



# 2023-24 TRAINING FUND COURSE CATALOG



# Student Calendar

This calendar applies to Manhattan, NY, location.

## Fall 2023

Tuesday, August 15	Registration: Fall Trimester
Saturday, September 23	First Day of Classes: Fall Trimester
Monday, October 9	Columbus Day: No Classes
Tuesday, November 14	Registration: Winter Trimester
Wednesday, November 22–Saturday, November 25	Thanksgiving: No Classes
Friday, December 22	Last Day of Classes: Fall Trimester

## Winter 2024

Tuesday, January 2	First Day of Classes: Winter Trimester
Monday, January 15	Martin Luther King Jr. Day: No Classes
Tuesday, February 13	Registration: Spring Trimester
Monday, February 19	Presidents Day: No Classes
Monday, March 25	Last Day of Classes: Winter Trimester

## Spring 2024

Saturday, April 6	First Day of Classes: Spring Trimester
Saturday, May 25–Monday, May 27	Memorial Day: No Classes
Wednesday, June 19	Juneteenth: No Classes
Saturday, June 29	Last Day of Classes: Spring Trimester
Saturday, June 29	Graduation

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## How to take a class via Zoom



1

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

2

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

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

3

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

4

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

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

# Welcome!

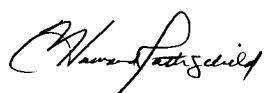
We passionately believe that education is the key to unlocking endless possibilities and opening doors to brighter futures. At the Training Fund, we can honestly say we are one place where the American Dream is alive and well.

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

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

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

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



Howard Rothschild  
President, Realty Advisory Board



Manny Pastreich  
President, SEIU 32BJ



*Howard Rothschild, President of the RAB  
and Manny Pastreich, President of 32BJ SEIU*

# Registration and Eligibility

## Registration

### Online

Go to [32bjmemberportal.org](http://32bjmemberportal.org) to learn more.

### By Phone

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

### Walk-In

See pages 54–56.

#### What to Bring

- Union ID to gain access to the building.
  - Name(s) of the course(s) you want to take and the day(s) and the time(s) that you are available to take the courses.
  - Check if your desired course(s) require(s) a prerequisite(s). See Course/Quick Course Prerequisites on the right of this page for more information.
- If you miss the registration dates for any location, call 888-284-3225.

## Stay updated on your registration with text messaging!

### Are you on the waitlist for a class?

Courses are oversubscribed, so make sure you have your educational prerequisites confirmed and completed. You will be notified if a seat opens up.

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

### Didn't get into your class?

Contact us for information on the next available session.

Log in to [32bjmemberportal.org](http://32bjmemberportal.org) to update your contact information.

## About Us

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

### Emergency School Closings

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

### Notice of Nondiscrimination Policy

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

## Scholarships Available for You and Your Eligible Dependents

Applications for scholarships available November 1st.

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

• up to \$20,000 towards an undergraduate (bachelor's) degree

• up to \$32,000 towards a graduate degree

For general information, eligibility requirements and to apply online go to: [32bjmemberportal.org](http://32bjmemberportal.org) or call 888-284-3225.

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



## Eligibility

To check if you are eligible for Training Fund benefits, visit our website at: [32bjmemberportal.org](http://32bjmemberportal.org), then click on "About" to learn more. You can also download our summary plan description from the same place.

# Career Tracks

## Take Your Career to the Next Level

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

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

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

#### Services Available:

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

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

### Career Development: Creating a Career Path

QUICK COURSE: ONE 2-HOUR SESSION

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

#### REMOTE LEARNING (ZOOM)

Nov 18, Sat, 4–6pm  
Mar 2, Sat, 4–6pm  
Jun 1, Sat, 4–6pm

### Career Development: Interviewing Skills

QUICK COURSE: ONE 2-HOUR SESSION

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

#### REMOTE LEARNING (ZOOM)

Dec 9, Sat, 10am–12pm  
Mar 16, Sat, 12–2pm  
Jun 12, Wed, 3–5pm

## Over 100 members

completed Career Tracks last year

### Career Development: Resume Writing

QUICK COURSE: ONE 2-HOUR SESSION

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

#### NEW YORK

##### Manhattan: 25 West 18th Street

Oct 5, Thu, 10am–12pm  
Nov 8, Wed, 6–8pm  
Jan 23, Tue, 2–4pm  
Feb 15, Thu, 6–8pm  
Apr 26, Fri, 10am–12pm  
May 16, Thu, 6–8pm

#### REMOTE LEARNING (ZOOM)

Dec 9, Sat, 1–3pm  
Mar 9, Sat, 1–3pm  
Jun 8, Sat, 1:30–3:30pm



**“Contact me to guide you through our eleven Career Tracks and explore how to improve your resume and interview skills. We offer you the tools you need to ensure your continued success.”**

To make an appointment, email [careerservices@32bjfunds.com](mailto:careerservices@32bjfunds.com) or call 888-284-3225.

## Akida Phillip

Career Services Specialist

# Career Tracks

## Building Engineer

COMMERCIAL

ESTIMATED CLASSROOM HOURS: 798

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



Students who successfully complete all required courses for the Building Engineer Career Track are eligible for up to 27 credits at City Tech- NYC College of Technology toward the Bachelor of Technology degree in Facilities Management and its included Associate's Degree in Environmental Control Technology. Certificates must be presented upon admission to the program.

### Required Courses

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

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

### Elective Courses

**(choose one of these courses)**

- FDNY: Refrigerating System Operating Engineer Practical Examination (Q-01)
- Heat Pumps

### Elective Quick Courses

**(choose two of these courses)**

- Blueprints: An Introduction
- HVAC Principles of Preventative Maintenance
- Steam I: Theory
- Steam II: Hands-On

## Cleaner

COMMERCIAL

ESTIMATED CLASSROOM HOURS: 109

Enhance skills to meet advanced industry standards

### Prerequisite

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

### Required Courses

- Cleaning: Products & Techniques

### Required Quick Courses

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

## Cleaning Foreperson/Lead Cleaner

COMMERCIAL

ESTIMATED CLASSROOM HOURS: 148

Progress from commercial office cleaner to lead cleaner or foreperson

### Prerequisite

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

### Prerequisite

- Cleaner Career Track

### Required Courses

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

### Required Quick Courses

- Leadership & Supervisory Skills
- Security Awareness
- Time Management

## Commercial Superintendent

COMMERCIAL

ESTIMATED CLASSROOM HOURS: 592

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

### Required Courses

- Air Conditioning & Refrigeration I
- Air Conditioning & Refrigeration II
- Air Conditioning & Refrigeration III
- Air Pollution Control (P-99)
- Electricity Basics
- Heating Systems I
- Heating Systems II
- Human Relations
- OSHA 30-Hour General Industry
- Plumbing Basics

### Required Quick Courses

- Building Management: Ethics
- HVAC Principles of Preventative Maintenance

### Elective Quick Courses

**(choose two of these courses)**

- Electricity: Troubleshooting
- Heat Pumps
- Heating Systems III: Lab
- Plumbing: Troubleshooting

## Green Commercial

COMMERCIAL

ESTIMATED CLASSROOM HOURS: 780

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

### Required Courses

- Building Automation Systems I: HVAC Concepts
- Building Automation Systems II: Core Concepts
- Building Automation Systems III: Advanced
- Computer: Basics/New Users

- Computer: Running a Building with a Computer
- Computer: Spreadsheets (MS Excel)
- Electricity Basics
- FDNY: Refrigeration Operating Engineer I (Q-01)
- FDNY: Refrigeration Operating Engineer II (Q-01)
- FDNY: Refrigeration Operating Engineer III (Q-01)
- Green Commercial I: GPRO Mechanical, Electrical & Plumbing
- Green Commercial II: Building Operator Certification I (BOC I)
- Green Professional I: LEED Green Associate
- Heating Systems I
- Heating Systems II
- Heating Systems III: Lab
- Plumbing Basics

### Long Elective Quick Courses

**(choose one of these courses)**

- Green Buildings: Advanced Air Sealing
- Green Buildings: Advanced Lighting
- Roof Fan Maintenance

### Short Elective Quick Courses

**(choose one of these courses)**

- Green Buildings: Building Emissions Awareness
- Green Buildings: Combustion Safety & Efficiency Testing
- Green Buildings: Understanding Your Building's Energy Grade
- Green Commercial: Recycling
- Log Keeping

## Green Residential

RESIDENTIAL

ESTIMATED CLASSROOM HOURS: 737

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

### Required Courses

- Air Conditioning & Refrigeration I
- Air Conditioning & Refrigeration II
- Air Conditioning & Refrigeration III
- Air Pollution Control (P-99)
- Building Automation Systems I: HVAC Concepts
- Building Automation Systems II: Core Concepts

- Building Automation Systems III: Advanced
- Computer: Basics/New Users
- Computer: Running a Building with a Computer
- Computer: Spreadsheets (MS Excel)
- Electricity Basics
- Green Residential I: BPI Multifamily Building Operator (MFBO)
- Green Residential II: GPRO Operations & Maintenance (O+M)
- Green Residential III: BPI Multifamily Building Analyst (MFBA)
- Heating Systems I
- Heating Systems II
- Heating Systems III: Lab
- Plumbing Basics

### Long Elective Quick Courses

**(choose one of these courses)**

- Green Buildings: Advanced Air Sealing
- Green Buildings: Advanced Lighting
- Roof Fan Maintenance

### Short Elective Quick Courses

**(choose one of these courses)**

- Green Buildings: Building Emissions Awareness
- Green Buildings: Combustion Safety & Efficiency Testing
- Green Buildings: Passive House Multifamily Buildings
- Green Buildings: Understanding Your Building's Energy Grade
- Green Residential: Recycling for Multifamily Buildings
- Log Keeping

# Career Tracks

## Handyperson

COMMERCIAL/RESIDENTIAL

ESTIMATED CLASSROOM HOURS: 406

Gain the ability to perform the basic carpentry, electricity, plumbing, and other repairs required of a handyperson

### Required Courses

- Air Pollution Control (P-99)
- Carpentry Basics
- Electricity Basics
- FDNY: Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)
- Human Relations
- OSHA 30-Hour General Industry
- Plumbing Basics

### Required Quick Courses

- Fire Safety for Residential Buildings
- Mold Awareness

### Elective Courses

#### (choose two of these courses)

- Alarm Systems
- Blueprint Reading
- Cleaning: Products & Techniques
- Computer: Basics/New Users
- FDNY: Fire & Life Safety Director (F-89)
- Green Residential I: BPI Multifamily Building Operator (MFBO)

### Elective Quick Courses

#### (choose two of these courses)

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

## New York City Superintendent

RESIDENTIAL

ESTIMATED CLASSROOM HOURS: 248

Gain the Superintendent Certification required by the NYC Housing Code 27-2055, D26-22.07

### Required Courses

- Air Pollution Control (P-99)
- Carpentry Basics
- Electricity Basics
- Plumbing Basics

### Required Quick Courses

- Bed Bug Awareness
- Carbon Monoxide Compliance
- Heat & Hot Water
- Integrated Pest Management
- Lead Safety for Renovation, Repair & Painting: Initial
- Visual Assessment & Local Law I

## Security Professional

COMMERCIAL

ESTIMATED CLASSROOM HOURS: 224

Acquire skills to handle a wide range of emergency situations

### Required Courses

- Computer: Basics/New Users
- FDNY: Fire & Life Safety Director (F-89)
- FDNY: Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)
- Human Relations
- OSHA 30-Hour Construction or OSHA 30-Hour General Industry

### Required Quick Courses

- CPR/AED
  - First Aid
  - Leadership & Supervisory Skills
  - Mental Health First Aid
- ### Elective Quick Courses (choose seven of these courses)
- FDNY: Citywide Fire Guard for Impairment (F-01)
  - NYC DOB Site Safety Training: 8-Hour Fall Prevention / 2-Hour Drug & Alcohol
  - Online: OSHA 10-Hour General Industry
  - Opioid Awareness
  - OSHA 10-Hour Construction
  - OSHA 10-Hour General Industry
  - Security Officer: Basic Tips You Can Use During Difficult Encounters

- Security Officer: Bomb Threat Awareness
- Security Officer: Crisis Intervention and De-Escalation Techniques
- Security Officer: Diversity & Cultural Competence
- Security Officer: Emergency & Disaster Management
- Security Officer: Ethics for the Security Professional
- Security Officer: Event Risk Management
- Security Officer: Report Writing
- Security Officer: Resilience Training for Mental Wellness
- Security Officer: Terrorism Awareness & Prevention Strategies



## Superintendent/Resident Manager I

RESIDENTIAL

ESTIMATED CLASSROOM HOURS: 518

Obtain the knowledge needed to become an entry-level superintendent

### Prerequisite

- New York City Superintendent Career Track

### Required Courses

- Building Management I: Budgets & Preventative Maintenance
- Building Management II: Documentation & the Law
- Building Management III: Project Management
- Computer: Basics/New Users

- Computer: Running a Building with a Computer
- Computer: Spreadsheets (MS Excel)
- Electricity Basics
- FDNY: Standpipe & Sprinkler Systems (S-12, S-13, S-14, S-15)
- Green Residential I: BPI Multifamily Building Operator (MFBO)
- Heating Systems I
- Heating Systems II
- Human Relations
- OSHA 30-Hour General Industry

### Required Quick Courses

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

### Elective Courses

(choose one of these series of courses)

- Air Conditioning & Refrigeration I, II, and III
- Locksmith I and II

### Short Elective Quick Courses (choose three of these courses)

- Asbestos Awareness
- Blueprints: An Introduction
- Building Management: Ethics
- Mold Awareness
- Renovation Projects: How to Manage
- Time Management

### Long Elective Quick Courses (choose one of these courses)

- Electricity: Troubleshooting
- Heating Systems III: Lab
- Plumbing: Troubleshooting

## Superintendent/Resident Manager II

RESIDENTIAL

ESTIMATED CLASSROOM HOURS: 176

Move to a higher level of superintendent or resident manager

### Prerequisites

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

### Required Courses

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

### Required Quick Courses

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

### Short Elective Quick Courses (choose two of these courses)

- Asbestos Awareness
- Building Insurance: Who Is Covered?
- Building Management: An Introduction
- Mold Awareness
- Online: Elder Abuse Awareness
- Renovation Projects: How to Manage

### Long Elective Quick Courses (choose three of these courses)

- Boiler Feed Water Testing & Treatment
- Boiler Parts & Accessories
- Electricity: Troubleshooting
- Heat Timer: Hot Water Reset
- Hydronic Hot Water Systems
- Plumbing: Troubleshooting
- Steam Distribution

## New York Association of Realty Managers



COMMERCIAL/RESIDENTIAL

Gain the New York Accredited Realty Manager Certification



### Prerequisite

- Superintendent/Resident Manager II Career Track

### Required Quick Course

- Building Management: Ethics

### Certification/Competency

- New York Accredited Realty Manager Certification (NYARM)

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

# Courses and Quick Courses

## About Course Offerings

### Courses

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

**COURSE:** 11 WEEKS

### Quick Courses

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







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

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


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

**WEEKEND SESSIONS** meet once per week.

### Key to the Symbols

AVAILABLE ONLINE	
AVAILABLE IN SPANISH	
NEW COURSE / LOCATION	
REMOTE LEARNING AVAILABLE	
TESTING FEES PAID BY STUDENT	
THIRD-PARTY CERTIFICATION	

### Remote Learning (Zoom)

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

### On-Site Classes

A contributing employer may request that the Training Fund hold certain classes for its eligible employees at the employer's location if it provides appropriate space and registers at least ten eligible participants. Email [employer-request@32bjfunds.com](mailto:employer-request@32bjfunds.com) for more information.

### Creating an Environment for Learning

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

### Attendance Policy

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

### Course/Quick Course Prerequisites

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

### Test Out Available

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

## Active Shooter

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

Learn the concept of Run, Hide, Fight used in active shooter situations. Become better prepared in the event of an active shooter situation in the workplace.

### FLORIDA

**Miami: SEIU 32BJ Office**

Nov 18, Sat, 11am-2pm

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 10, Tue, 10am-1pm

Oct 20, Fri, 6-9pm

Jan 18, Thu, 9am-12pm

Jan 25, Thu, 6-9pm

Mar 23, Sat, 9am-12pm

May 4, Sat, 1-4pm

## Air Conditioning & Refrigeration I

**COURSE:** 11 WEEKS

*Prerequisite(s): Plumbing Basics & Electricity Basics (test out available)*

Prepare to fix refrigerators and window units by understanding fundamental refrigeration theories and principles. Develop soldering and brazing skills essential to air conditioning repairs. *Must have appropriate reading levels, or high school diploma or its equivalent.*

### NEW JERSEY

**Bayonne: Bayonne High School**

Sat, 9am-4pm (Fall)

### NEW YORK

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

Sat, 9am-4pm (Winter)

Mon & Wed, 6-9pm (Winter)

Tue & Thu, 6-9pm (Fall)

**Manhattan: 25 West 18th Street**

Sat, 9am-4pm (Fall)

Tue & Thu, 8:30-11:30am (Fall)

Tue & Thu, 11:45am-2:45pm (Fall)

Tue & Thu, 6-9pm (Fall)

Wed & Fri, 2:45-5:45pm (Fall)

Wed & Fri, 6-9pm (Fall)

**Queens: Queens College**

Sat, 9am-4pm (Fall)

**White Plains: 99 Church Street**

Sat, 9am-4pm (Fall)

Mon & Wed, 6-9pm (Fall)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 8am-3pm (Fall)

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORG

Air Conditioning &amp; Refrigeration, Bronx, NY

## Air Conditioning & Refrigeration II

COURSE: 11 WEEKS

*Prerequisite(s): Air Conditioning & Refrigeration I*

Understand system pressure. Study the recovery, evacuation, and charging of refrigerants. Repair electrical and mechanical systems on domestic refrigerators and window units. Read electrical schematics and learn basic motor principles and operation.

### MARYLAND

**Camp Springs: Prince George's Community College**

Sat, 9am–4pm (Fall)

### NEW JERSEY

**Bayonne: Bayonne High School**

Sat, 9am–4pm (Winter)

### NEW YORK

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

Sat, 9am–4pm (Spring)

Mon &amp; Wed, 6–9pm (Spring)

Tue &amp; Thu, 6–9pm (Winter)

**Manhattan: 25 West 18th Street**

Sat, 9am–4pm (Winter)

Tue &amp; Thu, 8:30–11:30am (Winter)

Tue &amp; Thu, 11:45am–2:45pm (Winter)

Tue &amp; Thu, 6–9pm (Winter)

Wed &amp; Fri, 2:45–5:45pm (Winter)

Wed &amp; Fri, 6–9pm (Winter)

**Queens: Queens College**

Sat, 9am–4pm (Winter)

**White Plains: 99 Church Street**

Sat, 9am–4pm (Winter)

Mon &amp; Wed, 6–9pm (Winter)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 8am–3pm (Winter)

## Air Conditioning & Refrigeration III

COURSE: 11 WEEKS

*Prerequisite(s): Air Conditioning & Refrigeration II (test out available)*

Troubleshoot domestic and light commercial AC systems and refrigeration controls. Improve wiring skills and build a functional control panel.

### MARYLAND

**Camp Springs: Prince George's Community College**

Sat, 9am–4pm (Winter)

### NEW JERSEY

**Bayonne: Bayonne High School**

Sat, 9am–4pm (Spring)

### NEW YORK

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

Sat, 9am–4pm (Fall)

Mon &amp; Wed, 6–9pm (Fall)

Tue &amp; Thu, 6–9pm (Spring)

**Manhattan: 25 West 18th Street**

Sat, 9am–4pm (Spring)

Tue &amp; Thu, 8:30–11:30am (Spring)

Tue &amp; Thu, 11:45am–2:45pm (Spring)

Tue &amp; Thu, 6–9pm (Spring)

Wed &amp; Fri, 2:45–5:45pm (Spring)

Wed &amp; Fri, 6–9pm (Spring)

**Queens: Queens College**

Sat, 9am–4pm (Spring)

**White Plains: 99 Church Street**

Sat, 9am–4pm (Spring)

Mon &amp; Wed, 6–9pm (Spring)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 8am–3pm (Spring)

## Air Conditioning & Refrigeration: Absorption Systems

COURSE: 11 WEEKS

*Prerequisite(s): Air Conditioning & Refrigeration III*

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Fri, 6–9pm

## Air Conditioning & Refrigeration: EPA Refrigerant Recovery (608)

QUICK COURSE: FIVE 3-HOUR SESSIONS



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

### MARYLAND

**Camp Springs: Prince George's Community College**

Apr 13–May 11, Sat, 9am–12pm

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 4–Dec 9, Sat, 1–4pm

Feb 2–Mar 1, Fri, 6–9pm

Feb 14–Mar 13, Wed, 9am–12pm

Apr 25–May 23, Thu, 6–9pm

May 2–May 30, Thu, 6–9pm

## Air Pollution Control (P-99)

COURSE: 11 WEEKS



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

### NEW YORK

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

Wed, 6–8:30pm

**Manhattan: 25 West 18th Street**

Sat, 9:30am–12pm

Tue, 6–8:30pm

Wed, 6–8:30pm

**Queens: Queens College**

Sat, 9:30am–12pm

Tue, 6–8:30pm

Thu, 6–8:30pm

**White Plains: 99 Church Street**

Sat, 12:30–3pm

Wed, 6–8:30pm

### REMOTE LEARNING (ZOOM)

Sat, 9–11:30am

Thu, 12–2:30pm

# Courses and Quick Courses



Blueprint Reading, Manhattan, NY

## Air Pollution Reduction

**COURSE:** 11 WEEKS

Learn how to protect air quality, methods of energy conservation, and the differences between various types of fuel oil.

