

NEVADA



A GUIDE TO YOUR EDUCATION BENEFITS

FALL 2015 / SPRING 2016

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Funding for these programs comes from a negotiated agreement between your employer and SEIU Local 1107.

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— ★ GENERAL INFORMATION ★ —



GENERAL INFORMATION & PURPOSE

The mission of the SEIU UHW-West and Joint Employer Education Fund is to provide education and training that maximizes healthcare workers' talents, proactively meets current and future workforce needs, and assures quality patient care.

We offer a range of education and training benefits to eligible employees represented by SEIU throughout California and parts of Colorado, Nevada, Oregon and Washington. To find out what Education Fund services you are eligible for, see below.



**ON CALL/PER DIEM
NOT PASSED PROBATION**



You can take advantage of career counseling and career counseling workshops. (pp. 4-5)



ON CALL/PER DIEM



You can get career counseling and take classes that are less than 40 hours long.



BENEFITED



You are eligible for all Education Fund programs and Services!

—★ CORE PROGRAMS & SERVICES ★—

CAREER COUNSELING AND WORKSHOPS

(p.4-5)

Not sure where to start? One-on-one Career Counseling and group workshops are the first steps to identifying and then creating a plan to achieve your career goals.

SKILL BUILDERS *(p.6-7)*

Short-term training to enhance skills and knowledge to help you excel in your current position or advance to a new job. Courses are offered online or in-person at nearby facilities.

STEP PROGRAM (Success Through Educational Preparation) *(p.11)*

STEP supports students in prerequisite classes at local community colleges. Support includes tuition, books, fees, career counseling, and online tutoring. Classes include English, ESL, Math, Chemistry, Anatomy, Physiology and Microbiology, as well as Psychology, Speech and Medical Terminology. Additional classes that are required for entry into an Allied Health or nursing programs are supported.

ADVANCE YOUR CAREER (AYC) *(p.10)*

Provides job search counseling and training, books, and exam fees for short-term (less than 12 months) training for a new career.

UPGRADE PROGRAMS

Upgrade programs & specialty credential review courses are developed on an as-needed basis to help you move into high-demand, hard-to-fill positions.

JOB-TO-JOB TRAINING

Provides short-term training for employees at risk of layoff. This program is intended to retrain workers for other open positions with the same employer.

PROFESSIONAL DEVELOPMENT *(p.12-13)*

Online continuing education classes are provided by experts in the field. Courses are designed to help you obtain Continuing Education Units (CEUs) or further develop your skills in your chosen profession. Support also provided to obtain specialty license/certification in your current field.



CAREER COUNSELING

Let us help you make a plan for your future!



Career Exploration

Not sure what you want to do? Start here:

Interest & Skill Assessments

Labor Market Information

Education & Academic Resources

Choose the right school!

College Exploration

Local Training Programs

Academic Advising



Job Search

Put your best foot forward!

Job Search Strategies

Resume & Cover Letter Assistance

Interview Preparation

VISIT US ON THE WEB: WWW.SEIU-UHWEDUC.ORG/CC

Questions? 702.547.6400 Email: maldana@seiu-uhweduc.org

—★ CAREER WORKSHOP DESCRIPTIONS ★—

Each workshop is led by a Career Counselor; following each workshop, you can arrange to meet individually with a Career Counselor to develop a career and education plan.

KNOW YOUR EDUCATION FUND BENEFITS

Would you like to know more about your education benefits available to you at no cost? Join this online webinar led by career counselors from the Education Fund. A brief overview of benefits will be given followed by a question and answer session.

EXPLORING YOUR CAREER PATH

Are you thinking about making a career change? Do you want to know what jobs are in demand in healthcare? Come find out how the Education Fund can help you explore your career path and find a job that matches your skills, interests, values and lifestyle.

