



# NEW YORK CITY MANAGERIAL EMPLOYEES ASSOCIATION

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**STUART D. EBER**  
PRESIDENT

June 1, 2017

**SHELLY SHULMAN**  
EXECUTIVE VICE PRESIDENT

Dear MEA Member:

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SENIOR ADVISOR

**WILLIAM DWORKIN**  
PRESIDENT EMERITUS

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 announce seven certificate programs that will be available to our active members beginning spring 2017. In addition to the BA in Urban & Community Studies and Masters in Urban Studies and Labor studies offered at the Murphy Institute, active members can enroll in following certificate programs:

| Programs  | Application Deadlines for Fall 2017   |
|---|---|
| Certificate in Public Administration & Policy (Undergraduate level; On campus, Murphy Institute)      | July 27, 2017   |
| Advanced Certificate in Public Administration & Policy (On campus, Murphy Institute)                  | July 27, 2017   |
| Certificate in Health Care Policy & Administration (Undergraduate level; On campus, Murphy Institute) | July 27, 2017   |
| Advanced Certificate in Health Care Administration & Policy (On campus, Murphy Institute)             | July 27, 2017   |
| Advanced Certificate in Management (On campus, CUNY SPS)  | July 27, 2017   |
| Advanced Certificate in Project Management (online, CUNY SPS)   | July 27, 2017   |
| 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 the last day to register for this course. |

These offerings were 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 each program 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](http://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. The amount to be reimbursed, based upon a successfully completed semester, will be 50% of the tuition rate charged for up to two courses.
2. 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.
3. 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 - \$275.00 per credit
- For the Graduate and Advanced Level Certificates - \$425.00 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](mailto: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 previous 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 2017 programs, please complete the NYC MEA/CUNY Certificate Program Expression of Interest form and email it to: [info@nycmea.org](mailto:info@nycmea.org), **not later than July 7, 2017**. 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 Michelle Centeno at (917) 635-6158.

Sincerely,



Joel Fishelson, Co-Chair  
Compensation & Professional Development Committee

JF:SE:LB/ss

Cc: Michelle Centeno, Co-Chair  
Linda Barnes

Sincerely,



Stuart Eber  
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.

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Please mail or email application form to:

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

Signature of Applicant / Date: \_\_\_\_\_