



NEW YORK CITY MANAGERIAL EMPLOYEES ASSOCIATION

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February 7, 2018

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Dear MEA Member:

The New York City Managerial Employees Association (NYCMEA) in partnership with the City University of New York (CUNY) School of Professional Studies (SPS) Murphy Institute and its other CUNY colleges is pleased to continue seven certificate programs and master's programs that will be available to our active members.

Active members can enroll in following programs:

Programs	Application Deadlines for 2018
1. Certificate in Public Administration & Policy (Undergraduate level; On campus, Murphy Institute)	July 19, 2018
2. Advanced Certificate in Public Administration & Policy (On campus, Murphy Institute)	July 19, 2018
3. Certificate in Health Care Policy & Administration (Undergraduate level; On campus, Murphy Institute)	July 19, 2018
4. Advanced Certificate in Health Care Administration & Policy (On campus, Murphy Institute)	July 19, 2018
5. Advanced Certificate in Management (On campus, CUNY SPS)	July 26, 2018
6. Advanced Certificate in Project Management (online, CUNY SPS)	July 26, 2018
7. Master of Arts in Urban Studies	May 21, 2018
8. Certificate in Construction Project Management	Course start date varies. Applicants need to register at least one week before the start of the course. Please confirm directly with Baruch Continuing Studies at (646) 312-5000 for the last day to register for this course.
Marx Graduate Program (Baruch College)	
• Executive Master of Public Administration	March 1, 2018
• Master of Health Care Administration	March 1, 2018
• Master of Management	March 1, 2018
• Master of Public Administration	March 1, 2018

Note: Please confirm directly with Baruch College at (646) 660-6760 for the last day to register for these Graduate programs.

These offerings are based upon review of our recent Member Needs Assessment Survey, which showed widespread interest by members in management, leadership, administration and policy fields.

Details regarding the CUNY Murphy Programs can be viewed on the CUNY website. To help simplify your search, we have a link on our website that will help you to quickly navigate the CUNY programs. Simply click on the MEA website: www.nycmea.org, click the Links page, click CUNY Murphy Institute. **To determine the availability of programs at other CUNY campuses, please research their websites.**

The NYCMEA Organization/Compensation & Professional Development Committee has authorized the following tuition benefits to be reimbursed, after successful completion of each course within the certificate program chosen. Successful completion is defined as achieving a grade of B+ or higher.

1. **Certificate Programs** - The amount to be reimbursed, based upon a successfully completed semester, will be 50% of the tuition rate charged for up to two courses. This applies to Undergraduate or Graduate certificate programs.
2. **Graduate Programs** – No limitation is placed upon the number of courses completed. Reimbursement will be provided at 50% of the total tuition cost for each course. A grade consisting of B+ or higher must be attained.
3. **Upon successful completion of the first semester, the initial one-time application fee (\$70 for Undergraduates and \$125 for those taking Graduate and Advance Level Certificates) will also be reimbursed.**
4. For those currently enrolled, as well as prospective enrollees in the Master's Program, we will also reimburse the initial application fee.

Tuition Rates:

- For the Undergraduate Certificate Programs - **\$285.00** per credit
- For the Graduate and Advanced Level Certificates - **\$440.00** per credit
- General Fees per semester - **\$167.50** to be paid by the enrollee.
- Upon completion of the program, you must submit the attached MEA Tuition Reimbursement Application, and email it to: info@nycmea.org with required documentation (proof of enrollment, GPA, Bursar's invoice reflecting proof of payment).

Interested members will be reimbursed not more than two courses per semester, in accordance with the program requirements for the selected certificate program. While many of you already have at least a Baccalaureate Degree, you can opt to select an Undergraduate Certificate Program. **You do not qualify for tuition reimbursement, if you are enrolled in classes in a non-certificate program.** These members may apply for funding under the MEA's Scholarship benefit for this academic endeavor.

All approved certificate and Master’s programs may be taken at any CUNY campus offering them. Certificate programs in public administration and healthcare policy and administration will be conducted in the evening.

All courses in the Advanced Certificate in Management will be conducted in the evenings at CUNY SPS located at: 119 West 31st St, New York, NY 10001.

We strongly urge you to seriously consider taking advantage of this opportunity. We previously established the value of educational/professional credentials by analyzing its impact on scholarship recipients. It clearly demonstrated that successful completion resulted in increased salary, promotional opportunity and an enhanced ability to perform one’s job responsibilities.

This is a great benefit to help you advance your career development goals. We need you to identify certificate programs of interest to you.

If you are interested in applying for the Fall 2018 Marx Graduate Programs at Baruch College, please complete the NYC MEA/CUNY Expression of Interest form and email it to: info@nycmea.org, **not later than February 21, 2018.**

If you are interested in applying for the Fall 2018 Certificate programs for CUNY Murphy Institute please complete the NYC MEA/CUNY Expression of Interest form and email it to: info@nycmea.org, **not later than April 23, 2018.**

If you prefer to mail the form, please complete all information and send to:

New York City Managerial Employees Association
42 Broadway, Suite 1945
New York, NY 10004
ATTN: Organization/Compensation & Professional Development Committee

Your completed Expression of Interest form will be transmitted to CUNY. A CUNY representative will contact you immediately to help facilitate the admission process. For the Construction Project Management certificate, applicants will need to follow-up directly with Baruch at the number provided.

If you need additional details, please contact Joel Fishelson at: (917) 841-2128, or Adrienne Leaf at (347) 613-4457.

Sincerely,



Joel Fishelson, Chair
Compensation & Professional Development Committee

JF: SS:LB/kc

Cc: Linda Barnes
Adrienne Leaf
Evelyn Nyman

Sincerely,



Shelly Shulman
President



NEW YORK CITY
MANAGERIAL EMPLOYEES ASSOCIATION

CUNY TUITION REIMBURSEMENT APPLICATION

Undergraduate: _____

Graduate _____

(1) Name: Last: _____ First: _____ M.I. _____

(2) Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Cell #: _____ E-Mail Address: _____

(3) Agency: _____

Work Location/Address: _____

Work Telephone #: _____ Fax #: _____

Civil Service Title & Level: _____

Job Title: _____

(4) Education:

High School Graduate: Yes _____ No _____ GED: Yes _____ No _____

College Graduate: Yes _____ No _____ Degree: Yes _____ No _____

If yes: Type: _____ Course: _____ Year Received: _____

Are you currently enrolled in college? Yes: _____ No: _____

If yes, Name of Institution: _____

Course of Study: _____

Expected Date of Graduation: _____ GPA (This term only): _____

If you are not currently enrolled in college, identify Certificate/Master's Program of interest and location

Name of Program: _____

Location of college or institution: _____

(5) Briefly explain how this Certificate program will help enhance your career.

Please mail or email application form to:

**NYC Managerial Employees Association
42 Broadway, Suite 1945
New York, NY 10004
Email: info@nycmea.org**

Signature of Applicant / Date: _____