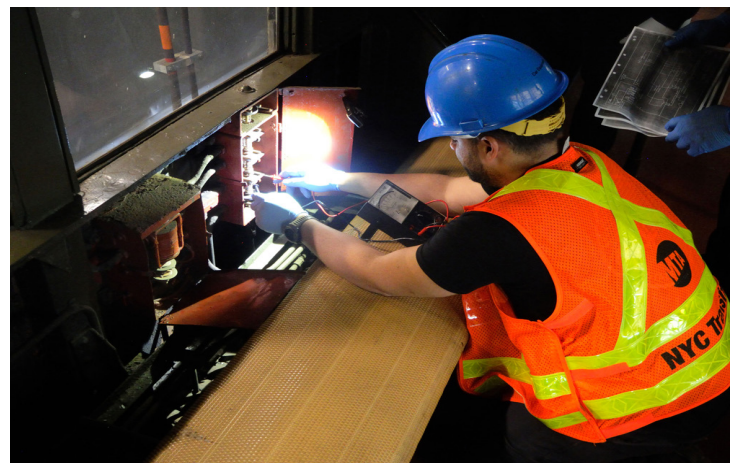
Members will learn electrical safety requirements during system installation and equipment maintenance, testing procedures, electrical testing on low voltage equipment, medium voltage equipment troubleshooting, remote instrumentation and on-line monitoring systems, grounding system maintenance and testing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

***Prerequisite Required: Basic Electricity**

Sessions: 5 (3 Hours)

Day: Wednesdays, 5:30 PM - 8:30 PM
4/26/2023 - 5/24/2023

Day: Saturdays, 9:30 AM - 12:30 PM
5/6/2023 - 6/10/2023



***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 - On-site Class

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 (3 Hours)

Day: Wednesdays, 5:30 PM - 8:30 PM
2/15/2023 - 4/19/2023

CONSTRUCTION TRADES



Introduction to Construction Trades On-site Class

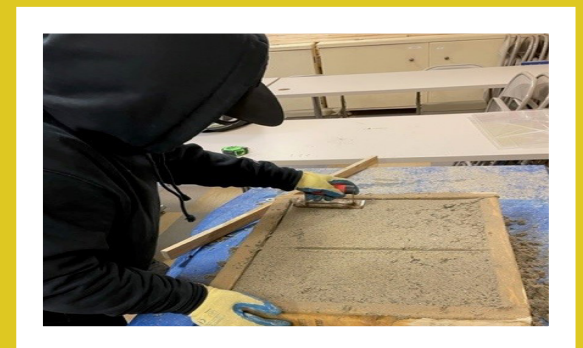
Construction Trades is a theory and hands-on three course program with instructor led demonstrations and lectures focusing on three main trades: **carpentry, masonry, and plumbing.** The courses will introduce members to the process of construction from beginning to end. Topics covered will include blueprint 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: 15 (3 Hours)

Day: Thursdays, 5:30 PM to 8:30 PM
2/16/2023 - 5/25/2023

Day: Saturdays, 9:30 AM - 12:30 PM
2/11/2023 - 6/10/2023



NON-TRADITIONAL CAREER EXPLORATION FOR WOMEN WORKSHOP



This Could be you!!

**Trade jobs have no gender,
let TUF help you explore a new career path!!**

**For non-skilled women interested in skilled trades,
New York City Transit offers a lot of career opportunities.
Let TUF help you start the career you dreamed of.**

The Non-Traditional Career Exploration for Women workshop will give women who are interested in pursuing a career in a skilled trade the opportunity to learn from experienced women. This workshop will also prepare women to make decisions about their career path in NYC Transit. In order to better understand which titles may be the best fit for you, women will learn about a variety of different trades.

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

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

Sessions: 5 (3 Hours) - **On-Site Class**

Day: Tuesdays, 5:30 PM to 8:30 PM
3/7/2023 - 4/4/2023



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 (4 Hours)

Day: Monday - Friday, 9:00 AM to 1:00 PM
3/20/2023 - 3/31/2023

Day: Monday - Friday, 5:00 PM to 9:00 PM
3/20/2023 - 3/31/2023



Quick Courses

Career Development

Spring 2023 On-site & Virtual Workshops

COURSES OFFERED

DIGITAL MULTI-METER - On-site Class

With Electrical & Electronics systems emerging in NYC Transit, maintainers need to be confident in their Multi-Meter skills. The Training & Upgrading Fund is proud to announce our new **Multi-Meter** quick course. TWU local 100 members wanting to build more skills in electrical or electronics within the New York City transit will benefit from this **2 days (3 Hours each day)** course. This course was developed for members to get the most out of their meters. Whether you use a multimeter for electrical, electronics, repairs, or troubleshooting, the information in this course will be helpful.