### PENNSYLVANIA

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

## Alarm Systems

**COURSE:** 11 WEEKS

*Prerequisite(s): Electricity Basics*

*Note: Test out available*

Identify the alarm needs of various buildings. Understand circuits, switches, and panels. Learn to construct a basic system and to supervise installation.

### NEW YORK

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

## Anger Management

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

Develop practical skills to defuse anger in yourself and others. Understand feelings and behaviors when confronted by anger, increase awareness of the causes of rage and hostility, and acquire skills to resolve confrontations peacefully.

### PENNSYLVANIA

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

## Asbestos Awareness

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

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

### NEW YORK

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

Nov 11, Sat, 1–3pm

Feb 24, Sat, 1–3pm

May 18, Sat, 1–3pm

**Manhattan: 25 West 18th Street**

Oct 3, Tue, 6–8pm

Nov 2, Thu, 6–8pm

Jan 13, Sat, 1:30–3:30pm

Feb 9, Fri, 6–8pm

Apr 11, Thu, 6–8pm

May 8, Wed, 6–8pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Nov 4, Sat, 12:30–2:30pm

Feb 24, Sat, 12:30–2:30pm

May 11, Sat, 12:30–2:30pm

## Bed Bug Awareness

**QUICK COURSE:** ONE 2.5-HOUR SESSION

Learn to detect, control, and eradicate bed bugs. *Note: For an equivalent self-paced class online, see the listing on page 50.*

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 2, Mon, 10am–12:30pm

Jan 9, Tue, 6–8:30pm

Jun 1, Sat, 1:30–4pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

May 4, Sat, 9:30am–12pm

### REMOTE LEARNING (ZOOM)

Nov 1, Wed, 6–8:30pm

Jan 18, Thu, 10am–12:30pm

Apr 9, Tue, 10am–12:30pm

## Blueprints: An Introduction

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

Receive a basic overview of the symbols and scales contained in blueprints, and a brief look at how to decipher them.

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 30, Thu, 6–9pm

Mar 6, Wed, 12–3pm

Apr 11, Thu, 6–9pm

### REMOTE LEARNING (ZOOM)

Oct 7, Sat, 1–4pm

Nov 18, Sat, 1–4pm

Jan 11, Thu, 6–9pm

Feb 6, Tue, 6–9pm

May 7, Tue, 12–3pm

Jun 5, Wed, 6–9pm

## Blueprint Reading

**COURSE:** 11 WEEKS

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Sat, 1–4pm (Fall)

Wed, 2–5pm (Fall)

Wed, 6–9pm

Thu, 12–3pm (Spring)

Thu, 2–5pm (Fall)

### REMOTE LEARNING (ZOOM)

Wed, 5–8pm (Fall)

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORG

## Boiler Feed Water Testing & Treatment

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

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

Partner: *New York City College of Technology*

### NEW YORK

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

Nov 4, Sat, 9am–4pm

Mar 8, Fri, 9am–4pm

Apr 20, Sat, 9am–4pm

## Boiler Parts & Accessories

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

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

Partner: *New York City College of Technology*

### NEW YORK

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

Oct 6–Oct 13, Fri, 9am–4pm

Nov 11–Nov 18, Sat, 9am–4pm

Jan 19–Jan 26, Fri, 9am–4pm

Feb 16–Feb 23, Fri, 9am–4pm

Apr 5–Apr 12, Fri, 9am–4pm

Apr 27–May 4, Sat, 9am–4pm

## Boiler Parts & Systems

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

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

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sep 30–Oct 7, Sat, 9am–1pm

Jan 13–Jan 20, Sat, 9am–1pm

## Building Automation Systems I: HVAC Concepts

**COURSE:** 11 WEEKS

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

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

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Mon, 11am–2pm (Fall)

Tue, 6–9pm (Fall)

Wed, 6–9pm (Fall)

## Building Automation Systems II: Core Concepts

**COURSE:** 11 WEEKS

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

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

Note: *Test out available*

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Mon, 11am–2pm (Winter)

Tue, 6–9pm (Winter)

Wed, 6–9pm (Winter)

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

## Idri Brecani

**Location:** Manhattan, New York**Job Title:** Commercial Building Superintendent**Employer:** ABS Partners Real Estate**Course(s) Taken:** FDNY: Refrigeration System Operating Engineers**Practical Examination (Q-01)****Career Track:** NYC Superintendent

# Courses and Quick Courses



English as a Second Language, Montgomery College, Rockville, MD

## Building Automation Systems III: Advanced

**COURSE:** 11 WEEKS

Formerly known as *Building Management Systems III: Advanced*.

*Prerequisite(s): Building Automation Systems II: Core Concepts*

Learn advanced applications of Building Automation Systems (BAS), including accessing runtime reports and trend logs, reading and writing simple Control BASIC, and using a BAS for building commissioning purposes.

**NEW YORK**

**Manhattan: 25 West 18th Street**

Mon, 11am–2pm (Spring)

Tue, 6–9pm (Spring)

Wed, 6–9pm (Spring)

## Building Automation Systems: Sustainable Technologies

**COURSE:** 11 WEEKS

*Prerequisite(s): Building Automation Systems II: Core Concepts*

Gain practical experience using a Building Automation System. Control and monitor a solar array, battery storage, VRF heat pump, and other sustainable technologies. Analyze system trend reports and troubleshoot scenarios.

**NEW YORK**

**Manhattan: 25 West 18th Street**

Tue, 6–9pm (Fall, Spring)

Wed, 6–9pm (Spring)

Thu, 6–9pm (Winter, Spring)

## Building Code Awareness

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

Understand the history of building codes and how to research them in New York City. Learn about the violation removal process.

**NEW YORK**

**Manhattan: 25 West 18th Street**

Oct 20, Fri, 6–9pm

Mar 8, Fri, 6–9pm

**REMOTE LEARNING (ZOOM)**

Nov 11, Sat, 2–5pm

Jan 13, Sat, 1:30–4:30pm

Jun 1, Sat, 9am–12pm

## Building Engineer Trainee: BET Entrance Exam Preparation

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

Prepare for the School District of Philadelphia Building Engineer Entrance Exam to be eligible for enrollment in the Building Engineer Trainee (BET) Program.

**PENNSYLVANIA**

**Philadelphia: 32BJ SEIU Office**

Sep 27–Nov 15, Wed, 5:30–8:30pm

Oct 14–Dec. 9, Sat, 9am–12pm

Jan 17–Mar 6, Wed, 5:30–8:30pm

Jan 27–Mar 16, Sat, 9am–12pm

Apr 13–Jun 8, Sat, 9am–12pm

Apr 17–Jun 5, Wed, 5:30–8:30pm

## Building Engineer Trainee: Class A Engineer's License Exam Preparation

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

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

**PENNSYLVANIA**

**Philadelphia: 32BJ SEIU Office**

Oct 14–Dec. 9, Sat, 9am–1pm

Jan 27–Mar 16, Sat, 9am–1pm

Apr 13–Jun 8, Sat, 9am–1pm

## Building Insurance: Who Is Covered?

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

Understand who and what is covered by property, liability, and workers' compensation insurance. Identify what additional coverage should be in place during renovation projects or special events in a building.

**NEW YORK**

**Manhattan: 25 West 18th Street**

Mar 14, Thu, 6–9pm

May 16, Thu, 2–5pm

**REMOTE LEARNING (ZOOM)**

Dec 6, Wed, 10am–1pm

Apr 10, Wed, 10am–1pm

## Building Management: An Introduction

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

Discover how a management company operates on a day-to-day basis, including back-office procedures, staff management, and building staff hiring practices.

**NEW YORK**

**Manhattan: 25 West 18th Street**

Nov 10, Fri, 6–9pm

Feb 1, Thu, 6–9pm



Apr 16, Tue, 6–9pm



**REMOTE LEARNING (ZOOM)**



Jan 26, Fri, 12–3pm

May 1, Wed, 12–3pm

Key to symbols

Available Online   
Available in Spanish 

New Course / Location   
Remote Learning (Zoom) 

Testing Fees Paid by Student   
Third Party Certification 

## Building Management I: Budgets & Preventative Maintenance

COURSE: 11 WEEKS

*Prerequisite(s): Computer: Basics/New Users*  
Become familiar with operating budgets, their review process, and how to interpret building financials. Learn how preventative maintenance affects a budget as well as how to create budgets and preventative maintenance schedules in Microsoft Excel. *Must have appropriate math and reading levels, or high school diploma, or its equivalent.*

**NEW YORK**

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

## Building Management II: Documentation & the Law

COURSE: 11 WEEKS

*Prerequisite(s): Building Management I: Budgets & Preventative Maintenance*  
Understand the property manager's obligations under OSHA, Fair Housing, EEOC, NYC Administrative Codes, and local laws. Use Microsoft Excel for required record keeping and learn to navigate the NYC DOB website.

**NEW YORK**

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

## Building Management III: Project Management

COURSE: 11 WEEKS

*Prerequisite(s): Building Management II: Documentation & the Law*  
Learn how to complete rehabilitation projects on schedule, within budget, and to code. Understand capital budgets, construction contracts, alteration agreements, payment breakdowns, and requisitioning.

**NEW YORK**

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

## Building Management: Ethics

QUICK COURSE: ONE 3-HOUR SESSION

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

**NEW YORK**

**Manhattan: 25 West 18th Street**  
Oct 4, Wed, 12-3pm  
Feb 1, Thu, 6-9pm  
May 28, Tue, 11am-2pm

**REMOTE LEARNING (ZOOM)**

Nov 7, Tue, 6-9pm  
Jan 6, Sat, 1:30-4:30pm  
May 3, Fri, 6-9pm

## Building Management: Taking Over a New or Existing Building

QUICK COURSE: FOUR 3-HOUR SESSIONS

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

**NEW YORK**

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

## Bystander Response

QUICK COURSE: ONE 3-HOUR SESSION

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

**NEW YORK**

**Manhattan: 25 West 18th Street**  
Nov 3, Fri, 9am-12pm  
Mar 20, Wed, 1-4pm  
Apr 18, Thu, 6-9pm  
May 8, Wed, 2-5pm

**REMOTE LEARNING (ZOOM)**

Oct 14, Sat, 10am-1pm  
Feb 17, Sat, 2-5pm  
Apr 16, Tue, 9am-12pm  
May 3, Fri, 6-9pm  
Jun 7, Fri, 6-9pm



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

# Patricia Romero

**Location: Miami, Florida**

**Job Title: Janitor**

**Employer: Harvard Maintenance**

**Course(s) Taken: English as a Second Language**

# Courses and Quick Courses



Carpentry Basics, Manhattan, NY

## Carbon Monoxide Awareness

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



Learn about the hazards of carbon monoxide (CO) in residential buildings and the requirements for installing CO detectors.

*Note: For an equivalent self-paced class online, see the listing on page 50.*

### NEW YORK

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

Jan 30, Tue, 6–9pm

**Manhattan: 25 West 18th Street**

Oct 4, Wed, 6–9pm

Jan 11, Thu, 10am–1pm

Jun 4, Tue, 6–9pm

**White Plains: 99 Church Street**

Feb 20, Tue, 6–9pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Oct 14, Sat, 12:30–3:30pm

Feb 3, Sat, 12:30–3:30pm

Apr 27, Sat, 12:30–3:30pm

### REMOTE LEARNING (ZOOM)

Feb 20, Tue, 6–9pm

May 4, Sat, 1:30–4:30pm

## Carpentry Basics

**COURSE:** 11 WEEKS

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

### MARYLAND

**Camp Springs: Prince George's  
Community College**

Sat, 9am–4pm

### NEW JERSEY

**Bayonne: Bayonne High School**

Sat, 9am–4pm (Spring)

### NEW YORK

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

Sat, 9am–4pm

Tue & Thu, 6–9pm

**Manhattan: 25 West 18th Street**

Sat, 9am–4pm

Tue & Thu, 8:30–11:30am

Tue & Thu, 11:45am–2:45pm (Winter)

Tue & Thu, 6–9pm

Wed & Fri, 8:30–11:30am (Winter, Spring)

Wed & Fri, 11:45am–2:45 pm (Fall)

Wed & Fri, 6–9pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 8am–3pm

Mon & Wed, 9am–12pm (Winter)

Tue & Wed, 5:30–8:30pm

Tue & Thu, 9am–12pm (Fall)

## Carpentry: Patching, Plastering & Painting Repair

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

*Prerequisite(s): Carpentry Basics*

Learn how to make minor repairs in plaster and drywall surfaces and prepare them for painting. Recognize materials used to create and finish walls, and learn how to choose materials and tools for the job.

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 16–Oct 30, Mon, 5–9pm

Jan 29–Feb 12, Mon, 5–9pm

May 6–May 20, Mon, 8:30am–12:30pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Jan 27–Feb 10, Sat, 9am–1pm

Apr 20–May 4, Sat, 9am–1pm



## Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORG

## Citizenship Exam: Test Preparation

COURSE: VARIOUS



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

Partner: 32BJ Legal Fund

### CONNECTICUT

**Bridgeport: Housatonic Community College**

Sat, 1–3pm

**Danbury: Western CT State University**

Sat, 1–3pm

**Hartford: Capital Community College**

Sat, 9–11am

**New Haven: Adult Education Center**

Sat, 1–3pm

**Norwalk: Norwalk Community College**

Sat, 1–3pm

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

Sat, 1–3pm

### FLORIDA

**Miami: SEIU 32BJ Office**

Sat, 2–4pm (Winter)

### MARYLAND

**Baltimore: Baltimore City Community College**Sat, 2:30–4:30pm (*Español or English*)**Hyattsville: Prince George's Community College**

Sat, 2:30–4:30pm

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

Sat, 2:30–4:30pm

**Rockville: Montgomery College**

Sat, 2:30–4:30pm

**Silver Spring: Montgomery College**Sat, 2:30–4:30pm (*Español or English*)

### MASSACHUSETTS

**Boston: 32BJ SEIU Office**

Sat, 9–11:30am

Sat, 12–2pm (*Español*)

Sat, 2:30–5pm

Thu, 10am–12:30pm

**Brockton: Arnone Elementary School**

Sat, 1–3:30pm

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



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

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

**Lawrence: Northern Essex Community College**

Sat, 1–3:30pm

**Lowell: First United Baptist Church**

Sat, 1–3:30pm

**Lynn: Lynn Vocational Technical Institute**

Sat, 9–11:30am

**Marlborough: Assabet Valley Collaborative**

Sat, 12:30–3pm

**Waltham: Waltham Community and Cultural Center**

Sat, 1–3:30pm

**Worcester: Worcester State University**

Sat, 1–3:30pm

### NEW JERSEY

**Bound Brook: Bound Brook High School**

Sat, 1:30–3:30pm

**Camden: Camden County College**

Sat, 1:30–3:30pm

**Dover: The Organization for Hispanic Affairs**

Sat, 1:30–3:30pm

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

Sat, 1:30–3:30pm

**Hackensack: Bergen County Technical Schools**

Sat, 1:30–3:30pm

**Jersey City: Hudson County Community College**

Sat, 1:30–3:30pm

**Lincroft: Brookdale Community College**

Sat, 1:30–3:30pm

Sat, 1:30–3:30pm

Sat, 1:30–3:30pm

**Morristown: Morristown High School**

Sat, 1:30–3:30pm

**New Brunswick: Middlesex County College**

Sat, 1:30–3:30pm

**Newark: 32BJ SEIU Office**

Sat, 1:30–3:30pm

Thu, 9am–12pm

**Paterson: Passaic County Community College**

Sat, 1:30–3:30pm

**Plainfield: Union County College**

Sat, 1:30–3:30pm

**Trenton: Mercer County Community College**

Sat, 1:30–3:30pm

**Union City: Hudson County Community College**

Sat, 1:30–3:30pm

Sat, 1:30–3:30pm

### NEW YORK

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

Sat, 1:30–3:30pm

**Garden City: Nassau Community College**

Sat, 11am–1pm

**Manhattan: 25 West 18th Street**

Sat, 2–4pm

**New Rochelle: Monroe College**

Sat, 1:30–3:30pm

**Queens: Queens College**

Sat, 1:30–3:30pm

**White Plains: 99 Church Street**

Sat, 1:30–3:30pm

**Yonkers: Saunders Trades and Technical High School**

Sat, 1:30–3:30pm

Sat, 1:30–3:30pm

### RHODE ISLAND

**Providence: Rhode Island School of Design**

Sat, 1–3:30pm

Sat, 1–3:30pm

### VIRGINIA

**Arlington: Syphax Adult Education Center**

Sat, 2:30–4:30pm

**McLean: International Language Academy**

Sat, 2:30–4:30pm

### WASHINGTON, DC

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

### REMOTE LEARNING (ZOOM)

Sat, 9–11am

Sat, 1:30–3:30pm (Winter, Spring)

Sat, 2–4pm (Fall) (*Español*)

Mon, 1:30–3:30pm (Fall)

Wed, 10:30am–12:30pm

Wed, 3–5pm (Winter, Spring)

Thu, 1:30–3:30pm (*Español*)Fri, 10am–12pm (Spring) (*Español*)Fri, 2–4pm (Winter) (*Español*)

# Courses and Quick Courses

## Cleaning: Basic Skills for Cleaners

**QUICK COURSE:** VARIES

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

*Note: Employer referral only.*

## Cleaning: Healthcare Facilities

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

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

## Cleaning: Industrial Floor Surface Cleaning

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

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

*Partner: New York City College of Technology*

### NEW YORK

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

## Cleaning: Products & Techniques

**COURSE:** 11 WEEKS

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

### NEW YORK

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

### PENNSYLVANIA

**Pittsburgh: SEIU 32BJ Office**  
Sat, 1–4pm (Fall)  
Tue, 9am–12pm (Winter)

## Computer: Android Basics

**COURSE:** THREE 3-HOUR SESSIONS

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

### FLORIDA

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

### PENNSYLVANIA

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

## Computer: iPhone Basics

**COURSE:** THREE 3-HOUR SESSIONS

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

### FLORIDA

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

### PENNSYLVANIA

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



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

## Adaja Ratcliff

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

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORG

## Computer: Autocad

COURSE: 11 WEEKS

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

*Note: Test out available*

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

### NEW YORK

**Manhattan: 25 West 18th Street**  
Sat, 12-3pm

## Computer: Basics/New Users

COURSE: 11 WEEKS

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

*Note: Test out available.*

### CONNECTICUT

**Norwalk: Norwalk Community College**  
Sat, 1-4pm (Fall)

### FLORIDA

**Fort Lauderdale:**  
**Nova Southeastern University**  
Sat, 2-5pm (Fall)  
**Miami: 32BJ SEIU Office**  
Sat, 2-5pm (Fall)

### MARYLAND

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

### MASSACHUSETTS

**Boston: 32BJ SEIU Office**  
Sat, 9am-12pm  
Sat, 1:30-4:30pm  
Tue & Thu, 3-4:30pm  
Thu, 10am-1pm



Building Engineer Trainee: BET Entrance Exam Preparation, Philadelphia, PA

### NEW JERSEY

**Bound Brook: Bound Brook High School**  
Sat, 1:30-4:30pm (Fall)  
**Dover: The Organization for Hispanic Affairs**  
Sat, 1:30-4:30pm (Fall)  
**Elizabeth (Kellogg): Union County College**  
Sat, 1:30-4:30pm (Fall)  
**Hackensack: Bergen County Technical Schools**  
Sat, 1:30-4:30pm (Fall)  
**Jersey City: Hudson County Community College**  
Sat, 1:30-4:30pm (Fall)  
**Lincroft: Brookdale Community College**  
Sat, 1:30-4:30pm (Fall)  
**Morristown: Morristown High School**  
Sat, 1:30-4:30pm (Fall)  
**New Brunswick: Middlesex County College**  
Sat, 1:30-4:30pm (Fall)  
**Newark: 32BJ SEIU Office**  
Sat, 1:30-4:30pm (Fall)  
**Paterson: Passaic County Community College**  
Sat, 1:30-4:30pm (Fall)  
**Plainfield: Union County College**  
Sat, 1:30-4:30pm (Fall)  
**Trenton: Mercer County Community College**  
Sat, 1:30-4:30pm (Fall)  
**Union City: Hudson County Community College**  
Sat, 1:30-4:30pm (Fall)