HOW TO PAY FOR SCHOOL: FINANCIAL AID, EMPLOYER RESOURCES, AND MONEY MANAGEMENT

Do you know about the financial resources available from your employer? The Education Fund? Your union? Federal and State Aid? Scholarships? Come learn what's available and how to apply for these resources. We will also review money management tips that will help you plan for school and make ends meet as a student.

JOB SEARCH STRATEGIES

Do you want to change jobs but don't know how to start? Attend this workshop to get information on where to find job opportunities, how to apply to jobs with your employer, prepare a resume, and ace a job interview.

NURSING SCHOOL: WHAT EVERYONE SHOULD KNOW

Interested in going to school for RN? LVN-RN? BSN? Learn what you need to do to increase your chances of getting accepted into an accredited nursing school and navigate the nursing school application process.

MOVING UP IN ALLIED HEALTH

Thinking about moving up the allied health career ladder? Come find out general information about popular allied health career opportunities including MA, Rad Tech, Respiratory Therapist, and Pharmacy. Learn what it takes to get started in advancing your career today.

Check our website at

www.seiu-uhweduc.org/cc

for an updated schedule of counseling workshops. If you don't see the one you want scheduled in your area, call

702.547.6400. We can bring it to you!



INCREASE YOUR COMPUTER SKILLS!

In-person classes:

BASIC COMPUTERS

New to computers? Learn the basics of using computers and internet/email.

BASIC WORD & EXCEL

An introduction to using Microsoft Word & Excel for work, home, and school.

If you'd like to bring one of these classes to your facility, contact Maria Aldana at **702.547.6400**.

If there is sufficient interest in a class in your area, we will do our best to bring one to you!



Like us on Facebook.

facebook.com/EducationFund



★ SKILL BUILDERS ★ ONLINE

Check out our library of online courses
and videos on the following topics:

- 📁 Computer skills (Microsoft Office)
- 📁 Customer service
- 📁 Communication Skills
- 📁 Business writing
- 📁 Project management
- 📁 And many more!

Apply online at
<https://www.seiu-uhweduc.org/skillbuilders>



**NOW YOU CAN TAKE FREE CLASSES TO HELP YOU
SUCCEED IN YOUR CAREER – FROM YOUR OWN COMPUTER!**

Try our six week online not-for-credit classes!

- 📁 Intro to Medical Terminology
- 📁 Intro to Biology
- 📁 Intro to Anatomy & Physiology

Classes are available at any time day or night.
Apply online at www.seiu-uhweduc.org/skillbuilders

EDUCATION FUND

— ★ SERVICES ★ —



SKILL BUILDERS (p.6-7)
Short-term classes help you feel more confident on the job.



CAREER COUNSELING
Helps you figure out what you



STEP (p.11)
Pays for tuition, books, and fees for college prerequisite classes.



COACHING (p.4-5)
want to do, and how to do it.



**UPGRADE PROGRAMS
& AYC** (p.10)
Help you train for in-demand positions.



**PROFESSIONAL
DEVELOPMENT** (p.12-13)
Free CE classes for licensure or
certification, and support for specialty
certifications.



AYC can support you in a training program that will lead to a new and better job.

Talk to us to get help with tuition, books and related costs, and assistance with your job search.

Program must be less than 12 months long AND be for a field in which you're very likely to be hired upon completion. Talk to AYC staff for details.

Still deciding what career path you'd like to pursue?
Contact our Career Counseling department for help!

Questions?

**Call toll-free: 888.872.4606 or
visit us online at www.seiu-uhweduc.org/ayc**



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facebook.com/EducationFund

The STEP program

- > Pays for tuition, fees and textbooks for prerequisite classes (including Biology, English, ESL, math, science, and basic computer classes) at local community colleges.
- > Connects you with an Education Fund Career Counselor who will work with you one-on-one to develop a plan to help you achieve your career goals and helps you stay on track and succeed throughout the semester.
- > Connects you to tutors for most classes.

How do I get started?

- > Apply to the STEP program online at www.seiu-uhweduc.org/step – you will receive a confirmation email with the next steps.
- > Gather your unofficial transcripts or assessment scores to review with your assigned career counselor.