Sessions: 2 (3 Hours)

Day: Mondays, 5:30 PM - 8:30 PM
5/1/2023 & 5/8/2023

Day: Wednesdays, 9:30 AM - 12:30 PM
5/3/2023 & 5/10/2023



GROWTH & DEVELOPMENT

EFFECTIVE WRITING (G2) - Online Class

The Effective writing G2 course is designed to provide TWU Local 100 members with the writing skills training needed to help create documents. Documents like the G2 statements should be straight to the point and provide only information asked for. By taking this 2 days (3 Hours each day) quick course, members will be able to acquire the skills and language they need to write effectively. In most companies and organizations, the ability to write clearly and directly is highly valued. Members can better communicate their concerns through well-written reports.

Sessions: 2 (3 Hours)

Day: Mondays, 9:30 AM - 12:30 PM
3/6/2023 & 3/13/2023
5/1/2023 & 5/8/2023

Day: Mondays, 5:00 PM - 8:00 PM
3/6/2023 & 3/13/2023
5/1/2023 & 5/8/2023

RESUME WRITING - Online Class

The Training & Upgrading Fund is proud to announce our new virtual quick course **Resume Writing**. This course is designed to provide **TWU Local 100 members** with the writing skills training needed to help create professional resumes. A great resume speaks on your personal and professional strengths. This 2 days (3 Hours each day) course will provide members with the techniques to help construct your resume. Learn how to write a resume that will stand out and make employers take notice.

Sessions: 2 (3 Hours)

Day: Mondays, 9:30 AM - 12:30 PM
4/17/2023 - 4/24/2023

Day: Mondays, 5:00 PM - 8:00 PM
4/17/2023 - 4/24/2023



FINANCIAL LITERACY

Financial Short Courses - Online

Foundations in Financial Wellness

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

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

Sessions: 4 (2 Hour)

(Includes Credit, Budgeting, Savings and Identity Theft)

Day: Fridays, 10:00 AM - 12:00 PM
3/3/2023 - 3/24/2023

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 (2 Hours)

Day: To BE ANNOUNCED

Financial Fridays

1st Time Home Buyers

Sessions: 1 (2 Hours)

Day: Friday, 10:00 AM - 12:00 PM
3/31/2023

Day: Friday, 10:00 AM - 12:00 PM
4/28/2023

Day: Friday, 10:00 AM - 12:00 PM
5/19/2023

Retirement Planning

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

Day: Friday, 10:00 AM - 12:00 PM
2/17/2023

Day: Fridays, 10:00 AM - 12:00 PM
4/7/2023

Day: Fridays, 10:00 AM - 12:00 PM
5/5/2023



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	2/4/2023
Mon/Tues	5:00 PM - 8:00 PM	2/6/2023 - 2/7/2023
Wednesday	10:00 AM - 4:00 PM	2/8/2023
Saturday	10:00 AM - 4:00 PM	3/4/2023
Mon/Tues	5:00 PM - 8:00 PM	3/6/2023 - 3/7/2023
Wednesday	10:00 AM - 4:00 PM	3/8/2023
Saturday	10:00 AM - 4:00 PM	4/1/2023
Mon/Tues	5:00 PM - 8:00 PM	4/3/2023 - 4/4/2023
Wednesday	10:00 AM - 1:00 PM	4/5/2023
Mon/Tues	5:00 PM - 8:00 PM	5/1/2023 - 5/2/2023
Wednesday	10:00 AM - 4:00 PM	5/3/2023
Saturday	10:00 AM - 4:00 PM	5/13/2023

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 within 7 days.

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 (AED)
- 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.

Day (s)	Time (s)	Date (s)
Saturday	10:00 AM - 4:00 PM	2/25/23
Saturday	10:00 AM - 4:00 PM	3/25/23
Saturday	10:00 AM - 4:00 PM	4/22/23
Saturday	10:00 AM - 4:00 PM	5/6/23
Saturday	10:00 AM - 4:00 PM	6/3/23



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 2023

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

STAY CONNECTED
WITH TUF

A large, stylized black arrow graphic that starts as a thick line and curves to the right, pointing towards the 'WITH TUF' text.

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