### NEW YORK

**Bronx: Monroe College (Jerome Avenue)**  
Sat, 1:30-4:30pm (Fall)  
**Garden City: Nassau Community College**  
Sat, 2:30-5:30pm

### Manhattan: 25 West 18th Street

Sat, 9am-12pm  
Sat, 1:30-4:30pm (Fall)  
Tue, 11:30am-2:30pm (Fall)  
Tue, 6-9pm (Winter, Spring)  
Wed, 9am-12pm  
Wed, 6-9pm (Spring)

### Queens: Queens College

Sat, 9am-12pm

### White Plains: 99 Church Street

Sat, 1:30-4:30pm (Fall)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**  
Sat, 9am-12pm  
Mon & Wed, 5:30-8:30pm  
**Pittsburgh: 32BJ SEIU Office**  
Sat, 1-4pm

### VIRGINIA

**Arlington: Syphax Adult Education Center**  
Sat, 2:30-4:30pm (Fall, Winter)

## Computer: Hardware

COURSE: 11 WEEKS

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

### NEW YORK

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

# Courses and Quick Courses

## Computer: Internet Basics/ Social Media

COURSE: 11 WEEKS

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

### CONNECTICUT

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

### FLORIDA

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

### MARYLAND

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

### PENNSYLVANIA

**Pittsburgh: SEIU 32BJ Office**  
Sat, 1–4pm (Winter)  
Mon, 9am–12pm (Fall)

### VIRGINIA

**McLean: International Language Academy**  
Sat, 2:30–4:30pm (Fall)

### WASHINGTON, DC

**SED Center**  
Sun, 10am–2pm (Fall)

Members took over  
**3,800**  
remote  
sessions

last year. Look for this  
icon (📍) for classes  
available remotely

## Computer: Running a Building with a Computer

COURSE: 11 WEEKS

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

### NEW YORK

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

## Computer: Spreadsheets (MS Excel)

COURSE: 11 WEEKS

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

### MARYLAND

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

### NEW JERSEY

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

### Paterson: Passaic County

**Community College**  
Sat, 1:30–4:30pm (Spring)  
**Plainfield: Union County College**  
Sat, 1:30–4:30pm (Spring)  
**Trenton: Mercer County Community College**  
Sat, 1:30–4:30pm (Spring)  
**Union City: Hudson County Community College**  
Sat, 1:30–4:30pm (Spring)

### NEW YORK

**Bronx: Monroe College (East Fordham Road)**  
Sat, 1:30–4:30pm (Spring)  
**Manhattan: 25 West 18th Street**  
Sat, 9am–12pm (Spring)  
Wed, 6–9pm  
**White Plains: 99 Church Street**  
Sat, 1:30–4:30pm (Spring)

### PENNSYLVANIA

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

### WASHINGTON, DC

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

## Computer: Word Processing (MS Word)

COURSE: 11 WEEKS

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

### CONNECTICUT

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

### FLORIDA

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

### MARYLAND

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

## Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORG**Rockville: Montgomery College**

Sat, 2:30–4:30pm (Winter)

**Silver Spring: Montgomery College**

Sat, 2:30–4:30pm (Spring)

**NEW JERSEY****Bound Brook: Bound Brook High School**

Sat, 1:30–4:30pm (Winter)

**Dover: The Organization for Hispanic Affairs**

Sat, 1:30–4:30pm (Winter)

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

Sat, 1:30–4:30pm (Winter)

**Hackensack: Bergen County Technical Schools**

Sat, 1:30–4:30pm (Winter)

**Jersey City: Hudson County****Community College**

Sat, 1:30–4:30pm (Winter)

**Lincroft: Brookdale Community College**

Sat, 1:30–4:30pm (Winter)

**Morristown: Morristown High School**

Sat, 1:30–4:30pm (Winter)

**New Brunswick: Middlesex County College**

Sat, 1:30–4:30pm (Winter)

**Newark: 32BJ SEIU Office**

Sat, 1:30–4:30pm (Winter)

**Paterson: Passaic County Community College**

Sat, 1:30–4:30pm (Winter)

**Plainfield: Union County College**

Sat, 1:30–4:30pm (Winter)

**Trenton: Mercer County Community College**

Sat, 1:30–4:30pm (Winter)

**Union City: Hudson County Community College**

Sat, 1:30–4:30pm (Winter)

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

Sat, 1:30–4:30pm (Winter)

**Manhattan: 25 West 18th Street**

Thu, 9am–12pm (Fall)

**White Plains: 99 Church Street**

Sat, 1:30–4:30pm (Winter)

**PENNSYLVANIA****Pittsburgh: SEIU 32BJ Office**

Sat, 1–4pm (Fall)

**VIRGINIA****Arlington: Syphax Adult Education Center**

Sat, 2:30–4:30pm (Spring)

**McLean: International Language Academy**

Sat, 2:30–4:30pm (Winter, Spring)

**WASHINGTON, DC****SED Center**

Sun, 10am–2pm (Winter)



CPR, Manhattan, NY

**CPR/AED**

QUICK COURSE: ONE 4-HOUR SESSION



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

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

**CONNECTICUT****Hartford: Capital Community College**

Nov 18, Sat, 9am–1pm (Español)

**Hartford: 32BJ SEIU Office**

Sep 16, Sat, 9am–1pm

**Norwalk: Norwalk Community College**

Dec. 2, Sat, 8:30am–12:30pm

**FLORIDA****Miami: 32BJ SEIU Office**

Feb 24, Sat, 11am–3pm

**MARYLAND****Baltimore: Baltimore City****Community College**

Dec 2, Sat, 1–5pm (Español or English)

Mar 16, Sat, 1–5pm (Español or English)

May 18, Sat, 1–5pm (Español or English)

**Germantown: Montgomery College**

Oct 22, Sun, 1–5pm (Español)

Feb 18, Sun, 1–5pm (Español)

May 12, Sun, 1–5pm (Español)

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

Nov 4, Sat, 12:30–4:30pm (Español)

Mar 2, Sat, 12:30–4:30pm (Español)

Jun 8, Sat, 12:30–4:30pm (Español)

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

Nov 18, Sat, 12:30–4:30pm (Español)

Feb 10, Sat, 12:30–4:30pm (Español)

Jun 15, Sat, 12:30–4:30pm (Español)

**Rockville: Montgomery College**

Nov 12, Sun, 1–5pm (Español)

Mar 9, Sat, 1–5pm (Español)

Apr 28, Sun, 1–5pm (Español)

**Silver Spring: Montgomery College**

Nov 19, Sun, 1–5pm (Español)

Feb 4, Sun, 1–5pm (Español)

Jun 1, Sat, 1–5pm (Español)

**MASSACHUSETTS****Brockton: Arnone Elementary School**

Mar 2, Sat, 12–4pm (Español)

**Lawrence: Northern Essex****Community College**

Sep 20, Sat, 10am–2pm (Español)

**Lynn: Lynn Vocational Technical Institute**

Nov 4, Sat, 9:30am–1:30pm (Español)

Feb 10, Sat, 12–4pm (Español)

**Waltham: Waltham Community and****Cultural Center**

Oct 21, Sat, 12–4pm (Español)

**Worcester: Worcester State University**

Jun 1, Sat, 9:30am–1:30pm (Español)

**NEW JERSEY****Bound Brook: Bound Brook High School**

Apr 27, Sat, 12:30–4:30pm (Español)

**Dover: The Organization for Hispanic Affairs**

Oct 21, Sat, 12:30–4:30pm (Español)

**Trenton: Mercer County Community College**

Feb 24, Sat, 12:30–4:30pm (Español)

# Courses and Quick Courses

## NEW YORK

### Garden City: Nassau Community College

Dec 16, Sat, 11am–3pm  
Mar 23, Sat, 11am–3pm  
Jun 15, Sat, 11am–3pm

### Manhattan: 25 West 18th Street

Sep 23, Sat, 9am–1pm  
Oct 7, Sat, 12:30–4:30pm  
Oct 16, Mon, 9am–1pm  
Oct 21, Sat, 12:30–4:30pm  
Nov 6, Mon, 9am–1pm  
Nov 11, Sat, 12:30–4:30pm  
Nov 15, Wed, 12:30–4:30pm  
Dec 8, Fri, 9am–1pm  
Jan 10, Wed, 9am–1pm  
Jan 13, Sat, 12:30–4:30pm (Español)  
Jan 24, Wed, 9am–1pm (Español)  
Jan 27, Sat, 12:30–4:30pm  
Feb 10, Sat, 9am–1pm (Español)  
Feb 20, Tue, 9am–1pm  
Feb 22, Thu, 9am–1pm  
Feb 23, Fri, 9am–1pm  
Feb 29, Thu, 9am–1pm  
Mar 6, Wed, 11am–3pm  
Mar 7, Thu, 9am–1pm  
Mar 8, Fri, 9am–1pm  
Mar 9, Sat, 9am–1pm  
Mar 19, Tue, 11am–3pm  
Mar 21, Thu, 9am–1pm  
Apr 9, Tue, 9am–1pm  
Apr 16, Tue, 9am–1pm  
Apr 17, Wed, 9am–1pm  
Apr 20, Sat, 9am–1pm  
Apr 22, Mon, 9am–1pm

Apr 25, Thu, 9am–1pm  
May 1, Wed, 9am–1pm  
May 11, Sat, 1–5pm  
May 14, Tue, 9am–1pm  
May 15, Wed, 9am–1pm  
May 17, Fri, 9am–1pm  
Jun 7, Fri, 9am–1pm  
Jun 10, Mon, 9am–1pm  
Jun 19, Wed, 1–5pm  
Jun 21, Fri, 12:30–4:30pm  
Jun 25, Tue, 9am–1pm

## PENNSYLVANIA

### Pittsburgh: SEIU 32BJ Office

Oct 11, Wed, 9am–1pm  
Dec 7, Thu, 1–5pm  
Feb 24, Sat, 9am–1pm  
May 23, Thu, 8:30am–12:30pm

## RHODE ISLAND

### Providence: Rhode Island

School of Design  
Oct 28, Sat, 9:30am–1:30pm (Español)

## VIRGINIA

### Arlington: Syphax Adult Education Center

Oct 28, Sat, 12–4pm (Español)  
Feb 17, Sat, 12–4pm (Español)  
May 18, Sat, 12–4pm (Español)

### McLean: International Language Academy

Oct 21, Sat, 12–4pm (Español)  
Feb 10, Sat, 12–4pm (Español)  
May 11, Sat, 12–4pm (Español)

## WASHINGTON, DC

### SED Center

Nov 5, Sun, 12–4pm (Español)  
Feb 25, Sun, 12–4pm (Español)  
May 19, Sun, 12–4pm (Español)

## CPR/AED/First Aid

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



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

Certifying Bodies: American Heart Association/American Red Cross

## NEW YORK

### Bronx: Monroe College (East Fordham Road)

Nov 4, Sat, 9am–5pm  
Feb 17, Sat, 9am–5pm  
May 11, Sat, 9am–5pm

### Manhattan: 25 West 18th Street

Sep 30, Sat, 8:30am–4:30pm  
Nov 4, Sat, 8:30am–4:30pm  
Nov 18, Sat, 8:30am–4:30pm  
Dec 5, Tue, 9am–5pm  
Dec 12, Tue, 9am–5pm  
Jan 10, Wed, 9am–5pm (Español)  
Jan 16, Tue, 9am–5pm  
Feb 13, Tue, 9am–5pm (Español)  
Feb 27, Tue, 9am–5pm  
Mar 2, Sat, 8:30am–4:30pm  
Apr 11, Thu, 9am–5pm  
Apr 23, Tue, 9am–5pm  
Jun 4, Tue, 9am–5pm

### New Rochelle: Monroe College

Oct 21, Sat, 9am–5pm

### White Plains: 99 Church Street

May 18, Sat, 9am–5pm (Español)



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

## Ashley Hart

Location: Philadelphia, Pennsylvania

Job Title: Bus Attendant

Employer: Philadelphia School District

Course(s) Taken: Online: Basic Principles of Electricity, Online OSHA 10-Hour General, Online: OSHA 30-Hour Construction Training

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification



REGISTER AT  
32BJMEMBERPORTAL.ORG



Electricity Basics, Bronx, NY

## Electricity Basics

COURSE: 11 WEEKS

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

### MARYLAND

**Baltimore: Baltimore City Community College**

Sat, 9am–4pm

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

Sat, 9am–4pm

### NEW JERSEY

**Bayonne: Bayonne High School**

Sat, 9am–4pm (Winter)

### NEW YORK

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

Sat, 9am–4pm

Mon & Wed, 6–9pm

Tue & Thu, 6–9pm

**Manhattan: 25 West 18th Street**

Sat, 9am–4pm

Tue & Thu, 8:30–11:30am

Tue & Thu, 11:45am–2:45pm

Tue & Thu, 3–5:45pm (Winter)

Tue & Thu, 6–9pm

Wed & Fri, 8:30–11:30am (Fall)

Wed & Fri, 11:45am–2:45pm (Fall)

Wed & Fri, 2:45–5:45pm (Spring)

Wed & Fri, 6–9pm

**Queens: Queens College**

Sat, 9am–4pm

Mon & Wed, 9am–12pm

Mon & Wed, 6–9pm

**White Plains: 99 Church Street**

Sat, 9am–4pm

Tue & Thu, 6–9pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 8am–3pm

Mon & Wed, 6–9pm (Fall)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Oct 7, Sat, 8am–4pm

Oct 16–Oct 17, Mon & Tue, 5:30–9:30pm

Feb 17, Sat, 8am–4pm

Apr 9–Apr 11, Tue & Thu, 5:30–9:30pm

Apr 20, Sat, 8am–4pm

## Customer Service

QUICK COURSE: ONE 4-HOUR SESSION



Learn to communicate effectively with tenants, employers, coworkers, and members of the public. Through discussion and role-play, learn about conflict resolution, professional conduct, and communication skills.

*Note: For an equivalent self-paced class online, see the listing on page 51.*

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 2, Thu, 11am–3pm

Feb 9, Fri, 5–9pm

May 4, Sat, 12:30–4:30pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Oct 21, Sat, 12:30–4:30pm

Feb 10, Sat, 12:30–4:30pm

Apr 27, Sat, 12:30–4:30pm

## Disaster Preparedness & Crisis Management

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



Learn about the phases of disasters, their potential impacts, and how to support residents and restore building operations. Understand how to manage emergencies to prevent crisis situations.

*Partner: Pinnacle Performance Management*

### NEW YORK

**Manhattan: 25 West 18th Street**

Apr 24–May 1, Wed, 11am–2pm

### REMOTE LEARNING (ZOOM)

Feb 16, Fri, 2–8pm

## Doorpersion Skills: Excellence in Service

QUICK COURSE: ONE 3-HOUR SESSION



Develop strong communication skills to maintain professionalism, multitask, and remain calm under pressure. Harness the many talents it takes to run the customer service functions of a building.

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 11, Sat, 1–4pm

Mar 9, Sat, 1–4pm

May 7, Tue, 6–9pm

**White Plains: 99 Church Street**

May 14, Tue, 6–9pm

### REMOTE LEARNING (ZOOM)

Oct 11, Wed, 6–9pm

Feb 20, Tue, 11am–2pm

Apr 10, Wed, 6–9pm

# Courses and Quick Courses

## Electricity: Troubleshooting

QUICK COURSE: VARIES

Prerequisite(s): *Electricity Basics*

Note: Test out available

Learn to read electrical blueprints.

Troubleshoot and repair lighting fixtures, circuits and low voltage systems such as control devices.

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 6–Dec 11, Mon, 6–9pm

Jan 22–Mar 4, Mon, 11am–2pm

Jan 22–Mar 4, Mon, 6–9pm

Apr 9–May 14, Tue, 3–5:45pm

Apr 11–May 16, Thu, 3–5:45pm

Apr 22–Jun 3, Mon, 11am–2pm

Apr 22–Jun 3, Mon, 6–9pm

**White Plains: 99 Church Street**

Feb 5–Feb 26, Mon & Wed, 6–9pm

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

COURSE: 11 WEEKS



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

### CONNECTICUT

**Bridgeport: Housatonic Community College**

Sat, 8:30am–12:30pm

**Danbury: Western CT State University**

Sat, 8:30am–12:30pm

**Hartford: Capital Community College**

Sat, 9am–1pm

**New Haven: Adult Education Center**

Sat, 8:30am–12:30pm

**Norwalk: Norwalk Community College**

Sat, 8:30am–12:30pm

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

Sat, 8:30am–12:30pm

### FLORIDA

**Fort Lauderdale:**

**Nova Southeastern University**

Sat, 9:30am–1:30pm

**Miami: 32BJ SEIU Office**

Sat, 9:30am–1:30pm

### MARYLAND

**Baltimore: Baltimore City Community College**

Sat, 9am–2pm

**Germtown: Montgomery College**

Sat, 9am–2pm

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

Sat, 9am–2pm

Tue & Thu, 10am–1pm

Fri, 9am–2pm

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

Sat, 9am–2pm

**Rockville: Montgomery College**

Sat, 9am–2pm

**Silver Spring: Montgomery College**

Sat, 9am–2pm

### MASSACHUSETTS

**Boston: 32BJ SEIU Office**

Sat, 9am–12:30pm

Sat, 1:30–5pm

Tue, 9:30am–1pm

Tue, 1:30–5pm

Wed, 9:30am–1pm

Wed & Fri, 10am–12pm

Wed & Fri, 3–5pm

Fri, 9:30am–1pm

**Brockton: Arnone Elementary School**

Sat, 9am–12:30pm

**Lawrence: Northern Essex Community College**

Sat, 9am–12:30pm

**Lowell: First United Baptist Church**

Sat, 9am–12:30pm

**Lynn: Lynn Vocational Technical Institute**

Sat, 9am–12:30pm

**Marlborough: Assabet Valley Collaborative**

Sat, 8:30am–12pm

**Waltham: Waltham Community and Cultural Center**

Sat, 9am–12:30pm

**Worcester: Worcester State University**

Sat, 9am–12:30pm

### NEW JERSEY

**Bound Brook: Bound Brook High School**

Sat, 9am–1pm

**Camden: Camden County College**

Sat, 9am–1pm

**Dover: The Organization for Hispanic Affairs**

Sat, 9am–1pm

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

Sat, 9am–1pm

**Hackensack: Bergen County Technical Schools**

Sat, 9am–1pm

## Pre-English as a Second Language

COURSE: 11 WEEKS

NEW

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

## Four Ways to Learn English!

### 1. In Person



Participate in one of our traditional in-person classes at fifty-plus locations.

### 2. Remote



Take a class over Zoom with a live instructor and other students.

### 3. Cell Phone



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

### 4. Online



Take class at your own pace online.

Contact us at 888-284-3225 for more information.