New to college? Contact the Education Fund to speak with a career counselor to help walk you through our application process and the community college enrollment process – call **702.547.6400**.

NEVADA STEP SCHOOLS

Below is a list of colleges where STEP classes are offered. Visit our website at www.seiu-uhweduc.org for course descriptions and applications.

College of Southern Nevada: Charleston, Cheyenne, and Henderson campuses
Nevada State College

NEW! Accelerated Math class through CSN available through the Education Fund. Complete the equivalent of up to 2 courses in ten weeks! Apply online or contact us for details.

Check our website for details
www.seiu-uhweduc.org



Our **Professional Development** program serves employees working in fields which require licensure and/or certification. In addition to providing access to a variety of Continuing Education (CE) opportunities, we also support you in obtaining licensure and/or certification in your current field, including specialty areas. To find the most updated program schedule and applications, please visit

www.seiu-uhweduc.org/pd.

LICENSE/CERTIFICATION REIMBURSEMENT

We will reimburse you up to \$1000 for a review class/material and exam fees to obtain either:

1. A basic license or certification in your **CURRENT** job area. You must already be working in the field, but not yet licensed or certified. Examples include (but are not limited to) surgical technologists, pharmacy techs, or medical coders who are currently employed in those roles but have not yet obtained certification.



2. A new specialty license or certification in your general job area. This includes any specialty which can be obtained by those working in your field. Examples include (but not limited to):
- Respiratory Therapist-RRT, CPFT, etc.
 - Imaging Tech-CT, MRI, Mammography, etc.
 - Sonographer-Abdomen, OB, Adult or Fetal Echocardiography, etc.
 - Instrument technicians
 - Pharmacy technicians

For questions about this license and certification reimbursement program, please contact us at 866.804.2250 or visit

www.seiu-uhweduc.org/pd



Visit www.seiu-uhweduc.org/pd
for updated course listings, or call
866-804-2250 for more information.

— ★ PROFESSIONAL DEVELOPMENT ★ —
ONLINE



Go to www.edfundceus.org

Imaging Techs

Take classes directly through the ASRT! Registration is easy, and we now offer unlimited access to over 200 courses, and easy registration.

Open to Radiologic Technologists, CT Techs, MRI Techs, Sonographers, Nuclear Medicine Techs, Mammographers, etc. 📁



Other Classifications

We offer classes for MANY job classifications through CE Direct. Enjoy unlimited access to a large menu of classes. 📁

These courses serve the following:

CNAs

EMTs

Lab Professionals

Licensed Vocational/Practical Nurses

Occupational Therapists/Assistants

Pharmacy Techs

Physical Therapists/Assistants

Registered nurses

Respiratory Therapists

Surgical Technologists

And more! check www.edfundceus.org for more information.

— ★ FREQUENTLY ASKED QUESTIONS ★ —



DO MY UNION DUES PAY FOR THE EDUCATION FUND?

Nope! Our funding comes almost entirely from employer contributions, along with some federal, state, and local grants to our sister agency, the Shirley Ware Education Center (SWEC). Employers are required to pay into the Education Fund through their contracts with your union. The Education Fund does NOT receive union dues money.

The best way to start is to meet with an Ed Fund Career Counselor and make an education plan. Call **702.547.6400** to make an appointment with a counselor.

I WANT TO GO BACK TO SCHOOL – HOW DO I GET STARTED?



HOW CAN THE ED FUND HELP TO PAY FOR MY EDUCATION?

We have a variety of programs, depending on where you are in your educational path. Check page 3 of this catalog (Core Programs & Services) to get a snapshot of what is available.

For current hiring needs, you can check with your HR department and look at job listings. For longer-term employment trends, call **702.547.6400** to make an appointment with an Ed Fund Career Counselor.

HOW CAN I FIND OUT ABOUT IN-DEMAND JOBS AT MY EMPLOYER?



CAN MY CHILDREN ACCESS THIS BENEFIT?