**Jersey City: Hudson County Community College**

Sat, 9am–1pm

**Lincroft: Brookdale Community College**

Sat, 9am–1pm

**Morristown: Morristown High School**

Sat, 9am–1pm

**New Brunswick:**

**Middlesex County College**

Sat, 9am–1pm

**Newark: 32BJ SEIU Office**

Sat, 9am–1pm

Mon, 9am–1pm

Mon, 4–8pm



Wed, 9am–1pm



**Paterson: Passaic County Community College**



Sat, 9am–1pm



## Key to symbols

Available Online   
Available in Spanish 

New Course / Location   
Remote Learning (Zoom) 

Testing Fees Paid by Student   
Third Party Certification 

REGISTER AT  
32BJMEMBERPORTAL.ORG

**Plainfield: Union County College**

Sat, 9am–1pm

**Trenton: Mercer County Community College**

Sat, 9am–1pm

**Union City: Hudson County Community College**

Sat, 9am–1pm

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

Sat, 9am–1pm

Tue &amp; Thu, 6–8pm

Wed &amp; Thu, 10am–12pm

**Garden City: Nassau Community College**

Sat, 10am–2pm

**Manhattan: 25 West 18th Street**

Sat, 9am–1pm

Tue &amp; Thu, 12–2pm

Tue &amp; Thu, 2–4pm

Tue &amp; Thu, 6–8pm

**New Rochelle: Monroe College**

Sat, 9am–1pm

**Queens: Queens College**

Sat, 9am–1pm

Tue &amp; Thu, 6–8pm

**White Plains: 99 Church Street**

Sat, 9am–1pm

Mon &amp; Wed, 6–8pm

**Yonkers: Saunders Trades and Technical High School**

Sat, 9am–1pm

Sat, 9am–1pm

**RHODE ISLAND****Providence: Rhode Island School of Design**

Sat, 9am–12:30pm

**VIRGINIA****Arlington: Syphax Adult Education Center**

Sat, 9am–2pm

**McLean: International Language Academy**

Sat, 9am–2pm

**WASHINGTON, DC****SED Center**

Sat, 9am–2pm

Mon, Wed &amp; Thu, 10am–12pm

**REMOTE LEARNING (ZOOM)**

Sat, 9am–1pm

Sat, 1–5pm

Mon &amp; Wed, 6–8pm

Tue &amp; Thu, 10am–12pm

Tue &amp; Thu, 12–2pm

Tue &amp; Thu, 6–8pm

Wed &amp; Fri, 10am–12pm

## English as a Second Language: Carpentry Projects

QUICK COURSE: EIGHT 3-HOUR SESSIONS

*Prerequisite(s): English as a Second Language II*

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

**MARYLAND****Camp Springs: Prince George's Community College**

Oct 14–Dec 9, Sat, 1–4pm

Jan 20–Mar 9, Sat, 1–4pm

Apr 27–Jun 22, Sat, 1–4pm

## English as a Second Language: Electricity Projects

COURSE: EIGHT 3-HOUR SESSIONS

*Prerequisite(s): English as a Second Language II*

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

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

Oct 14–Dec 9, Sat, 9am–12pm

Jan 20–Mar 9, Sat, 9am–12pm

Apr 27–Jun 22, Sat, 9am–12pm

## English as a Second Language: Plumbing Projects

QUICK COURSE: EIGHT 3-HOUR SESSIONS

*Prerequisite(s): English as a Second Language II*

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

**MARYLAND****Camp Springs: Prince George's Community College**

Oct 14–Dec 9, Sat, 9am–12pm

Jan 20–Mar 9, Sat, 9am–12pm

Apr 27–Jun 22, Sat, 9am–12pm

## English as a Second Language: Pronunciation Intensive

COURSE: 11 WEEKS

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

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

Sat, 2:30–4:30pm

**Rockville: Montgomery College**

Sat, 2:30–4:30pm

**NEW YORK****Manhattan: 25 West 18th Street**

Thu, 6–8pm (Winter)

**VIRGINIA****Arlington: Syphax Adult Education Center**

Sat, 2:30–4:30pm

**REMOTE LEARNING (ZOOM)**

Fri, 1–3pm

## Facilities Management: Basics

QUICK COURSE: ONE 3-HOUR SESSION

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

**NEW YORK****Manhattan: 25 West 18th Street**

Nov 9, Thu, 6–9pm

Jan 25, Thu, 6–9pm

Apr 25, Thu, 6–9pm

**REMOTE LEARNING (ZOOM)**

Jan 26, Fri, 6–9pm

Over  
**2,600**  
members

enrolled in a class for the  
first time in 2022/23

# Courses and Quick Courses

## FDNY

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

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

QUICK COURSE:  
ONE 3-HOUR SESSION



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

#### NEW YORK

**Manhattan: 25 West 18th Street**

Jan 20, Sat, 12:30–3:30pm

Jun 4, Tue, 3–6pm

#### REMOTE LEARNING (ZOOM)

Oct 17, Tue, 3–6pm

Nov 1, Wed, 6–9pm

Mar 5, Tue, 3–6pm

Mar 20, Wed, 6–9pm

May 14, Tue, 6–9pm

Jun 14, Fri, 6–9pm

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

QUICK COURSE: TWO 4-HOUR SESSIONS



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

#### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 10–Oct 17, Tue, 10am–2pm

Nov 30–Dec 7, Thu, 10am–2pm

Jan 18–Jan 25, Thu, 2–6pm

Feb 20–Feb 27, Tue, 10am–2pm

Apr 30–May 7, Tue, 10am–2pm

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

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



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

#### NEW YORK

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

Oct 10–Oct 17, Tue, 6–8pm

#### REMOTE LEARNING (ZOOM)

Feb 2, Fri, 5–9pm

Jun 3–Jun 10, Mon, 6–8pm

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

QUICK COURSE:  
ONE 3-HOUR SESSION



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

#### REMOTE LEARNING (ZOOM)

Nov 17, Fri, 6–9pm

Feb 9, Fri, 12–3pm

May 16, Thu, 6–9pm

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

COURSE: 12 WEEKS



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

#### NEW YORK

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

Mon, 5:30–9pm

**Manhattan: 25 West 18th Street**

Sat, 9am–1pm

Tue, 5–9pm

Fri, 9am–1pm

**Queens: Queens College**

Sat, 9am–1pm

#### REMOTE LEARNING (ZOOM)

Wed, 11am–3pm (Winter)

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

QUICK COURSE:  
ONE 3-HOUR SESSION



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

#### NEW YORK

**Manhattan: 25 West 18th Street**

Mar 23, Sat, 1–4pm

May 1, Wed, 1–4pm

#### REMOTE LEARNING (ZOOM)

Oct 16, Mon, 1–4pm

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORG

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

QUICK COURSE:  
ONE 3-HOUR SESSION

Prepare to take the FDNY Certificate of Fitness Examination for Fire Guard for Torch Operations (F-60).

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 4, Wed, 6–9pm

Feb 1, Thu, 11am–2pm

May 13, Mon, 11am–2pm

### REMOTE LEARNING (ZOOM)

Nov 11, Sat, 1:30–4:30pm

Jan 18, Thu, 6–9pm

May 16, Thu, 6–9pm

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

QUICK COURSE:  
ONE 3-HOUR SESSION

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

### NEW YORK

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

Nov 14, Tue, 6–9pm

**Manhattan: 25 West 18th Street**

Jan 4, Thu, 6–9pm

### REMOTE LEARNING (ZOOM)

Sep 30, Sat, 1:30–4:30pm

Feb 9, Fri, 6–9pm

Apr 26, Fri, 6–9pm

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

COURSE: 11 WEEKS



*Prerequisite(s): Air Conditioning & Refrigeration III*

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

For a list of approved services visit:  
<https://on.nyc.gov/3bzg2zv>

### NEW YORK

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

Mon &amp; Wed, 6–9pm (Winter)

Tue &amp; Thu, 6–9pm (Fall)

**Manhattan: 25 West 18th Street**

Sat, 9am–4pm (Fall)

Tue &amp; Thu, 6–9pm (Fall)

Wed &amp; Fri, 6–9pm (Fall)

**Queens: Queens College**

Sat, 9am–4pm (Fall)

**White Plains: 99 Church Street**

Sat, 9am–4pm (Fall)

Mon &amp; Wed, 6–9pm (Fall)

### REMOTE LEARNING (ZOOM)

Tue &amp; Thu, 9am–12pm (Fall)

Wed &amp; Fri, 9am–12pm (Fall)

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

COURSE: 11 WEEKS



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

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

### NEW YORK

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

Mon &amp; Wed, 6–9pm (Spring)

Tue &amp; Thu, 6–9pm (Winter)

**Manhattan: 25 West 18th Street**

Sat, 9am–4pm (Winter)

Tue &amp; Thu, 6–9pm (Winter)

Wed &amp; Fri, 6–9pm (Winter)

**Queens: Queens College**

Sat, 9am–4pm (Winter)

**White Plains: 99 Church Street**

Sat, 9am–4pm (Winter)

Mon &amp; Wed, 6–9pm (Winter)

### REMOTE LEARNING (ZOOM)

Tue &amp; Thu, 9am–12pm (Winter)

Wed &amp; Fri, 9am–12pm (Winter)



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

# Joseph Caccavale

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

# Courses and Quick Courses

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

COURSE: 11 WEEKS



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

### NEW YORK

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

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

**Manhattan: 25 West 18th Street**

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

**Queens: Queens College**

Sat, 9am–4pm (Spring)

**White Plains: 99 Church Street**

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

### REMOTE LEARNING (ZOOM)

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

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

QUICK COURSE: SIX 3-HOUR SESSIONS



*Prerequisite(s):* FDNY: Refrigerating System Operating Engineer III (Q-01)  
Prepare to take the computer-simulated FDNY Refrigerating Systems Operating Engineer (RMO) Certificate of Qualification practical examination (Z-52). *Must possess proof that you have passed the FDNY's Refrigerating Systems Operating Engineer Written Exam (Z-51).*

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 25–Dec 6, Wed, 9am–12pm  
Jan 19–Feb 23, Fri, 6–9pm  
Apr 19–May 24, Fri, 6–9pm

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

COURSE: 11 WEEKS



Prepare for the FDNY's Certificate of Fitness Examinations for S-12, S-13, S-14, and S-15. *Must have appropriate reading levels, or high school diploma, or its equivalent.*

### NEW YORK

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

Tue, 6–9pm  
Wed, 6–9pm

**Manhattan: 25 West 18th Street**

Wed, 6–9pm (Fall)  
Fri, 11am–2pm (Winter, Spring)  
Fri, 1–4pm (Spring)

**Queens: Queens College**

Sat, 1:30–4:30pm

**White Plains: 99 Church Street**

Sat, 9am–12pm  
Mon, 6–9pm

### REMOTE LEARNING (ZOOM)

Sat, 9am–12pm (Fall, Spring)  
Fri, 11am–2pm (Fall)

## FDNY: Supervise Fuel Oil Transfer in Buildings (P-98)

QUICK COURSE:  
ONE 3-HOUR SESSION



Prepare for the FDNY consolidated examination for the Certificate of Fitness for Supervise Fuel-Oil Transfer in Buildings (P-98).

### NEW YORK

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

Nov 21, Tue, 6–9pm

**Manhattan: 25 West 18th Street**

Oct 6, Fri, 6–9pm  
Feb 23, Fri, 6–9pm

### REMOTE LEARNING (ZOOM)

Nov 6, Mon, 11am–2pm  
Jan 22, Mon, 11am–2pm  
Apr 22, Mon, 11am–2pm

## FDNY: Supervision of Air Compressors (A-35)

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



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

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 14–Oct 21, Sat, 1–4pm

### REMOTE LEARNING (ZOOM)

Oct 6–Oct 13, Fri, 6–9pm  
Oct 11–Oct 18, Wed, 9am–12pm  
Nov 8, Wed, 3–9pm  
Jan 31, Wed, 9am–3pm  
May 3–May 10, Fri, 6–9pm  
May 8–May 15, Wed, 9am–12pm

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

QUICK COURSE:  
ONE 3-HOUR SESSION



Prepare to take the FDNY's Certificate of Fitness examination for Supervision of Fire Alarm Systems (S-95).

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 14, Sat, 1:30–4:30pm  
Jun 1, Sat, 1:30–4:30pm

### REMOTE LEARNING (ZOOM)

Nov 8, Wed, 6–9pm  
Feb 17, Sat, 4:30–7:30pm  
Mar 4, Mon, 6–9pm  
Apr 25, Thu, 6–9pm

## FDNY: Supervision of Handling & Dispensing Flammable or Combustible Liquids in Portable Containers (S-94)

QUICK COURSE:  
TWO 3-HOUR SESSIONS



Prepare to take the FDNY's Certificate of Fitness examination for Supervision of Handling and Dispensing Flammable or Combustible Liquids in Portable Containers (Citywide) (S-94).

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 28–Nov 4, Sat, 10am–1pm  
Jan 24–Jan 31, Wed, 10am–1pm  
Feb 22–Feb 29, Thu, 6–9pm  
May 1–May 8, Wed, 6–9pm  
Jun 14–Jun 21, Fri, 10am–1pm

### REMOTE LEARNING (ZOOM)

Nov 10–Nov 17, Fri, 6–9pm  
Dec 12–Dec 19, Tue, 9am–12pm  
Mar 12–Mar 19, Tue, 6–9pm  
Apr 20–Apr 27, Sat, 9am–12pm  
Jun 1–Jun 8, Sat, 12:30–3:30pm

Key to  
symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification



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

COURSE: 11 WEEKS



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

### NEW YORK

**Manhattan: 25 West 18th Street**

Sat, 9–11am (Fall)

Sat, 10am–12pm (Spring)

Sat, 1–3pm (Spring)

Tue, 6–8pm (Fall)

Wed, 2–4pm (Winter)

Thu, 10am–12pm (Winter)

### REMOTE LEARNING (ZOOM)

Sat, 9–11am (Winter)

Tue, 9–11am (Spring)

Wed, 11am–1pm (Fall)

Wed, 6–8pm (Spring)

Fri, 1–3pm (Fall)

Fri, 6–8pm (Winter)

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

QUICK COURSE:  
TWO 3-HOUR SESSIONS

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 22–Nov 29, Wed, 6–9pm

Jan 18–Jan 25, Thu, 9am–12pm

Feb 15–Feb 22, Thu, 6–9pm

Apr 16–Apr 23, Tue, 6–9pm

### REMOTE LEARNING (ZOOM)

Oct 28–Nov 4, Sat, 1–4pm

Dec 1–Dec 8, Fri, 2–5pm

Mar 12–Mar 19, Tue, 5–8pm

May 15–May 22, Wed, 12–3pm

Jun 1–Jun 8, Sat, 9am–12pm

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

QUICK COURSE:  
THREE 3-HOUR SESSIONS

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

### REMOTE LEARNING (ZOOM)

Oct 31–Nov 14, Tue, 6–9pm

Mar 2–Mar 16, Sat, 1–4pm

May 7–May 21, Tue, 1–4pm

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

QUICK COURSE:  
ONE 3-HOUR SESSION

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

### NEW YORK

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

Jan 23, Tue, 6–9pm

**Manhattan: 25 West 18th Street**

Oct 11, Wed, 6–9pm

May 24, Fri, 6–9pm

**White Plains: 99 Church Street**

Feb 13, Tue, 6–9pm

### REMOTE LEARNING (ZOOM)

Nov 4, Sat, 1:30–4:30pm

Jan 11, Thu, 6–9pm

May 9, Thu, 6–9pm

**Over 60**courses with remote  
learning options

Plumbing Basics, Manhattan, NY

## FDNY: Watchperson at Construction Sites (S-60)

QUICK COURSE: ONE 3-HOUR SESSION



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

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 10, Tue, 6–9pm

Jan 27, Sat, 12–3pm

Apr 19, Fri, 9am–12pm

May 29, Wed, 6–9pm

### REMOTE LEARNING (ZOOM)

Nov 8, Wed, 6–9pm

Dec 9, Sat, 1–4pm

Feb 9, Fri, 11am–2pm

Mar 16, Sat, 11am–2pm

Jun 20, Thu, 1–4pm

# Courses and Quick Courses

## Fire Safety: Evacuation Supervisor

COURSE: 11 WEEKS



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

### NEW YORK

**Manhattan: 25 West 18th Street**

Sat, 9–11am (Fall)  
Thu, 9–11am (Spring)  
Fri, 6–8pm (Winter)

### REMOTE LEARNING (ZOOM)

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

## Fire Safety for Residential Buildings

QUICK COURSE: ONE 3-HOUR SESSION



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

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 5, Thu, 6–9pm  
Dec 8, Fri, 6–9pm  
Feb 23, Fri, 6–9pm  
Mar 7, Thu, 6–9pm  
Apr 18, Thu, 6–9pm  
Jun 7, Fri, 6–9pm

### REMOTE LEARNING (ZOOM)

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

## Fireman: Low Pressure Black Seal Preparation

COURSE: 11 WEEKS



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

### NEW JERSEY

**Hackensack: Bergen County Technical Schools**

Sat, 9am–1pm

## Financial Literacy

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



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

*Partner: 32BJ Legal Fund*

### NEW YORK

**Manhattan: 25 West 18th Street**

May 10–May 17, Fri, 6–9pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Jan 20–Jan 27, Sat, 9am–12pm

### REMOTE LEARNING (ZOOM)

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

## First Aid

QUICK COURSE: ONE 4-HOUR SESSION



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

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

### CONNECTICUT

**Hartford: Capital Community College**

Dec 2, Sat, 9am–1pm (*Español*)

**Hartford: 32BJ SEIU Office**

Sep 30, Sat, 9am–1pm

**Norwalk: Norwalk Community College**

Nov 18, Sat, 8:30am–12:30pm

### FLORIDA

**Miami: 32BJ SEIU Office**

May 18, Sat, 11am–3pm

### NEW JERSEY

**Dover: The Organization for Hispanic Affairs**

Feb 10, Sat, 12:30–4:30pm (*Español*)

**Trenton: Mercer County Community College**

May 4, Sat, 12:30–4:30pm (*Español*)

**Union City: Hudson County Community College**

Nov 11, Sat, 12:30–4:30pm (*Español*)

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 2, Thu, 5–9pm

Dec 14, Thu, 5–9pm

Feb 3, Sat, 12:30–4:30pm

Feb 7, Wed, 1–5pm (*Español*)

Feb 28, Wed, 9am–1pm

Mar 14, Thu, 9am–1pm (*Español*)

Mar 21, Thu, 5–9pm

May 10, Fri, 9am–1pm

### PENNSYLVANIA

**Pittsburgh: SEIU 32BJ Office**

Oct 11, Wed, 1–5pm

Dec 7, Thu, 9am–1pm

Feb 24, Sat, 1–5pm

May 22, Wed, 5–9pm

## Floor Care: Long Term

QUICK COURSE: ONE 6-HOUR SESSION

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

*Partner: New York City College of Technology*

### NEW YORK

**Brooklyn: New York City**

**College of Technology (Jay Street)**

Oct 13, Fri, 9am–4pm

Feb 23, Fri, 9am–4pm

May 31, Fri, 9am–4pm

## Floor Care: Terrazzo & Tile

QUICK COURSE: ONE 6-HOUR SESSION

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

*Partner: New York City College of Technology*

### NEW YORK

**Brooklyn: New York City**

**College of Technology (Jay Street)**

Oct 21, Sat, 9am–4pm

Mar 9, Sat, 9am–4pm

Jun 1, Sat, 9am–4pm

## Gas Safety Training

QUICK COURSE: ONE 3-HOUR SESSION



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

*Partner: City University of New York:*

*Building Performance Lab & Con Edison*

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 16, Mon, 6–9pm

Oct 30, Mon, 6–9pm

Feb 5, Mon, 6–9pm

Feb 26, Mon, 6–9pm

May 6, Mon, 6–9pm

May 13, Mon, 6–9pm

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORG

# Green Buildings

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

## Green Buildings: Advanced Air Sealing

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

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

**NEW YORK****Manhattan: 25 West 18th Street**

Nov 27–Dec 4, Mon, 6–9pm

Jan 24–Jan 31, Wed, 6–9pm

Feb 16–Feb 23, Fri, 9am–12pm

May 1–May 8, Wed, 6–9pm

## Green Buildings: Advanced Lighting

**QUICK COURSE: FOUR 3-HOUR SESSIONS***Prerequisite(s): Electricity Basics**Note: Test out available*

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

**NEW YORK****Manhattan: 25 West 18th Street**

Oct 30–Nov 20, Mon, 6–9pm

Feb 26–Mar 18, Mon, 11am–2pm

Feb 26–Mar 18, Mon, 6–9pm

May 24–Jun 14, Fri, 9am–12pm

## Green Buildings: Building Emissions Awareness

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

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

*Partner: Urban Green Council***REMOTE LEARNING (ZOOM)**

Oct 11, Wed, 6–9pm

Oct 23, Mon, 6–9pm

Jan 17, Wed, 6–9pm

Feb 9, Fri, 9am–12pm

Apr 24, Wed, 6–9pm

Jun 6, Thu, 6–9pm

## Green Buildings: Combustion Safety & Efficiency Testing

**QUICK COURSE: ONE 3-HOUR SESSION***Prerequisite(s): Air Pollution Control (P-99)*

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

**REMOTE LEARNING (ZOOM)**

Oct 6, Fri, 11am–2pm

Jan 22, Mon, 6–9pm

Jun 12, Wed, 9am–12pm

Jun 26, Wed, 6–9pm

## Green Buildings: How to Conduct a Waste Audit

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

*Prerequisite(s): Must complete one of the following: Green Commercial: Green Cleaning & Recycling or Green Commercial: Recycling or Green Residential: Recycling for Multifamily Buildings*  
Describe the purpose and benefits of conducting a waste audit. Perform the steps of a waste audit. Interpret results and use targeted strategies to improve waste diversion in your building.

**NEW YORK****Manhattan: 25 West 18th Street**

Mar 20, Wed, 6–9pm

## Green Buildings: How to Improve Your Building's Energy Grade

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

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

*Partner: New York State Energy Research & Development Authority (NYSERDA)***NEW YORK****Manhattan: 25 West 18th Street**

Sep 26–Oct 31, Tue, 6–9pm

Nov 1–Dec 13, Wed, 6–9pm

Jan 5–Feb 9, Fri, 11am–2pm

Feb 12–Mar 25, Mon, 6–9pm

Apr 9–May 14, Tue, 11am–2pm

May 15–Jun 26, Wed, 6–9pm

# Courses and Quick Courses



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

## Green Buildings: LEED Arc

QUICK COURSE: ONE 3-HOUR SESSION

Understand how Leadership in Energy and Environmental Design (LEED) uses the digital platform Arc to measure and track building performance. Learn how to set up an Arc account and how 32BJ HQ uses Arc.

### REMOTE LEARNING (ZOOM)

Oct 14, Sat, 9am–12pm  
Feb 21, Wed, 6–9pm  
Jun 25, Tue, 6–9pm

## Green Buildings: Passive House Multifamily Buildings

QUICK COURSE: ONE 3-HOUR SESSION

Learn about passive house building design and discuss multifamily buildings that meet passive house standards, the highest efficiency standards in the industry. Review the strategies used to slash energy costs and improve tenant comfort.

### REMOTE LEARNING (ZOOM)

Dec 11, Mon, 6–9pm  
Feb 7, Wed, 6–9pm  
Mar 1, Fri, 9am–12pm  
May 15, Wed, 6–9pm

## Green Buildings: Seminar Series

QUICK COURSE: VARIES

Learn about various green topics and sustainable practices.

### REMOTE LEARNING (ZOOM)

Sep 21, Thu, 12:30–1:30pm  
Sep 22, Fri, 1–2pm  
Mar 27, Wed, 6–9pm

## Green Buildings: Understanding Your Building's Energy Grade

QUICK COURSE: ONE 2-HOUR SESSION

Learn about the energy grades assigned to buildings by New York City—how they are determined, helpful resources, and what you can do to improve your grade.

### REMOTE LEARNING (ZOOM)

Oct 16, Mon, 6–8pm  
Feb 2, Fri, 9–11am  
Apr 29, Mon, 6–8pm

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

COURSE: 11 WEEKS

*Prerequisite(s): Air Conditioning & Refrigeration III*

Explore advanced green technologies and strategies used in the mechanical, electrical, and plumbing trades and understand how workers collaborate to employ these strategies. Qualify to take exams for GPRO (Green Professional) Electrical Systems, Plumbing, and Mechanical certificates.

*Partner: Urban Green Council*

### NEW YORK

**White Plains: 99 Church Street**  
Mon, 6–9pm (Fall)

### REMOTE LEARNING (ZOOM)

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

## Green Commercial II: Building Operator Certification I

COURSE: 11 WEEKS

*Prerequisite(s): Green Commercial I: GPRO Mechanical, Electrical & Plumbing (MEP)*  
Gain an in-depth understanding of HVAC controls, common opportunities for operational improvements, and scoping for energy efficiency. Qualify to earn the Building Operator Certification Level I (BOC I).

*Partner & Certifying Body: Northwest Energy Efficiency Council (NEEC)*

### NEW YORK

**White Plains: 99 Church Street**  
Mon & Wed, 6–9pm (Winter)

### REMOTE LEARNING (ZOOM)

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

## Green Commercial III: Building Operator Certification II

COURSE: 11 WEEKS

*Prerequisite(s): Green Commercial II: Building Operator Certification I*

Gain a better understanding of major building systems and the tools to measure performance, energy use, and savings. Qualify to earn the Building Operator Certification Level II (BOC II).

*Partner & Certifying Body: Northwest Energy Efficiency Council (NEEC)*

### NEW YORK

**White Plains: 99 Church Street**  
Mon & Wed, 6–9pm (Spring)

### REMOTE LEARNING (ZOOM)

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

## Green Commercial: Green Cleaning & Recycling

QUICK COURSE: ONE 3-HOUR SESSION

Recognize green product certifications, identify and utilize green practices in cleaning, and consider ways to improve indoor air quality. Review waste and recycling policies and inefficiencies and how to report them.

*Note: Employer referral only.*



Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification



REGISTER AT  
32BJMEMBERPORTAL.ORG

## Green Commercial: Introduction to Green Building Concepts & Reporting

QUICK COURSE: ONE 3-HOUR SESSION

Understand the basic concepts of climate change and sustainability and how they relate to the building service industry. Explain the importance of building green and identify green building initiatives, such as Leadership in Energy and Environmental Design (LEED). Recognize the importance of reporting inefficient practices in the workplace. *Note: Employer referral only.*

## Green Commercial: Recycling

QUICK COURSE: ONE 2-HOUR SESSION

Understand recycling rules and regulations in commercial buildings. Define the roles of tenants, cleaners, and carters in fulfilling recycling procedures and avoiding fines. Learn how to set up a recycling station.

REMOTE LEARNING (ZOOM)

Dec 11, Mon, 6–8pm  
Mar 19, Tue, 9–11am  
May 17, Fri, 9–11am  
May 31, Fri, 6–8pm

## Green Commercial: Sustainability in Other Resources

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

Identify common energy and water inefficiencies in a commercial building and how to report them. Review health and safety guidelines, and green cleaning best practices. *Note: Employer referral only.*

## Green Professional I: LEED Green Associate

QUICK COURSE: 11 WEEKS

*Prerequisite(s): Green Commercial I: GPRO Mechanical, Electrical & Plumbing (MEP)*  
Understand the LEED rating systems. Learn the concepts used to certify a building as a LEED Building. Qualify to take the exam for the LEED Green Associate (LEED GA) credential.  
*Certifying Body: Green Business Certification Inc. (GBCI)*

NEW YORK

Manhattan: 25 West 18th Street  
Mon, 6:30–9pm (Fall)

## Green Professional II: LEED AP (O+M)

COURSE: 11 WEEKS

*Prerequisite(s): Green Professional I: LEED Green Associate*  
Learn about the credits and processes used to certify a building under the LEED Existing Building Operations and Maintenance rating system. Qualify to take the exam for the LEED Accredited Professional (AP) in Operations & Maintenance.  
*Certifying Body: Green Business Certification Inc. (GBCI)*

REMOTE LEARNING (ZOOM)

Sat, 9am–12pm (Winter)

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

COURSE: 11 WEEKS

*Prerequisite(s): Green Professional II: LEED AP (O+M)*  
Prepare for the LEED AP O+M exam through class review & practice tests.

REMOTE LEARNING (ZOOM)

Sat, 9am–12pm (Spring)

## Green Professional: WELL

QUICK COURSE: EIGHT 2-HOUR SESSIONS

*Prerequisite(s): Green Professional I: LEED Green Associate*  
Understand the WELL Building Standard. Learn the concepts used to fulfill the requirements of a WELL certified building. Qualify to take the exam for the WELL Accredited Professional (WELL AP) credential.  
*Partner: Green Building Education Services (GBES). Certifying Body: Green Business Certification Inc. (GBCI)*

REMOTE LEARNING (ZOOM)

Oct 16–Dec 4, Mon, 6–8pm



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

**Blas Moreno**

Location: The Bronx, New York

Job Title: Resident Manager

Employer: Rudin Management Company

Course(s) Taken: Air Conditioning & Refrigeration, Pool Operation & many others!

# Courses and Quick Courses

## Green Residential I: BPI Multifamily Building Operator (MFBO)

COURSE: 11 WEEKS

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

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

### NEW YORK

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

Mon, 6–9pm (Winter)

**Manhattan: 25 West 18th Street**

Tue, 11am–2pm (Fall)

Tue, 6–9pm (Fall)

Thu, 6–9pm (Fall, Winter)



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

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

COURSE: EIGHT 3-HOUR SESSIONS

Prerequisite(s): Green Residential I:

BPI Multifamily Building Operator (MFBO)

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

### NEW YORK

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

Apr 8–Jun 3, Mon, 6–9pm

**Manhattan: 25 West 18th Street**

Jan 2–Feb 20, Tue, 6–9pm

Jan 4–Feb 22, Thu, 6–9pm

Apr 11–May 30, Thu, 6–9pm

### REMOTE LEARNING (ZOOM)

Jan 2–Feb 20, Tue, 11am–2pm

## Green Residential III: BPI Multifamily Building Analyst (MFBA)

COURSE: 11 WEEKS

Prerequisite(s): Green Residential II:

GPRO Operations & Maintenance (O+M) & Heating Systems I

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

*Certifying Body: Building Performance Institute (BPI)*

### NEW YORK

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

Mon, 6–9pm (Fall)

**Manhattan: 25 West 18th Street**

Tue, 10am–2pm (Spring)

Tue, 5–9pm (Spring)

Thu, 5–9pm (Spring)

## Green Residential: BPI Multifamily Building Operator Recertification (MFBO)

QUICK COURSE: FOUR 3-HOUR SESSIONS

Prerequisite(s): Green Residential I:

BPI Multifamily Building Operator (MFBO)

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

*Certifying Body: Building Performance Institute (BPI)*

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 25–Nov 15, Wed, 6–9pm

Feb 27–Mar 19, Tue, 6–9pm

Apr 27–May 18, Sat, 1–4pm

## Green Residential: Recycling for Multifamily Buildings

QUICK COURSE: ONE 2-HOUR SESSION

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

### REMOTE LEARNING (ZOOM)

Dec 12, Tue, 9–11am

Feb 5, Mon, 6–8pm

Mar 8, Fri, 9–11am

Jun 12, Wed, 6–8pm

Jun 27, Thu, 6–8pm

Key to  
symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification



## Handyperson Basics

COURSE: 11 WEEKS

Learn how to make basic carpentry, electricity, and plumbing repairs essential to building maintenance. *Must be actively employed as a school custodian in New Jersey.*

### NEW JERSEY

**Bayonne: Bayonne High School**

Sat, 9am–4pm

**Wayne: Institute for****Contemporary Careers**

Sat, 9am–4pm

## Heat & Hot Water

QUICK COURSE: ONE 3-HOUR SESSION



Gain a basic understanding of general heating concepts and New York City heat and hot water regulations.

### NEW YORK

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

Apr 23, Tue, 6–9pm

**Manhattan: 25 West 18th Street**

Oct 27, Fri, 6–9pm

Nov. 17, Fri, 6–9pm

Feb 21, Wed, 10am–1pm

Mar 6, Wed, 10am–1pm

May 2, Thu, 6–9pm

### REMOTE LEARNING (ZOOM)

Oct 27, Fri, 6–9pm

Feb 8, Thu, 6–9pm

Feb 15, Thu, 6–9pm

Apr 16, Tue, 9am–12pm

## Heat Pumps

QUICK COURSE: SIX 3-HOUR SESSIONS

*Prerequisite(s): Air Conditioning & Refrigeration III*

Operate, maintain, and service heat pumps. Study basic refrigeration and heat pump theory and engage in hands-on troubleshooting of mechanical and electrical systems.

### NEW YORK

**Manhattan: 25 West 18th Street**

Sep 25–Nov 6, Mon, 11am–2pm

Feb 17–Mar 23, Sat, 1–4pm

Apr 26–May 31, Fri, 6–9pm

## Heat Timer: Hot Water Reset

QUICK COURSE: ONE 6-HOUR SESSION

Learn about the functions and settings of the Hot Water Reset (HWR) control panel. Review the sequence of operation, setting the controls, schedules, maintenance, and light troubleshooting.

*Partner: New York City College of Technology*

### NEW YORK

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

Oct 14, Sat, 9am–4pm

Jun 22, Sat, 9am–4pm

## Heating Systems I

COURSE: 11 WEEKS

*Prerequisite(s): Electricity Basics and must complete one of the following: Air Pollution Control (P-99) or Air Pollution Reduction*

Identify all phases of boiler operation. Learn the types of heating equipment used in residential and commercial buildings: study combustion controls, steam output, and piping.

### NEW YORK

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

Mon, 6–9pm (Fall, Spring)

Tue, 6–9pm (Winter)

**Manhattan: 25 West 18th Street**

Fri, 1–4pm (Fall)

Fri, 6–9pm (Fall)

**Queens: Queens College**

Thu, 6–9pm (Fall)

**White Plains: 99 Church Street**

Thu, 6–9pm (Fall)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 9am–12pm (Fall)



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

## Javon Young

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

# Courses and Quick Courses

## Heating Systems II

**COURSE:** 11 WEEKS

*Prerequisite(s): Heating Systems I*

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

### NEW YORK

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

Mon, 6–9pm (Winter)

Tue, 6–9pm (Fall, Spring)

**Manhattan: 25 West 18th Street**

Fri, 1–4pm (Winter)

Fri, 6–9pm (Winter)

**Queens: Queens College**

Thu, 6–9pm (Winter)

**White Plains: 99 Church Street**

Thu, 6–9pm (Winter)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 9am–12pm (Winter)

## Heating Systems III: Lab

**QUICK COURSE:** SEVEN 2.5-HOUR SESSIONS

*Prerequisite(s): Heating Systems II*

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

*Partner: New York City College of Technology*

### NEW YORK

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

May 7–Jun 18, Tue, 2:30–5pm

May 7–Jun 18, Tue, 6–8:30pm

May 9–Jun 20, Thu, 6–8:30pm

## High School Equivalency (GED) I: Preparation

**COURSE:** 11 WEEKS



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

*Note: Available online.*

### CONNECTICUT

**Hartford: Capital Community College**

Sat, 9am–1pm (Español)

### MARYLAND

**Baltimore: Baltimore City  
Community College**

Sat, 9am–4pm

Sat, 2:30–4:30pm (Español)

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

Sat, 2:30–4:30pm (Español)

**Rockville: Montgomery College**

Sat, 2:30–4:30pm (Español)

**Silver Spring: Montgomery College**

Sat, 2:30–4:30pm (Español)

### NEW JERSEY

**Plainfield: Union County College**

Sat, 1:30–4:30pm (Español)

### NEW YORK

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

Sat, 9am–4pm (Español)

Mon & Wed, 9am–12pm (Español)

Mon & Wed, 6–9pm

**Manhattan: 25 West 18th Street**

Sat, 9am–4pm

Tue & Thu, 9am–12pm

Tue & Thu, 6–9pm

**Queens: Queens College**

Sat, 9am–4pm

**White Plains: 99 Church Street**

Sat, 1:30–5:30pm (Español)

### VIRGINIA

**Arlington: Syphax Adult Education Center**

Sat, 9am–2pm (Español)

### WASHINGTON, DC

**SED Center**

Sun, 10am–2:30pm (Español)

### REMOTE LEARNING (ZOOM)

Sat, 9am–4pm (Español or English)

Sat, 1–5pm (HiSET, MA only)

Mon & Wed, 9am–12pm

Mon & Wed, 6–9pm

Tue & Thu, 9am–12pm (Español or English)



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

## Nora J. Parra Carrero

**Location: Manhattan, New York**

**Job Title: Cleaner**

**Employer: SL Green Realty Corp.**

**Course(s) Taken: Online: Customer Service, Online Cell-Ed: English,**

**Online: Tools of the Trade & many others!**

Key to  
symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification



## Human Relations

COURSE: 11 WEEKS



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

### CONNECTICUT

**Hartford: Capital Community College**

Sat, 9–11am

### NEW YORK

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

Thu, 6–8pm

**Manhattan: 25 West 18th Street**

Wed, 12–2pm (Spring)

Wed, 6–8pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 12:30–2:30pm

### REMOTE LEARNING (ZOOM)

Sat, 12–2pm

Fri, 12–2pm



HVAC Principles of Preventative Maintenance, Bayonne, NJ

## HVAC Principles of Preventative Maintenance

QUICK COURSE: ONE 3-HOUR SESSION



*Prerequisite(s): Air Conditioning & Refrigeration III*

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 26, Thu, 6–9pm

Jun 12, Wed, 6–9pm

### REMOTE LEARNING (ZOOM)

May 13, Mon, 6–9pm

## Hydronic Hot Water Systems

QUICK COURSE: TWO 6-HOUR SESSIONS

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

*Partner: New York City College of Technology*

### NEW YORK

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

Feb 2–Feb 9, Fri, 9am–4pm

May 25–Jun 1, Sat, 9am–4pm

## Instantaneous Hot Water Heaters

QUICK COURSE: ONE 6-HOUR SESSION

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

*Partner: New York City College of Technology*

### NEW YORK

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

Dec 16, Sat, 9am–4pm

Mar 16, Sat, 9am–4pm

## Integrated Pest Management

QUICK COURSE: ONE 3-HOUR SESSION



Develop an integrated pest management (IPM) program for your building. Learn how to prevent and control pest infestations using methods that rely less on pesticides and more on exclusion and sanitation.

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 28, Tue, 10am–1pm

Mar 22, Fri, 6–9pm

May 10, Fri, 10am–1pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

May 4, Sat, 12:30–3:30pm

### REMOTE LEARNING (ZOOM)

Oct 2, Mon, 6–9pm

Feb 24, Sat, 10am–1pm

May 9, Thu, 6–9pm

# Courses and Quick Courses

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

QUICK COURSE: ONE 8-HOUR SESSION

Earn the required EPA certification for performing renovations that disturb lead-based paint. Learn techniques to contain the work area, minimize dust, and adhere to appropriate cleanup procedures.

*Note: Certification lasts five years.*

*Partner: Environmental Education Associates.*

*Certifying Body: EPA*

### NEW YORK

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

Nov 4, Sat, 9am–5pm

Feb 17, Sat, 9am–5pm

May 11, Sat, 9am–5pm

**Manhattan: 25 West 18th Street**

Oct 20, Fri, 8:30am–4:30pm

Nov 1, Wed, 8:30am–4:30pm

Dec 12, Tue, 8:30am–4:30pm

Dec 14, Thu, 8:30am–4:30pm

Jan 26, Fri, 8:30am–4:30pm

Mar 19, Tue, 8:30am–4:30pm

Mar 21, Thu, 8:30am–4:30pm

May 16, Thu, 8:30am–4:30pm

May 17, Fri, 8:30am–4:30pm

May 28, Tue, 8:30am–4:30pm

## Lead Safety for Renovation, Repair, & Painting: Renewal

QUICK COURSE: ONE 4-HOUR SESSION

*Prerequisite(s): Lead Safety for Renovation, Repair & Painting: Initial*

Prepare to renew the Lead Safety for Renovations, Repair, and Painting EPA Certification. *Note: Certification*

*lasts five years.*

*Partner: Environmental Education Associates.*

*Certifying Body: EPA*

### NEW YORK

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

Nov 18, Sat, 9am–1pm

Feb 24, Sat, 9am–1pm

May 18, Sat, 9am–1pm

**Manhattan: 25 West 18th Street**

May 23, Thu, 9am–1pm



Plumbing Basics, Philadelphia, PA

## Leadership & Supervisory Skills

QUICK COURSE: FOUR 3-HOUR SESSIONS

Recognize leadership strengths and explore how to use them most effectively for career advancement. Understand the qualities necessary for effective leadership and learn methods to put them into practice.

### CONNECTICUT

**Hartford: Capital Community College**

Nov 13–Dec 4, Mon, 5:30–8:30pm

Apr 8–Apr 29, Mon, 5:30–8:30pm

### NEW YORK

**Manhattan: 25 West 18th Street**

Sep 29–Oct 20, Fri, 6–9pm

Apr 10–May 1, Wed, 6–9pm

Apr 27–May 18, Sat, 9am–12pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Nov 4–Dec 2, Sat, 9am–12pm

Feb 24–Mar 16, Sat, 9am–12pm

May 4–Jun 1, Sat, 9am–12pm

**Pittsburgh: SEIU 32BJ Office**

Oct 14–Nov 4, Sat, 12–3pm

### REMOTE LEARNING (ZOOM)

Jan 12–Feb 2, Fri, 6–9pm

## Locksmith I

COURSE: 11 WEEKS

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

### NEW YORK

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

Sat, 9am–4pm (Fall, Spring)

Mon, 6–9pm (Fall, Spring)

Tue, 6–9pm (Winter)

Wed, 6–9pm (Fall, Spring)

Thu, 6–9pm (Winter)

**Manhattan: 25 West 18th Street**

Sat, 12:30–3:30pm (Fall)

Tue, 6–9pm (Fall)

Wed, 12:30–3:30pm (Winter)

Thu, 11am–2pm (Fall)

Thu, 6–9pm (Winter)

**Queens: Queens College**

Sat, 9am–12pm (Fall)

Sat, 12:30–3:30pm (Winter)

Mon, 6–9pm (Fall)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 12:30–3:30pm

Tue & Thu, 9am–12pm (Fall, Winter)

Wed, 6–9pm (Fall)

Thu, 6–9pm (Spring)

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORG

## Locksmith II

COURSE: 11 WEEKS

*Prerequisite(s): Locksmith I*

Practice installing and repairing mortise and key-in-knob locks. Learn how to adjust door closures. Understand the components and function of card/fob access systems and panic bars.