No, this benefit is only for people who currently meet our eligibility requirements on page 2.

—★FREQUENTLY ASKED QUESTIONS★—

For the most updated information about our programs and services, visit our website at www.seiu-uhweduc.org, or call us at 702.547.6400.

**HOW CAN I
GET MORE
INFORMATION
ABOUT YOUR
PROGRAMS?**



**WHY IS
SPEAKING TO
A COUNSELOR
SO IMPORTANT?**



Ed Fund Career Counselors are experts on the services the Fund can offer you, and the educational and career resources in your area. They can help you figure out where to get started with your journey. Plus, they're really nice – give them a call!

**HOW CAN I
GET THE ED
FUND TO BRING
COURSES AND
TRAINING
PROGRAMS TO
MY FACILITY?**

Talk to your facility's Ed Fund representative. If you don't know who that is, call 702.547.6400.



**IS THIS THE SAME
AS TUITION
REIMBURSEMENT?**



No, Education Fund benefits are in addition to tuition reimbursement benefits that you may get from your employer.





Like us on Facebook.

facebook.com/EducationFund

Check our facebook page for the latest updates on our programs and services, and to see pictures of other students.

OFFICES

EDUCATION FUND BAY AREA

360 22nd Street, Suite 200
Oakland, CA 94612
TOLL FREE: 1.888.872.4606

SACRAMENTO

2131 Capitol Ave, Suite 205
Sacramento, CA 95816
TOLL FREE: 1.888.872.4606

SOUTH BAY

2995 Moorpark Ave
San Jose, CA 95128
TEL: 408.287.3655

SOUTHERN CALIFORNIA

3250 Wilshire Boulevard, Suite 1404
Los Angeles, CA 90010
TEL: 866.804.2250

CENTRAL VALLEY

550 East Shaw Ave., Suite 240
Fresno, CA 93710
TEL: 1.866.798.0091

LAS VEGAS, NV

3785 East Sunset Rd.
Las Vegas, NV 89120
TEL: 702.547.6400

NORTHWEST

3536 SE 26th Ave.
Portland, OR 97202
TEL: 503.238.5945

DENVER, CO

2525 West Alameda Ave.
Denver, CO 80219
TEL: 303.722.0796



SEIU UHW-WEST & JOINT EMPLOYER
EDUCATION FUND

CALL TOLL FREE 1.888.872.4606

www.seiu-uhweduc.org

PARTICIPATING EMPLOYERS

Alameda Health System (AHS)

Highland Hospital • Fairmont Hospital
• *John George Psychiatric Pavilion*
• *Alameda Hospital*

Antelope Valley Hospital

Brotman Medical Center

Chinese Hospital

Coastal Communities Hospital

Daughters of Charity Health System

O'Connor • Seton Medical Center

• *Seton-Coastside • St. Louise*

St. Francis • St. Vincent Medical Center

Dignity Health – CA

Dignity Health – NV

St. Rose Dominican Hospitals

• *Rose de Lima, San Martin, and Siena campuses*

El Camino Hospital

HCA – CA

Good Samaritan • Regional Medical • Los Robles

• *Riverside • West Hills*

HCA Sunrise Hospital & Medical Center – NV

Hollywood Presbyterian Medical Center

Kaiser Permanente – Colorado

Kaiser Permanente – Northern CA

Kaiser Permanente – Northwest

Kaiser Permanente – Southern CA

Santa Rosa Community Health Center

Tri-City Medical Center

Watsonville Community Hospital

Western Medical Center – Anaheim

LONGTERM CARE EMPLOYERS

EmpRes Healthcare

Foresight Management

Kindred Healthcare

Serenity Management

Northgate Care Center

Genesis Healthcare

PARTICIPATING UNIONS

SEIU United Healthcare Workers – West

SEIU Local 49 Oregon/Washington

SEIU Local 105 Colorado

SEIU Local 1021

SEIU Local 121RN Southern California

SEIU Local 1107 Nevada