### NEW YORK

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

Sat, 9am–4pm (Winter)

Mon, 6–9pm (Winter)

Tue, 6–9pm (Fall, Spring)

Wed, 6–9pm (Winter)

Thu, 6–9pm (Fall, Spring)

**Manhattan: 25 West 18th Street**

Sat, 12:30–3:30pm (Winter)

Tue, 6–9pm (Winter)

Wed, 12:30–3:30pm (Spring)

Thu, 11am–2pm (Winter)

Thu, 6–9pm (Spring)

**Queens: Queens College**

Sat, 9am–12pm (Winter)

Sat, 12:30–3:30pm (Spring)

Mon, 6–9pm (Winter)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 9am–12pm

Mon &amp; Wed, 6–9pm (Winter)

## Log Keeping

QUICK COURSE: ONE 3-HOUR SESSION

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Jan 24, Wed, 6–9pm

Mar 22, Fri, 6–9pm

### REMOTE LEARNING (ZOOM)

Feb 10, Sat, 9am–12pm

Apr 20, Sat, 1:30–4:30pm

## Math & Measuring Skills for Industry

QUICK COURSE: SELF-PACED

Overcome math anxiety and learn to perform the math functions used in carpentry, electricity, and plumbing. Attend only the number of sessions you need. *Note: To schedule a one-on-one meeting, please call 888-284-3225. Note: For an equivalent self-paced class online, see the listing on page 52.*

## Mental Health First Aid

QUICK COURSE: VARIES

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

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

### CONNECTICUT

**Hartford: Capital Community College**

Oct 16–Nov 6, Mon, 5:30–7:30pm

Jan 22–Feb 12, Mon, 5:30–7:30pm

### NEW JERSEY

**Elizabeth (Kellogg): Union County College**May 11–May 18, Sat, 1–5pm (*Español*)**Newark: 32BJ SEIU Office**Nov 4–Nov 11, Sat, 9am–1pm (*Español*)**Paterson: Passaic County****Community College**Mar 2–Mar 9, Sat, 1–5pm (*Español*)

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 3, Tue, 9am–5pm

Jan 23, Tue, 9am–5pm (*Español*)

Jun 11, Tue, 9am–5pm

**White Plains: 99 Church Street**Oct 21–Oct 28, Sat, 1:30–5:30pm (*Español*)

Feb 17–Feb 24, Sat, 1:30–5:30pm

Apr 20–Apr 27 Sat, 1:30–5:30pm (*Español*)

## Mold Awareness

QUICK COURSE: ONE 3-HOUR SESSION

Identify mold, understand what causes it, and discover how it may affect your health. Learn how to protect yourself when cleaning and removing mold and recognize when to hire a certified professional.

### NEW YORK

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

Nov 11, Sat, 9am–12pm

Feb 24, Sat, 9am–12pm

May 18, Sat, 9am–12pm

**Manhattan: 25 West 18th Street**

Oct 11, Wed, 6–9pm

Feb 7, Wed, 6–9pm

Jun 7, Fri, 6–9pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Nov 4, Sat, 9am–12pm

Feb 24, Sat, 9am–12pm

May 11, Sat, 9am–12pm

### REMOTE LEARNING (ZOOM)

Oct 31, Tue, 6–9pm

Nov 30, Thu, 10am–1pm

Jan 9, Tue, 10am–1pm

Mar 2, Sat, 10am–1pm

Apr 11, Thu, 10am–1pm

May 10, Fri, 6–9pm

## Multimeters

QUICK COURSE: TWO 3-HOUR SESSIONS

*Prerequisite(s): Electricity Basics**Note: Test out available*

Gain an advanced, hands-on understanding of multimeters and how to use them. Learn to use digital and analog models, including proper device configurations and settings, and how to interpret readings.

### NEW YORK

**Manhattan: 25 West 18th Street**

May 11–May 18, Sat, 9am–12pm

## Noise Abatement: Multifamily Housing

QUICK COURSE: ONE 3-HOUR SESSION

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 6, Fri, 6–9pm

Jan 23, Tue, 5–8pm

May 9, Thu, 6–9pm

### REMOTE LEARNING (ZOOM)

Nov 15, Wed, 6–9pm

Mar 9, Sat, 9am–12pm

Jun 15, Sat, 1–4pm

Members from

**612**different employers took  
classes with us last year

# Courses and Quick Courses

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

QUICK COURSE: TWO 5.5-HOUR SESSIONS

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

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

Note: 100% attendance required.

Certifying Body: Hostos Community College

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 31–Nov 7, Tue, 9am–2:30pm

Feb 15–Feb 22, Thu, 9am–2:30pm

May 4–May 11, Sat, 9am–2:30pm

## Opioid Awareness

QUICK COURSE: ONE 2-HOUR SESSION

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

REMOTE LEARNING (ZOOM)

May 16, Thu, 6–8pm

## OSHA 10-Hour Construction

QUICK COURSE: VARIES

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 6–Oct 13, Fri, 9am–2:30pm

Nov 16–Nov 30, Thu, 5:15–9pm

Feb 7–Feb 21, Wed, 9am–12:45pm

May 4–May 18, Sat, 12:15–4pm



English as a Second Language, Hyattsville, MD

## OSHA 10-Hour General Industry

QUICK COURSE: VARIES

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

### CONNECTICUT

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

Oct 21–28, Sat, 8:30am–2pm

### MARYLAND

**Rockville: Montgomery College**

Oct 14–Oct 21, Sat, 9am–2:30pm

Feb 3–Feb 10, Sat, 9am–2:30pm

Apr 27–May 4, Sat, 9am–2:30pm

### MASSACHUSETTS

**Boston: 32BJ SEIU Office**

Oct 14–Oct 21, Sat, 9:30am–3pm (Español)

Mar 15–Mar 22, Fri, 9:30am–3pm (Español)

Jun 6–Jun 13, Thu, 11:30am–5pm (Español)

**Waltham: Waltham Community and Cultural Center**

Nov 4–Nov 11, Sat, 10am–3:30pm (Español)

### NEW JERSEY

**Newark: 32BJ SEIU Office**

Oct 21–Oct 28, Sat, 9am–2pm (Español)

Feb 3–Feb 10, Sat, 9am–2pm (Español)

Apr 27–May 4, Sat, 9am–2pm (Español)

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 13–Oct 20, Fri, 11am–4:30pm (Español)

Nov 11–Nov 18, Sat, 9am–2:30pm

Jan 26–Feb 2, Fri, 11am–4:30pm

Apr 26–May 3, Fri, 11am–4:30pm (Español)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Oct 7–Oct 14, Sat, 9am–2:30pm

Oct 16–Oct 18, Mon & Wed, 8am–1:30pm

Jan 20–Jan 27, Sat, 9am–2:30pm

Jan 22–Jan 24, Mon & Wed, 8am–1:30pm

Apr 20–Apr 27, Sat, 9am–2:30pm

**Pittsburgh: 32BJ SEIU Office**

Oct 14–Oct 28, Sat, 1–5pm

Mar 4–Mar 18, Mon, 9am–1pm

May 2–May 16, Thu, 4–8pm

### RHODE ISLAND

**Providence: Rhode Island**

**School of Design**

May 4–May 11, Sat, 11:30am–5pm (Español)

## OSHA 30-Hour Construction

COURSE: 11 WEEKS

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Fri, 10am–1pm (Spring)

Fri, 6–9pm

**White Plains: 99 Church Street**

Wed, 6–9pm



Key to  
symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification



## OSHA 30-Hour General Industry

COURSE: 11 WEEKS



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

### NEW YORK

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

Tue, 6–9pm

**Manhattan: 25 West 18th Street**

Sat, 1:30–4:30pm

Tue, 6–9pm (Fall)

Wed, 11am–2pm (Fall)

Wed, 12–3pm (Winter)

Wed, 6–9pm (Spring)

Fri, 11am–2pm (Fall) (*Español*)Fri, 1–4pm (Spring) (*Español*)

**Queens: Queens College**

Mon, 6–9pm

## Pest Control Fundamentals: Core/7A Extermination

QUICK COURSE:  
EIGHT 4-HOUR SESSIONS

Prepare for the NYS DEC Certified Pesticide Applicator license examination for Category 7A-Structural and Rodent Control. *Note: 100% attendance required. Certifying Body: NYS DEC*

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 20–Dec 15, Fri, 5–9pm

Apr 24–Jun 12, Wed, 5–9pm

## Pest Control Fundamentals: Core/7G Cooling Towers

QUICK COURSE:  
EIGHT 4-HOUR SESSIONS

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

*Note: 100% attendance required.**Certifying Body: NYS DEC*

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 18–Dec 13, Wed, 9am–1pm

## Plumbing Basics

COURSE: 11 WEEKS

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

*Note: Test out available.*

### MARYLAND

**Camp Springs: Prince George's  
Community College**

Sat, 9am–4pm

### NEW JERSEY

**Bayonne: Bayonne High School**

Sat, 9am–4pm (Fall)

### NEW YORK

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

Sat, 9am–4pm

Mon &amp; Wed, 6–9pm

Tue &amp; Thu, 6–9pm

**Manhattan: 25 West 18th Street**

Sat, 9am–4pm

Tue &amp; Thu, 8:30–11:30am

Tue &amp; Thu, 11:45am–2:45pm

Tue &amp; Thu, 2:45pm–5:45pm (Fall, Spring)

Tue &amp; Thu, 6–9pm

Wed &amp; Fri, 8:30–11:30am (Fall, Spring)

Wed &amp; Fri, 11:45am–2:45pm (Winter)

Wed &amp; Fri, 6–9pm

**Queens: Queens College**

Sat, 9am–4pm

Tue &amp; Thu, 9am–12pm

Tue &amp; Thu, 6–9pm

**White Plains: 99 Church Street**

Sat, 9am–4pm

Mon &amp; Wed, 6–9pm

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Sat, 8am–3pm

Tue &amp; Thu, 6–9pm (Winter)



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

## Adam Belen

**Location: Carlstadt, New Jersey / Job Title: Superintendent**

**Employer: ISJ Management Corp.**

**Course(s) Taken: Air Conditioning & Refrigeration, Carpentry Basics,  
Electricity Basics, Plumbing Basics**

# Courses and Quick Courses

## Plumbing: Troubleshooting

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

*Prerequisite(s): Plumbing Basics*

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 6–Dec 11, Mon, 11am–2pm

Nov 13–Dec 18, Mon, 6–9pm

Jan 22–Mar 4, Mon, 11am–2pm

Jan 22–Mar 4, Mon, 6–9pm

Apr 22–Jun 3, Mon, 11am–2pm

Apr 22–Jun 3 Mon, 6–9pm

**White Plains: 99 Church Street**

Apr 9–Apr 25, Tue & Thu, 6–9pm

## Pool Operation

**QUICK COURSE:** TWO 8-HOUR SESSIONS

Prepare to take the exam for the NYS Health Department Approved Certification as a Pool and Spa Operator. *Must have appropriate math and reading levels, or high school diploma, or its equivalent.*

*Partner: Aquatic Pool Management.*

*Certifying Body: NYS Health Department*

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 14–Oct 21, Sat, 8:30am–4:30pm

Mar 12–Mar 19, Tue, 9am–5pm

May 4–May 11, Sat, 8:30am–4:30 pm

## Professionalism in the Workplace

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

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

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Oct 21–Oct 28, Sat, 12:30–3:30pm

Feb 24–Mar 2, Sat, 12:30–3:30pm

May 11–May 18, Sat, 12:30–3:30pm

## Public Speaking for Building Service Workers

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

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 4–Oct 25, Wed, 6–8pm

Jan 16–Feb 6, Tue, 1–3pm

Apr 18–May 9, Thu, 12–2pm

### REMOTE LEARNING (ZOOM)

Dec 1–Dec 22, Fri, 10am–12pm

Feb 17–Mar 9, Sat, 9–11am

May 17–Jun 7, Fri, 6–8pm

## Reading & Writing

**COURSE:** VARIES

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

### NEW JERSEY

**Dover: The Organization for Hispanic Affairs**

Sat, 9am–1pm

### NEW YORK

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

Sat, 9am–1pm

**White Plains: 99 Church Street**

Sat, 9am–1pm

### VIRGINIA

**Arlington: Syphax Adult Education Center**

Sat, 9am–2pm (Fall)

### REMOTE LEARNING (ZOOM)

Sat, 12:30–4:30pm (Fall)

Wed & Fri, 3–5pm (Fall)

Wed & Fri, 5–7pm (Fall, Winter)

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

## Shawn Christian

**Location:** Bronx

**Job Title:** Handyman

**Employer:** Metro Management Development

**Course(s) Taken:** Electricity Basics, Locksmith



Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORGEnglish as a Second Language,  
Montgomery, MD

## Renovation Projects: How to Manage

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

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

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 13–Oct 20, Fri, 6–9pm

Nov 3–Nov 10, Fri, 9am–12pm

Apr 9, Tue, 10am–4pm

### REMOTE LEARNING (ZOOM)

Feb 23–Mar 1, Fri, 6–9pm

## Roof Fan Maintenance

QUICK COURSE: TWO 6-HOUR SESSIONS

Learn the principles of roof fan operations and acquire the skills to repair and maintain them.

*Partner: New York City College of Technology*

### NEW YORK

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

Dec 8–Dec 15, Fri, 9am–4pm

Mar 22–Mar 29, Fri, 9am–4pm

Apr 26–May 3, Fri, 9am–4pm

## Safe Drivers

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

Refresh your driving knowledge and reduce points on your license while becoming eligible for a 10% discount on insurance premiums. *Must have a valid New Jersey, New York, or Florida driver's license.*

*Note: For an equivalent self-paced class online, see page 53.*

*Partner: American Safety, Inc.*

### NEW JERSEY

**Dover: The Organization for  
Hispanic Affairs**

May 18, Sat, 9am–4pm (Español)

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

Feb 10, Sat, 9am–4pm (Español)

**Plainfield: Union County College**

Oct 28, Sat, 9am–4pm (Español)

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 7, Sat, 9am–4pm

Nov 11–Nov 18, Sat, 10am–1pm

Dec 9, Sat, 9am–4pm

Jan 10, Wed, 9am–4pm

Mar 9, Sat, 9am–4pm

Jun 8, Sat, 9am–4pm

Jun 21, Fri, 9am–4pm

Jun 22, Sat, 9am–4pm

**Queens: Queens College**

Oct 5–Oct 12, Thu, 6–9pm

Oct 21, Sat, 9am–4pm

Feb 17, Sat, 9am–4pm

May 11, Sat, 9am–4pm

## Safety: Protecting Building Occupants During Construction or Renovation

QUICK COURSE: ONE 3-HOUR SESSION



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

*Partner: New York Committee for Occupational Safety & Health*

### NEW YORK

**Manhattan: 25 West 18th Street**

Nov 4, Sat, 10am–1pm

Nov 9, Thu, 6–9pm

Dec 15, Fri, 12–3pm

Jan 6, Sat, 9am–12pm

Apr 21, Sun, 9am–12pm

May 1, Wed, 6–9pm

May 10, Fri, 12–3pm

### REMOTE LEARNING (ZOOM)

Jan 15, Mon, 11am–2pm

Mar 29, Fri, 6–9pm

## Safety: Recognition, Evaluation & Control of Hazards

QUICK COURSE: ONE 3-HOUR SESSION



Identify and map hazards in the workplace. Learn the difference between safety and health hazards, types of hazards and major ways to work with employers and fellow workers to prevent or control them.

*Partner: New York Committee for Occupational Safety & Health*

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 25, Wed, 6–9pm

Nov 1, Wed, 12–3pm

Dec 2, Sat, 9am–12pm

Feb 7, Wed, 6–9pm

Feb 20, Tue, 11am–2pm

Apr 3, Wed, 5–8pm

Apr 11, Thu, 11am–2pm

### REMOTE LEARNING (ZOOM)

Jan 27, Sat, 12–3pm

May 18, Sat, 10am–1pm

## Security Awareness

QUICK COURSE: ONE 3-HOUR SESSION



Improve observational skills and learn how to recognize indicators of a terrorist event. Understand the role of building workers at emergency scenes and how to communicate effectively with emergency personnel.

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 26, Thu, 5:30–8:30pm

May 3, Fri, 9am–12pm

### PENNSYLVANIA

**Pittsburgh: SEIU 32BJ Office**

Mar 2, Sat, 12–3pm

### REMOTE LEARNING (ZOOM)

Oct 27, Fri, 5:30–8:30pm

Mar 7, Thu, 5:30–8:30pm

May 4, Sat, 9am–12pm

# Courses and Quick Courses

## Security Officers

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

### Security Officer: 8-Hour Annual

QUICK COURSE: ONE 8-HOUR SESSION



Refresh your knowledge of security protective methods and mandated security protocols. Renew your New York State 8-Hour Annual certification.  
*Certifying Body: NYS DOL*

#### NEW YORK

##### Manhattan: 25 West 18th Street

Sep 23, Sat, 8:30am-4:30pm  
Sep 26, Tue, 9am-5pm  
Sep 28, Thu, 9am-5pm  
Sep 29, Fri, 9am-5pm  
Sep 30, Sat, 8:30am-4:30pm  
Oct 4, Wed, 9am-5pm  
Oct 7, Sat, 8:30am-4:30pm  
Oct 12, Thu, 9am-5pm  
Oct 14, Sat, 8:30am-4:30pm  
Oct 17, Tue, 9am-5pm  
Oct 20, Fri, 9am-5pm  
Oct 21, Sat, 8:30am-4:30pm  
Oct 25, Wed, 9am-5pm  
Oct 28, Sat, 8:30am-4:30pm  
Oct 31, Tue, 9am-5pm  
Nov 4, Sat, 8:30am-4:30pm  
Nov 8, Wed, 9am-5pm  
Nov 10, Fri, 9am-5pm  
Nov 11, Sat, 9am-5pm  
Nov 18, Sat, 8:30am-4:30pm  
Nov 21, Tue, 9am-5pm  
Nov 29, Wed, 9am-5pm  
Dec 8, Fri, 9am-5pm  
Dec 9, Sat, 8:30am-4:30pm  
Dec 12, Tue, 9am-5pm  
Dec 13, Wed, 9am-5pm  
Dec 14, Thu, 9am-5pm  
Dec 16, Sat, 8:30am-4:30pm  
Jan 4, Thu, 9am-5pm  
Jan 5, Fri, 9am-5pm  
Jan 6, Sat, 8:30am-4:30pm  
Jan 9, Tue, 9am-5pm

Jan 10, Wed, 9am-5pm  
Jan 13, Sat, 8:30am-4:30pm  
Jan 19, Fri, 9am-5pm  
Jan 20, Sat, 8:30am-4:30pm  
Jan 25, Thu, 9am-5pm  
Jan 27, Sat, 8:30am-4:30pm  
Jan 30, Tue, 9am-5pm  
Jan 31, Wed, 9am-5pm  
Feb 2, Fri, 9am-5pm  
Feb 3, Sat, 8:30am-4:30pm  
Feb 8, Thu, 9am-5pm  
Feb 10, Sat, 8:30am-4:30pm  
Feb 13, Tue, 9am-5pm  
Feb 17, Sat, 8:30am-4:30pm  
Feb 21, Wed, 9am-5pm  
Feb 24, Sat, 8:30am-4:30pm  
Feb 29, Thu, 9am-5pm  
Mar 1, Fri, 9am-5pm  
Mar 2, Sat, 8:30am-4:30pm  
Mar 5, Tue, 9am-5pm  
Mar 9, Sat, 8:30am-4:30pm  
Mar 21, Thu, 9am-5pm  
Mar 23, Sat, 8:30am-4:30pm  
Apr 6, Sat, 8:30am-4:30pm  
Apr 9, Tue, 9am-5pm  
Apr 10, Wed, 9am-5pm  
Apr 13, Sat, 8:30am-4:30pm  
Apr 16, Tue, 9am-5pm  
Apr 19, Fri, 9am-5pm  
Apr 20, Sat, 8:30am-4:30pm  
Apr 24, Wed, 9am-5pm  
Apr 27, Sat, 8:30am-4:30pm  
May 2, Thu, 9am-5pm  
May 3, Fri, 9am-5pm  
May 4, Sat, 8:30am-4:30pm  
May 7, Tue, 9am-5pm  
May 10, Fri, 9am-5pm  
May 11, Sat, 8:30am-5:30pm  
May 15, Wed, 9am-5pm  
May 18, Sat, 8:30am-4:30pm  
May 23, Thu, 9am-5pm  
May 28, Tue, 9am-5pm  
Jun 1, Sat, 8:30am-4:30pm  
Jun 5, Wed, 9am-5pm

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

#### REMOTE LEARNING (ZOOM)

Sep 23, Sat, 8:30am-4:30pm  
Sep 25, Mon, 9am-5pm  
Sep 30, Sat, 8:30am-4:30pm  
Oct 2, Mon, 9am-5pm  
Oct 7, Sat, 8:30am-4:30pm  
Oct 14, Sat, 8:30am-4:30pm  
Oct 21, Sat, 8:30am-4:30pm  
Oct 23, Mon, 9am-5pm  
Oct 28, Sat, 8:30am-4:30pm  
Nov 4, Sat, 8:30am-4:30pm  
Nov 11, Sat, 8:30am-4:30pm  
Nov 13, Mon, 9am-5pm  
Nov 18, Sat, 8:30am-4:30pm  
Nov 27, Mon, 9am-5pm  
Dec 8, Fri, 9am-5pm  
Dec 9, Sat, 8:30am-4:30pm  
Dec 11, Mon, 9am-5pm  
Jan 6, Sat, 8:30am-4:30pm  
Jan 13, Sat, 8:30am-4:30pm  
Jan 20, Sat, 8:30am-4:30pm  
Jan 22, Mon, 9am-5pm  
Jan 27, Sat, 8:30am-4:30pm  
Feb 3, Sat, 8:30am-4:30pm  
Feb 5, Mon, 9am-5pm  
Feb 10, Sat, 8:30am-4:30pm  
Feb 17, Sat, 8:30am-4:30pm  
Feb 24, Sat, 8:30am-4:30pm  
Feb 26, Mon, 9am-5pm  
Mar 2, Sat, 8:30am-4:30pm  
Mar 9, Sat, 8:30am-4:30pm  
Mar 18, Mon, 9am-5pm  
Mar 23, Sat, 8:30am-4:30pm  
Apr 6, Sat, 8:30am-4:30pm  
Apr 8, Mon, 9am-5pm  
Apr 13, Sat, 8:30am-4:30pm  
Apr 20, Sat, 8:30am-4:30pm  
Apr 22, Mon, 9am-5pm  
Apr 24, Wed, 9am-5pm  
Apr 27, Sat, 8:30am-4:30pm  
May 4, Sat, 8:30am-4:30pm  
May 11, Sat, 8:30am-4:30pm  
May 13, Mon, 9am-5pm  
May 18, Sat, 8:30am-4:30pm  
Jun 1, Sat, 8:30am-4:30pm  
Jun 3, Mon, 9am-5pm  
Jun 5, Wed, 9am-5pm  
Jun 8, Sat, 8:30am-4:30pm  
Jun 15, Sat, 8:30am-4:30pm  
Jun 22, Sat, 8:30am-4:30pm  
Jun 24, Mon, 9am-5pm

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification



## Security Officer: 40-Hour

COURSE: FIVE 8-HOUR SESSIONS



Learn to protect and serve tenants, and assist emergency personnel. Includes the Security Officer: 8-hour Annual and CPR/Defibrillator for Adults and Children Quick Course. *Note: Employer referral only. 100% attendance is required to receive certificate. Certifying Body: American Heart Association & NYS DOL*

## Security Officer: 40-Hour Private Shelters

COURSE: VARIOUS



Learn to protect and assist shelter residents. Students completing this course will also receive the Security Officer: 8-Hour Annual and CPR/AED for Adults and Children certifications. *Note: Employer referral only. 100% attendance is required to receive certificate. Certifying Body: American Heart Association & NYS DOL*

## Security Officer: Basic Tips You Can Use During Difficult Encounters

QUICK COURSE: ONE 1.5-HOUR SESSION



*Formerly known as Security Officer: Conflict Management/Dispute Resolution*  
Explore strategies and basic tips for dealing with difficult people and personalities. *Partner: Monroe College*

### REMOTE LEARNING (ZOOM)

Oct 10, Tue, 6-7:30pm  
Nov 15, Wed, 6-7:30pm  
Jan 11, Thu, 11am-12:30pm  
Feb 7, Wed, 6-7:30pm  
Apr 11, Thu, 6-7:30pm  
May 2, Thu, 1:30-3pm  
Jun 4, Tue, 1:30-3pm

## Security Officer: Bomb Threat Awareness

QUICK COURSE: ONE 3-HOUR SESSION

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

### NEW YORK

**Manhattan: 25 West 18th Street**  
May 11, Sat, 1:30-4:30pm



Computer Basics, Manhattan, NY

## Security Officer: Command Presence Training

QUICK COURSE: VARIES



Learn the attributes of a professional security officer. Identify the behavior necessary to project your position as one of authority to others in your environment. *Note: Employer referral only.*

## Security Officer: Crisis Intervention and De-Escalation Techniques

QUICK COURSE: ONE 1.5-HOUR SESSION



*Formerly known as Security Officer: Engaging Emotionally Distressed Persons*  
Learn via role-plays how to safely communicate and interact with emotionally distressed persons.

*Partner: Monroe College*

### REMOTE LEARNING (ZOOM)

Oct 4, Wed, 6-7:30pm  
Nov 4, Sat, 1:30-3pm  
Jan 4, Thu, 11am-12:30pm  
Feb 3, Sat, 11am-12:30pm  
Apr 4, Thu, 6-7:30pm  
May 7, Tue, 1:30-3pm  
Jun 14, Fri, 6-7:30pm

## Security Officer: Diversity & Cultural Competence

QUICK COURSE: ONE 1.5-HOUR SESSION



*Formerly known as Security Officer: Diversity Appreciation / Cultural Competency*  
Develop a higher level of diversity appreciation and cultural competence based on valuing and respecting all people. Explore the stereotypes that may lead to implicit bias and the ways to remove barriers to diversity. *Partner: Monroe College*

### REMOTE LEARNING (ZOOM)

Oct 26, Thu, 6-7:30pm  
Nov 18, Sat, 1:30-3pm  
Jan 18, Thu, 11am-12:30pm  
Feb 10, Sat, 11am-12:30pm  
Apr 18, Thu, 6-7:30pm  
May 14, Tue, 1:30-3pm  
Jun 21, Fri, 6-7:30pm

### New Partnership



We're pleased to begin a partnership with Monroe College to offer a selection of new and revamped classes geared toward our Security Professionals. Look for "Partner: Monroe College."

# Courses and Quick Courses

## Security Officer: Emergency & Disaster Management

QUICK COURSE: TWO 1.5-HOUR SESSIONS

Formerly known as *Emergency Response & Crisis Management*

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

Partner: *Monroe College*

### REMOTE LEARNING (ZOOM)

Oct 19–Oct 26, Thu, 6–7:30pm  
Nov 14–Nov 21, Tue, 1:30–3pm  
Jan 18–Jan 25, Thu, 11am–12:30pm  
Feb 17–Feb 24, Sat, 11am–12:30pm  
Apr 18–Apr 25, Thu, 6–7:30pm  
May 21–May 28, Tue, 1:30–3pm  
Jun 21–Jun 28, Fri, 6–7:30pm

## Security Officer: Ethics for the Security Professional

QUICK COURSE: ONE 1.5-HOUR SESSION

Formerly known as *Security Officer: Ethics*

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

Partner: *Monroe College*

### REMOTE LEARNING (ZOOM)

Oct 20, Fri, 6–7:30pm  
Nov 28, Tue, 1:30–3pm  
Jan 5, Fri, 11am–12:30pm  
Feb 23, Fri, 11am–12:30pm  
Apr 24, Wed, 6–7:30pm  
May 28, Tue, 1:30–3pm  
Jun 7, Fri, 6–7:30pm

## Security Officer: Event Risk Management

QUICK COURSE: ONE 1.5-HOUR SESSION

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

Partner: *Monroe College*

### REMOTE LEARNING (ZOOM)

Oct 11, Wed, 6–7:30pm  
Nov 2, Thu, 1:30–3pm  
Jan 31, Wed, 11am–12:30pm  
Feb 21, Wed 11am–12:30pm  
Apr 5, Fri, 6–7:30pm  
May 31, Fri, 1:30–3pm  
Jun 11, Tue, 6–7:30pm

## Security Officer: NJ SORA (Initial)

QUICK COURSE:  
THREE 8-HOUR SESSIONS

Learn the duties and responsibilities of a Security Officer in the State of New Jersey. Receive certification required to be a Security Officer in New Jersey. Note: For more information call 212-388-3701 or 888-284-3225.

Partner: *New Jersey Guard Training Academy*.  
Certifying Body: *NJ State Police*

### NEW JERSEY

**Newark: SEIU 32BJ Office**

Nov 4–Nov 18, Sat, 8am–4pm  
Mar 2–Mar 16, Sat, 8am–4pm  
May 4–May 18, Sat, 8am–4pm

## Security Officer: NJ SORA (Renewal)

QUICK COURSE:  
ONE 8-HOUR SESSION

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

Partner: *New Jersey Guard Training Academy*.  
Certifying Body: *NJ State Police*

### NEW JERSEY

**Newark: SEIU 32BJ Office**

Dec 2, Sat, 8am–4pm  
Mar 23, Sat, 8am–4pm  
Jun 1, Sat, 8am–4pm



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

## Reina Mendez

**Location: Kensington, MD**

**Job Title: Cleaner**

**Employer: Red Coats Inc.**

**Course(s) Taken: Computer Basics, English as a Second Language**

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification



REGISTER AT  
32BJMEMBERPORTAL.ORG



Human Relations, Manhattan, NY

## Security Officer: Report Writing

QUICK COURSE: ONE 3-HOUR SESSION

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

### NEW YORK

**Manhattan: 25 West 18th Street**

- Oct 17, Tue, 6–9pm
- Nov 28, Tue, 1:30–4:30pm
- Jan 5, Fri, 12–3pm
- Feb 24, Sat, 12–3pm
- Apr 24, Wed, 6–9pm
- May 28, Tue, 1:30–4:30pm
- Jun 7, Fri, 6–9pm

## Security Officer: Resilience Training for Mental Wellness

QUICK COURSE: ONE 1.5-HOUR SESSION



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

Partner: Monroe College

### REMOTE LEARNING (ZOOM)

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

## Security Officer: Terrorism Awareness & Prevention Strategies

QUICK COURSE: ONE 1.5-HOUR SESSION



Formerly known as Security Officer: Terrorism Awareness & Prevention

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

Partner: Monroe College

### REMOTE LEARNING (ZOOM)

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

## Self Defense

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

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

Partner: Center for Anti Violence Education

### CONNECTICUT

**Hartford: 32BJ SEIU Office**

- Oct 28, Sat, 8:30–4:30pm
- Dec 16, Sat, 8:30–4:30pm
- Apr 13, Sat, 8:30–4:30pm

### Stamford: University of Connecticut (UCONN)

- Oct 14, Sat, 8:30am–4:30pm
- Apr 20, Sat, 8:30am–4:30pm

### NEW YORK

**Manhattan: 25 West 18th Street**

- Oct 10–Oct 17, Tue, 9am–1pm
- Feb 9–Feb 16, Fri, 12–4pm
- May 11–May 18, Sat, 1–5pm

## Spanish for the Workplace I & II

COURSE: 11 WEEKS



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

### CONNECTICUT

**Hartford: Capital Community College**

- Sat, 9am–1pm (Fall, Winter)

### MARYLAND

**Baltimore: Baltimore City Community College**

- Sat, 10am–2pm

### NEW YORK

**Manhattan: 25 West 18th Street**

- Tue & Thu, 6–8pm
- White Plains: 99 Church Street**
- Sat, 9am–1pm (Fall, Winter)

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

- Sat, 12:30–4:30pm
- Pittsburgh: SEIU 32BJ Office**
- Tue & Thu, 6–8pm

### REMOTE LEARNING (ZOOM)

- Sat, 9am–1pm

**Over 2,100**

**Security Officers completed an 8-Hour Annual with us. (See page 42)**

# Courses and Quick Courses



Computer Basics, Bronx, NY

## Steam Distribution

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

Review the basics of steam distribution and learn the proper procedures to operate a steam system safely.

*Partner: New York City College of Technology*

### NEW YORK

**Brooklyn: New York City**

**College of Technology (Pearl Street)**

Jan 13–Jan 20, Sat, 9am–4pm

May 11–May 18, Sat, 9am–4pm

## Steam I: Theory

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

Learn how Con Edison delivers steam to buildings in New York City. Identify piping and equipment found in a steam room and discuss workplace safety. *Must have appropriate reading and math level or high school diploma or its equivalent.*

*Partner: Con Edison*

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 31, Tue, 4:30–8:30pm

Feb 15, Thu, 4:30–8:30pm

May 23, Thu, 4:30–8:30pm

## Steam II: Hands-On

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

*Prerequisite(s): Steam I: Theory*

Gain hands-on experience at a Con Edison facility and understand how a steam system operates by observing cut-away examples of equipment found in a steam room.

*Partner: Con Edison*

### NEW YORK

**Queens: Con Edison Learning Center**

Nov 7, Tue, 4:30–8:30pm

Feb 22, Thu, 4:30–8:30pm

May 30, Thu, 4:30–8:30pm

## Stress Management I

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

Learn strategies to deal with stress in workplace environments. Understand the difference between good and bad stress and the physical effects of stress.

### PENNSYLVANIA

**Philadelphia: 32BJ SEIU Office**

Dec 2, Sat, 12:30–4:30pm

Mar 9, Sat, 12:30–4:30pm

Jun 1, Sat, 12:30–4:30pm

### REMOTE LEARNING (ZOOM)

Nov 6–13, Mon, 6–8pm

Jan 17–24, Wed, 6–8pm

May 9–16, Thu, 6–8pm

## Stress Management II

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

*Prerequisite(s): Stress Management I*

Understand the science behind how and why a mindful approach reduces stress and improves health, communication, and relationships. By practicing exercises that cultivate awareness of actual present realities, learn to respond effectively rather than react impulsively.

### REMOTE LEARNING (ZOOM)

Dec 11–Dec 18, Mon, 6–8pm

Jan 31–Feb 7, Wed, 6–8pm

May 23–May 30, Thu 6–8pm

## Superintendent: Habits of Highly Effective Supers

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

Identify best practices to succeed in the superintendent position, including juggling priorities, supervising staff, and interacting with residents.

### NEW YORK

**Manhattan: 25 West 18th Street**

Oct 5–Oct 12, Thu, 6–9pm

Jan 5–Jan 12, Fri, 2–5pm

Apr 25–May 2, Thu, 6–9pm

### REMOTE LEARNING (ZOOM)

Feb 28–Mar 6, Wed, 9am–12pm

Apr 27–May 4, Sat, 1:30–4:30pm

## Superintendent: How to Become One

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

Explore various paths and advancement strategies in the building service industry that can lead to becoming a superintendent/resident manager.

### NEW YORK

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

May 21, Tue, 6–9pm

**Manhattan: 25 West 18th Street**

Oct 6, Fri, 6–9pm

Nov 3, Fri, 6–9pm

Jan 4, Thu, 6–9pm

Mar 7, Thu, 6–9pm

May 8, Wed, 6–9pm

### REMOTE LEARNING (ZOOM)

May 18, Sat, 1:30–4:30pm



## Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification

REGISTER AT  
32BJMEMBERPORTAL.ORG

## Theaterworks!: Communication Workshop

COURSE: 16 WEEKS

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

Partner: *Working Theater*

**NEW YORK****Manhattan: 25 West 18th Street**

Mon, 6–9pm (Fall)

## Time Management

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

Increase productivity by learning how to manage time more effectively.

**NEW YORK****Manhattan: 25 West 18th Street**

Nov 30–Dec 7, Thu, 6–8pm

Feb 6–Feb 13, Tue, 6–8pm

May 8–May 15, Wed, 2–4pm

**PENNSYLVANIA****Pittsburgh: 32BJ SEIU Office**

Jun 1, Sat, 1–5pm

## Understanding How to Support Students with Disabilities

QUICK COURSE: TWO 3-HOUR SESSIONS

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

**PENNSYLVANIA****Philadelphia: 32BJ SEIU Office**

Jun 1–Jun 8, Sat, 9am–12pm

*English as a Second Language, Miami, FL*

## Vacuum Tank & Pump

QUICK COURSE: TWO 6-HOUR SESSIONS

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

Partner: *New York City College of Technology*

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

Dec 2–Dec 9, Sat, 9am–4pm

Jun 8–Jun 15, Sat, 9am–4pm

## Violation Removal

QUICK COURSE: ONE 3-HOUR SESSION

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

**NEW YORK****Manhattan: 25 West 18th Street**

Mar 1, Fri, 6–9pm

**REMOTE LEARNING (ZOOM)**

May 1, Wed, 9am–12pm

## Visual Assessment & Local Law 1

QUICK COURSE: ONE 3-HOUR SESSION

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

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

Oct 24, Tue, 6–9pm

**Manhattan: 25 West 18th Street**

Nov 8, Wed, 6–9pm

Nov 30, Thu, 6–9pm

Feb 14, Wed, 6–9pm

Mar 5, Tue, 10am–1pm

**REMOTE LEARNING (ZOOM)**

Apr 17, Wed, 6–9pm

Apr 25, Thu, 10am–1pm

May 21, Tue, 6–9pm

## Wall Maintenance

QUICK COURSE: ONE 6-HOUR SESSION

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

Partner: *New York City College of Technology*

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

Oct 7, Sat, 9am–4pm

Apr 5, Fri, 9am–4pm

## Tutoring

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

# Courses and Quick Courses



Window Cleaners, Manhattan, NY

## Window Cleaners: NYS DOL Certified Apprenticeship Program

COURSE: 18 MONTHS



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

## Window Cleaners

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

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

QUICK COURSE: FOUR 4-HOUR SESSIONS



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

Certifying Partner: New York City Department of Buildings

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

QUICK COURSE: EIGHT 4-HOUR SESSIONS



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

Certifying Partner: New York City Department of Buildings

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

QUICK COURSE: ONE 4-HOUR SESSION



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

Certifying Partner: New York City Department of Buildings

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

QUICK COURSE: EIGHT 4-HOUR SESSIONS



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

Certifying Partner: New York City Department of Buildings

### Window Cleaners: 4-Hour Flagger

QUICK COURSE: ONE 4-HOUR SESSION



Learn how to limit the general public's and workers' exposure to workplace hazards caused by equipment and vehicles. Understand New York State flagging procedures and regulations.

Certifying Partner: New York City Department of Buildings

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

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



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

Certifying Partner: New York City Department of Buildings

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning (Zoom)



Third Party Certification



REGISTER AT  
32BJMEMBERPORTAL.ORG



Electricity Troubleshooting, Bayonne, NJ

## Workplace Harassment



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

### District of Columbia

QUICK COURSE: ONE 3-HOUR SESSION

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

### Florida

QUICK COURSE:  
ONE 3-HOUR SESSION



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

### New Jersey

QUICK COURSE:  
ONE 3-HOUR SESSION



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

### New York

QUICK COURSE: ONE 3-HOUR SESSION

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

## Window Cleaners: 8-Hour Suspended Scaffold Supervisor Refresher

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



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

## Window Cleaners: 8-Hour Suspended Scaffold User Refresher

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



Review the basic rules and regulations for suspended scaffold supervisors. Re-examine the hazards of working above ground level. *Must have 16-Hour Suspended Scaffold User license.*  
Certifying Partner: New York City Department of Buildings

## Window Cleaners: Aerial Lift Safety Awareness Training

QUICK COURSE: ONE 4-HOUR SESSION

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

## Window Cleaners: General Cleaning & Safety Procedures

QUICK COURSE: ONE 4-HOUR SESSION

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

## Window Cleaners: Rope Safety

QUICK COURSE: ONE 4-HOUR SESSION



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

# Online Courses

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

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

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## Online: Appliance Repair

QUICK COURSE: SELF-PACED

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

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## Online: Asbestos Awareness

QUICK COURSE: SELF-PACED

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

---

## Online: Basic Budgeting

QUICK COURSE: ONE HOUR

Understand the importance of a financial budget for managing personal expenses. Discover common mistakes and learn how to avoid them. Create and maintain a personal budget.

---

## Online: Basic Principles of Electricity

QUICK COURSE: ONE HOUR

Identify the differences between voltage, current, resistance, power, conductors, insulators, and semiconductors. Perform common conversions using Ohm's law and Watt's law. Calculate resistance, voltage, current, and power for series and parallel circuits.

---

## Online: Bed Bug Awareness

QUICK COURSE: SELF-PACED

Learn to detect, control, and eradicate bed bugs. *Note: For an equivalent in-person class, see the listing on page 10.*

---

## Online: Business Writing

QUICK COURSE: ONE HOUR

Craft purposeful communications by adopting a professional writing process, select the best mode of communication, adjust your writing style to suit your audience, and learn strategies to avoid lawsuits.

---

## Online: Business Writing: Letters & Emails

QUICK COURSE: ONE HOUR

Develop techniques for effective communication with customers, employees, and supervisors. Learn how to structure letters or emails and use proper professional tone and language.

---

## Online: Carbon Monoxide Awareness

QUICK COURSE: ONE HOUR

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

---

## Online: Chemical Hazard Communications

QUICK COURSE: ONE HOUR

Recognize the hazards associated with chemical substances, learn how to communicate hazards effectively, and follow procedures to safely handle and store chemicals.

---

## Online: Cleaning for COVID-19 & Other Infectious Diseases

QUICK COURSE: SELF-PACED

Sp

Learn how to clean and disinfect to prevent the spread of COVID-19 and other infectious diseases. Understand how to protect yourself and others while cleaning. Know which personal protective equipment to use and how to put it on and to take it off safely.

---

## Online: Customer Service

QUICK COURSE: THREE HOURS

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

---

## Online: Disaster Preparedness

QUICK COURSE: SELF-PACED

Learn what to do before, during, and after an emergency, loss of power, or weather-related disaster. Examine emergency communication, working with special-needs tenants, and portable generator safety.

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning



Third Party Certification



REGISTER AT  
32BJMEMBERPORTAL.ORG

**Use your phone to learn English as a Second Language, and prepare for the Citizenship Exam!**



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

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



Dozens of online courses available!

**Online: Elder Abuse Awareness**

QUICK COURSE: TWO HOURS

Understand the concept of healthy aging and misconceptions people commonly hold about the aging process. Gain knowledge about the issue of elder abuse, recognize the warning signs, and how to report suspected abuse.

Partner: *The Harry and Jeanette Weinberg Center for Elder Abuse Prevention*

**Online: English as a Second Language**

COURSE: SELF-PACED

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

**Online: FDNY: Citywide Fire Guard for Impairment Practice Tests**

QUICK COURSE: SELF-PACED

Take practice tests for the FDNY F-01 exam.

**Online: FDNY: Coordinator of Fire Safety & Alarm Systems in Homeless Shelters Practice Tests**

QUICK COURSE: SELF-PACED

Take practice tests for the FDNY F-80 exam.

**Online: FDNY: Fire & Emergency Drill Conductor Practice Tests**

QUICK COURSE: SELF-PACED

Take practice tests for the FDNY F-07 exam.

**Online: FDNY: Fire & Life Safety Director Practice Tests**

QUICK COURSE: SELF-PACED

Take practice tests for the FDNY F-89 exam.

**Online: FDNY: Inspection, Cleaning & Testing of Smoke Detectors Practice Tests**

QUICK COURSE: SELF-PACED

Take practice tests for the FDNY F-78 exam.

**Online: FDNY: Refrigerating System Operating Engineer Practice Tests**

QUICK COURSE: SELF-PACED

Take practice tests for the FDNY Q-01 exam.

**Online: FDNY: Refrigerating System Operating Engineer Simulation Practice**



QUICK COURSE: SELF-PACED

Prepare for the FDNY Refrigerating System Operating Engineers practical exam (Z-52) by interacting with 3-D models of reciprocal and centrifugal systems and troubleshooting real-world problems. Identify all components and understand refrigerant charging and recovery procedures.

**Online: FDNY: Standpipe & Sprinkler Systems Practice Tests**

QUICK COURSE: SELF-PACED

Take practice tests for the FDNY S-12, S-13, S-14, and S-15 exams.

**Online: FDNY: Supervision of Fire Alarm Systems Practice Tests**

QUICK COURSE: SELF-PACED

Take practice tests for the FDNY S-95 exam.

# Online Courses

## Online: FDNY: Supervision of Storage, Handling & Use of Flammable or Combustible Liquids Practice Tests

QUICK COURSE: SELF-PACED

Take practice tests for the FDNY C-92 exam.

## Online: Fire Extinguisher Safety

QUICK COURSE: ONE HOUR

Describe the causes of fires, identify preventative measures, indicate proper fire safety conduct, and properly use and list the different types of fire extinguishers.

## Online: Fireman Low Pressure Black Seal Practice Tests & Review

QUICK COURSE: ONE HOUR

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

## Online: Green Buildings: Solar PV Basics

QUICK COURSE: SELF-PACED

*Prerequisite(s): Online: Tools of the Trade*  
Gain basic knowledge about the technology, industry applications, basic components, and economics of solar photovoltaic systems.

## Online: Green Professional I: LEED GA Practice Tests

QUICK COURSE: SELF-PACED

Take practice tests for the LEED Green Associate exam.

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

QUICK COURSE: SELF-PACED

Take practice tests for the BPI (MFBO) certification.

## Online: High School Equivalency (GED)

QUICK COURSE: SELF-PACED

Improve reading, writing, and math skills. Acquire test-taking strategies and practice for the High School Equivalency (GED) test.

## Online: Individual Anger Management

QUICK COURSE: ONE HOUR

Manage your anger appropriately and constructively. Apply course core elements to work-specific environments, and beyond.

## Online: Integrated Pest Management

QUICK COURSE: SELF-PACED

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

## Online: Math & Measuring Skills for Carpentry

QUICK COURSE: SELF-PACED

Learn basic math concepts that are fundamental to the carpentry profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more. *Note: For an equivalent in-person class, see the listing on page 37.*

## Online: Math & Measuring Skills for Electricity

QUICK COURSE: SELF-PACED

Review basic math concepts that are fundamental to the electrical profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more. *Note: For an equivalent in-person class, see the listing on page 37.*

## Online: Math & Measuring Skills for Plumbing

QUICK COURSE: SELF-PACED

Acquire basic math concepts that are fundamental to the plumbing profession. Participants are guided through real-life examples using measurements, fractions, decimals, and more. *Note: For an equivalent in-person class, see the listing on page 37.*

## Online: Microsoft Excel: Basics

QUICK COURSE: SELF-PACED

Learn to create worksheets and effectively calculate and present your data. Get familiar with the Excel interface. Learn how to create workbooks and enter data.

## Online: Microsoft Excel: Intermediate

QUICK COURSE: SELF-PACED

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

## Online: Microsoft Excel: Advanced

QUICK COURSE: SELF-PACED

Learn advanced ways of collaborating with others, automate complex tasks, and predict future potential outcomes. Discover how to track, retrieve, and consolidate data. Master advanced auditing tools. Work with macros to automate tasks.

## Online: Microsoft PowerPoint: Basics

QUICK COURSE: SELF-PACED

Practice creating a PowerPoint presentation. Add and edit text and modify slides. Perform more advanced text editing and formatting operations. Use graphics, screenshots, and visual effects to energize your presentation.

Key to symbols

Available Online



New Course / Location



Testing Fees Paid by Student



Available in Spanish



Remote Learning



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### Online: Microsoft PowerPoint: Intermediate

QUICK COURSE: SELF-PACED

Customize the user interface to improve efficiency, create customized templates, and insert SmartArt and animations. Utilize math equations, use collaborative tools, add security and distribute your presentation in different formats.

### Online: Microsoft Word: Basics

QUICK COURSE: SELF-PACED

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

### Online: Microsoft Word: Intermediate

QUICK COURSE: SELF-PACED

Use tables and charts, customize formats with styles and themes, insert content using Quick Parts, automate formatting using templates, controlling document flow, managing long documents, and using mail merge features.

### Online: Microsoft Word: Advanced

QUICK COURSE: SELF-PACED

Import and edit images, graphics, and videos. Store work on the Cloud. Remove confidential information or restrict certain access. Add and manage references, bookmarks, and hyperlinks. Create and record macros to automate repetitive tasks.

### Online: OSHA 30-Hour Construction Training

COURSE: SELF-PACED

Earn your 30-hour OSHA certificate. Learn all the safety rules and regulations for working on a construction site. *Note: For an equivalent in-person class, see the listing on page 38.*

### Online: OSHA 10-Hour General Industry Training

QUICK COURSE: TEN HOURS

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

### Online: OSHA 30-Hour General Industry

COURSE: THIRTY HOURS

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

### Online: Presentation Skills

QUICK COURSE: ONE HOUR

Discover how to plan and prepare engaging presentations by gathering the right materials, structuring, and practicing the delivery of the talk.

### Online: Safe Drivers

COURSE: SELF-PACED

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

### Online: Security Officer: Keeping Buildings Safe During COVID-19 & Other Infectious Disease Outbreaks

QUICK COURSE: SELF-PACED

Learn how to maintain building safety during COVID-19. Understand how to perform tenant and visitor COVID-19 screening, enforce social distancing and mask requirements, manage conflicts and disputes and use de-escalation techniques. Know which personal protective equipment to use and how to put it on and take it off safely.

Members from  
**350**  
different cities and  
**10**  
different states and the  
District of Columbia took  
classes with us last year

### Online: Tools of the Trade

COURSE: TWO HOURS

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

### Online: Typing

COURSE: TWO HOURS

Become proficient in touch-typing through basic skill-building lessons. Study the home keys, hand placement, and proper technique. Practice typing from anywhere, increase your speed, and improve your productivity.

### Online: Workplace Harassment

COURSE: SELF-PACED

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

### Online: Zoom Basics

QUICK COURSE: SELF-PACED

Learn how to use Zoom video conferencing to attend remote 32BJ Training Fund classes.

# Locations

## Registration Dates

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

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

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

**Online Registration**  
Log on to [32bjmemberportal.org](https://32bjmemberportal.org)

## Connecticut

**SITE MANAGER: RAQUEL MERCADO**  
[connecticuttraining@32bjfunds.com](mailto:connecticuttraining@32bjfunds.com)  
203-721-5732

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

## Bridgeport

**Housatonic Community College**  
900 Lafayette Boulevard  
Bridgeport, CT 06604

## Danbury

**Western CT State University**  
181 White Street  
Danbury, CT 06810

## Hartford

**Capital Community College**  
950 Main Street  
Hartford, CT 06103  
**32BJ SEIU Office**  
885 Wethersfield Avenue, Hartford, CT 06114

## New Haven

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

## Norwalk

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

## Stamford

**University of Connecticut (UCONN)**  
1 University Place  
Stamford, CT 06901

## Florida

**SITE MANAGER: MAGGIE CRUZ-LEDON**  
[floridatraining@32bjfunds.com](mailto:floridatraining@32bjfunds.com)  
305-807-8467

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

## Miami

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

## Fort Lauderdale

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

## Maryland

**SITE MANAGER: AMY DORNIER**  
[marylandtraining@32bjfunds.com](mailto:marylandtraining@32bjfunds.com)  
218-248-2978

**Phone Registration**  
202-742-1873 or 888-284-3225 (toll-free)

## Baltimore

**Baltimore City Community College**  
710 East Lombard Street  
Baltimore, MD 21202

## Camp Springs

**Prince George's Community College**  
6400 Old Branch Avenue  
Camp Springs, MD 20748

## Germantown

**Montgomery College**  
20200 Observation Drive  
Germantown, MD 20876

## Hyattsville

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

## Largo

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

NEW

## Rockville

**Montgomery College**  
51 Mannakee Street  
Rockville, MD 20850

## Silver Spring

**Montgomery College**  
930 King Street  
Silver Spring, MD 20910

## Massachusetts

**SITE MANAGER: ANA ZAMBRANO**  
[newenglandtraining@32bjfunds.com](mailto:newenglandtraining@32bjfunds.com)  
617-605-2247

**STAFF: JUDE TRAVERS**  
617-878-7454

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

## Boston

**32BJ SEIU Office**  
26 West Street, 3rd Floor  
Boston, MA 02111

## Brockton

**Arnold Elementary School**  
135 Belmont Street  
Brockton, MA 02301

## Lawrence

**Northern Essex Community College**  
414 Common Street  
Lawrence, MA 01840

## Lowell

**First United Baptist Church**  
99 Church Street  
Lowell, MA 01852

## Lynn

**Lynn Vocational Technical Institute**  
80 Neptune Boulevard  
Lynn, MA 01902



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32BJMEMBERPORTAL.ORG

## Marlborough

**Assabet Valley Collaborative**  
28 Lord Road  
Marlborough, MA 01752

## Waltham

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

## Worcester

**Worcester State University**  
486 Chandler Street  
Worcester, MA 01602

# New Jersey

**SITE MANAGER: JHOANNA CAMPOS**  
njnorthtraining@32bjfunds.com  
732-575-7330

**STAFF: GLENDA MORENO**  
973-733-9670, extension 2280,  
or 973-803-2647

**STAFF: EDUARDO BRISTOL**  
973-733-9670, extension 2282

### 32BJ SEIU Office

494 Broad Street, 3rd Floor  
Newark, NJ 07102

### Phone Registration

973-733-9670, extension 2281 or  
888-284-3225 (toll-free)

## Bayonne

**Bayonne High School**  
669 Avenue A  
Bayonne, NJ 07002

## Bound Brook

**Bound Brook High School**  
111 West Union Avenue  
Bound Brook, NJ 08805

## Camden

**Camden County College**  
200 North Broadway  
Camden, NJ 08102

## Dover

**The Organization for Hispanic Affairs**  
95-97 Bassett Highway  
Dover, NJ 07801

## Elizabeth

**Union County College**  
12-24 West Jersey Street  
Elizabeth, NJ 07202

## Hackensack

**Bergen County Technical Schools**  
190 Hackensack Avenue  
Hackensack, NJ 07601

## Jersey City

**Hudson County Community College**  
71 Sip Avenue  
Jersey City, NJ 07306

## Lincroft

**Brookdale Community College**  
765 Newman Springs Road  
Lincroft, NJ 07738

## Morristown

**Morristown High School**  
50 Early Street  
Morristown, NJ 07960

## Newark

**32BJ SEIU Office**  
494 Broad Street, 3rd Floor  
Newark, NJ 07102

## New Brunswick

**Middlesex County College**  
140 New Street  
New Brunswick, NJ 08901

## Paterson

**Passaic County Community College**  
1 College Boulevard  
Paterson, NJ 07505

## Perth Amboy

**Dr. Herbert N. Richardson School**  
318 Stockton Street  
Perth Amboy, NJ 08861

## Plainfield

**Union County College**  
232 East 2nd Street  
Plainfield, NJ 07060

## Trenton

**Mercer County Community College**  
102 North Broad Street  
Trenton, NJ 08608

## Union City

**Hudson County Community College**  
4800 Kennedy Boulevard  
Union City, NJ 07087

## Wayne

**Institute for Contemporary Careers**  
30 Galesi Drive  
Wayne, NJ 07470

# New York

## Bronx

**SITE MANAGERS:**  
**JOSEPH CUNNINGHAM (INDUSTRY)**  
bronxtraining@32bjfunds.com  
845-494-9297

**JESUS JOHNI PUERTA LOPEZ (ACADEMIC/COMPUTER)**  
bronxtraining@32bjfunds.com  
718-612-5708

### Phone Registration

845-494-9297 (Industry)  
718-612-5708 (Academic), or  
888-284-3225 (toll-free)

### Monroe College (Jerome Avenue)

2501 Jerome Avenue  
Bronx, NY 10468

NEW

### Monroe College (East Fordham Road)

29 East Fordham Road,  
Bronx, NY 10468

NEW

## Brooklyn

**SITE MANAGER: DONALD WINGATE**  
brooklyntraining@32bjfunds.com  
347-638-3482

### Phone Registration

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

### New York City College of Technology (Jay Street)

300 Jay Street  
Brooklyn, NY 11201

### New York City College of Technology (Pearl Street)

172 Pearl Street  
Brooklyn, NY 11201

# Locations

## Long Island

**SITE MANAGER: DONALD WINGATE**  
longislandtraining@32bjfunds.com  
347-638-3482

### Phone Registration

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

### Nassau Community College

1 Education Drive  
Garden City, NY 11530

## Manhattan

**SITE MANAGERS: JASON LUCAS;  
EMMANUEL CANTRES**  
manhattantraining@32bjfunds.com  
212-388-3701, or 888-284-3225

### Phone Registration

212-388-3701 or 888-284-3225

### 25 West 18th Street

25 West 18th Street, NY 10011

## Queens

**SITE MANAGER: DONALD WINGATE**  
queenstraining@32bjfunds.com  
347-638-3482

### Phone Registration

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

### Queens College

65-30 Kissena Boulevard  
Flushing, NY 11367

### Con Edison Learning Center

4382 Vernon Boulevard  
Long Island City, NY 11101

## Westchester

**SITE MANAGER: JESUS JOHNI  
PUERTA LOPEZ**  
westchestertraining@32bjfunds.com  
718-612-5708

### Phone Registration

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

### 99 Church Street

(formerly Berkeley College)

99 Church Street, 3rd Floor  
White Plains, NY 10601

### Monroe College

434 Main Street  
New Rochelle, NY 10801

## Registration Dates

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

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

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

**Online Registration  
Log on to 32bjmemberportal.org**

## Yonkers

**SITE MANAGER: JESUS JOHNI  
PUERTA LOPEZ**  
westchestertraining@32bjfunds.com  
718-612-5708

### Phone Registration

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

### Saunders High School

183 Palmer Road  
Yonkers NY 10701

## Pennsylvania

## Philadelphia

**SITE MANAGER: TY-JAMAR RYAN**  
philadelphiatraining@32bjfunds.com  
215-907-2611

### Phone Registration

215-907-2611 or 888-284-3225 (toll-free)

### 32BJ SEIU Office

455 North 5th Street  
Philadelphia, PA 19123

## Pittsburgh

pittsburghtraining@32bjfunds.com  
412-639-1329

### Phone Registration

412-639-1329 or 888-284-3225 (toll-free)

### 32BJ SEIU Office

307 Fourth Avenue, 3rd Floor  
Pittsburgh, PA 15222

## Rhode Island

**SITE MANAGER: ANA ZAMBRANO**  
newenglandtraining@32bjfunds.com  
617-605-2247

### Phone Registration

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

## Providence

**Rhode Island School of Design**  
20 Washington Place  
Providence, RI 02903

NEW

## Virginia

**SITE MANAGER: JOSE GONZALEZ**  
virginiatraining@32bjfunds.com  
202-658-8282

### Phone Registration

202-742-1873 or 888-284-3225 (toll-free)

## Arlington

**Syphax Adult Education Center**  
2110 Washington Boulevard  
Arlington, VA 22204

## Tyson's Corner

**International Language Academy**  
8000 Westpark Drive, Suite 160  
McLean, VA 22102

## Washington, DC

## Washington, DC

**SITE MANAGER: JOSE GONZALEZ**  
dctraining@32bjfunds.com  
202-658-8282

### Phone Registration

202-742-1873 or 888-284-3225 (toll-free)

### 32BJ SEIU Office

1025 Vermont Avenue NW, 8th Floor  
Washington, DC 20005

### SED Center

4110 Kansas Avenue NW  
Washington, DC 20011

## Advisory Committee

The Advisory Committee is composed of both labor and management representatives.

### CO-CHAIRS

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Assistant to the President,  
32BJ SEIU

**Howard I. Rothschild**

President, Realty Advisory  
Board on Labor Relations, Inc.

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Harvard Maintenance

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Inter-Con Security Systems, Inc.

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**Kevin Stavris**

32BJ SEIU

**Fred Surace**

ABM Industries

**Robert Sweeney**

Cushman & Wakefield

**Pedro Toribio**

Building Maintenance Service

**Robert Vines, Sr.**

Arrow Security

**Michael White**

ACP Cleaning

**Michael Wolfe**

FirstService Residential

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**Larry Engelstein**

Trustee

**Denis Johnston**

Trustee

**John Santos**

Trustee

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**Howard I. Rothschild**

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32BJ Benefit Funds

**Steve Jenkins**

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**Adriana Braccioli**

Off-Site Training

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Green Programs

**Emmanuel Cantres**

Training Operations

**Will James**

Operations & Technology

**Jason B. Lucas**

Training Operations

**Adam Nathanson**

Instructor Professional  
Development

**Robert Orndoff**

Online Courses

**Glenn Raucher**

Communications & Scholarship

**Tom Thering**

Operations

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**Benjamin Andrews**

Safety Coordinator

**Tom Brumley**

Industry Specialist

**Carlos Cortez**

Business Analyst

**Azizollah Haghghi**

Shortman Services  
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**Selina Josephs**

Academic Course Coordinator

**Orlando Marin**

Technology Analyst

**Daniel Marcovici**

Industry Clerk II

**Michael Mortimer**

Industry Clerk

**Margot Osborne**

Curriculum Development  
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**Akida Phillip**

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**Jilisa Piedra**

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**Yanirel Severino**

Supervisor, Member Relations

**Frederick Terry**

Operations Assistant

**Patricia Tudosa**

Communications Analyst

**Anthony Urena**

Operations Analyst

**Godwin Veerapathran**

Senior Software Engineer

**Paul Zurawski**

Curriculum Development  
Specialist

### SITE MANAGERS

Site Manager names and  
contact information listed  
on pages 54-56.



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