A GUIDE TO YOUR EDUCATION BENEFITS

FALL 2015 / SPRING 2016

SEIU UHW-WEST & JOINT EMPLOYER EDUCATION FUND
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While every effort has been made to ensure the accuracy of the information provided herein, it should be understood that all courses, course descriptions, designated locations, dates and times are subject to change or elimination at any time without notice or published amendment to this catalog. Published March 2015 • © 2015 SEIU UHW-West & Joint Employer EDUCATION FUND
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 & 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. Topics include basic and intermediate computer skills, BLS/CPR, and Introduction to Medical Terminology.

STEP PROGRAM (Success Through Educational Preparation) (p.11-12)
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.

LONG TERM CARE SERVICES
Programs and courses for long term care workers. Opportunities include Continuing Education classes, Restorative Nursing Assistant training, Dietary Aide training, and English skills.

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.14-15)
Continuing education classes offered online and in-person. Courses are provided by experts in the field and 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


APPLY ONLINE WWW.SEIU-UHWEDUC.ORG
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 1-888-872-4606 and ask to talk to an Education Fund staff person for your facility. We can bring it to you!
Skill Builders classes are short-term trainings that enhance your effectiveness in your current position or help you develop new skills to help you move up the career ladder.

IN-PERSON CLASSES

INTRO TO MEDICAL TERMINOLOGY
Learn basic Medical Terminology. Review scientific names for body parts, conditions, processes and diseases.

SPANISH INTRO TO MEDICAL TERMINOLOGY
For bilingual Spanish speakers: In this interactive course you will learn Spanish Medical Terminology, including scientific names for body parts, conditions, processes and diseases, as well as basic rules around interpreting in a healthcare setting.

ASSAULTIVE BEHAVIOR MANAGEMENT
Learn techniques to use when dealing with a potentially assaultive client, including verbal de-escalation skills and hands-on techniques. Meets the state requirements for AB508.

CPR CERTIFICATION
Get certified in CPR! Successful completion of this American Heart Association (AHA) certified class results in BLS card.

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.

For an updated schedule of in person Skill Builders classes, check our website at www.seiuuhweduc.org/skillbuilders. Click on the region closest to you.

If you don’t see the one you want scheduled in your area, call 1-888-872-4606 and ask to talk to the staff person for your facility. 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 HUGE library of online courses and videos on the following topics:

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

KP employees: Log in to KP Learn at learn.kp.org
All other employers: Go to www.seiu-uhweduc.org/skillbuilders to sign up.

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 & Physicology

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.

STEP (p.11-12)
Pays for tuition, books, and fees for college prerequisite classes.
CAREER COUNSELING (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.14-15)
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

Like us on Facebook. facebook.com/EducationFund
The STEP Program pays for tuition, books, and fees for students in pre-requisite classes at the following community colleges. Career counseling and, in many cases, online tutoring are also provided. Classes include English, Math, Sciences, and other pre-requisites such as Psychology, Speech and Medical Terminology.

Visit [www.seiu-uhweduc.org/STEP](http://www.seiu-uhweduc.org/STEP) for a list of approved classes and more information about the program or call [888.872.4606](tel:8888724606) to talk to a career counselor about how to get started.

Colleges we work with:

**San Francisco**  
City College of San Francisco

**East Bay**  
Berkeley City College  
Chabot College  
College of Alameda  
Contra Costa College  
 Diablo Valley College  
 Laney College  
 Las Positas College  
 Los Medanos College  
 Merritt College

**Peninsula/South Bay**  
Cabrillo College  
College of San Mateo  
De Anza College  
Evergreen Valley College  
Foothill College  
Gavilan College  
Mission College  
San Jose City College  
Skyline College

**North Bay**  
College of Marin  
Napa Valley College  
Santa Rosa Junior College  
Solano Community College

**North State**  
Shasta Community College  
Yuba City College

**Sacramento Area**  
American River College  
Cosumnes River College  
Folsom Lake College  
Sacramento City College  
Sierra College  
Woodland Community College

**Central Valley**  
Bakersfield College  
Clovis Community College  
Columbia College  
Fresno City College  
Madera Center  
Merced College  
Modesto Junior College  
Oakhurst Center  
Reedley College  
San Joaquin Delta College  
Taft College

**Central Coast**  
Allan Hancock College  
Cuesta College

**California State University-San Marcos (Online)**  
Anatomy & Physiology I & II

Check our website for details [www.seiu-uhweduc.org/STEP](http://www.seiu-uhweduc.org/STEP)
The **STEP Program** pays for tuition, books and fees for students in pre-requisite classes at the following community colleges. Career counseling and, in many cases, online tutoring are also provided. Classes include English, Math, Sciences, and other pre-requisites such as Psychology, Speech and Medical Terminology.

Visit www.seiu-uhweduc.org/STEP for a list of approved classes and more information about the program or call **866.804.2250** to talk to a career counselor about how to get started.

**Colleges we work with:**

**Central Los Angeles**
East Los Angeles College
Los Angeles City College

**Inland Empire & Riverside**
Crafton Hills College
Mt. San Jacinto College
Norco College
Moreno Valley College
Riverside City College
San Bernardino Valley College

**Orange County**
Coastline Community College
Golden West College
Irvine Valley College
Santiago Canyon College
Orange Coast College
Santa Ana College
Irvine Valley College

**San Fernando Valley**
Pierce College
Valley College
Mission College

**West Los Angeles**
El Camino/Compton Center
Los Angeles Southwest College
West Los Angeles College

**East Los Angeles & Pasadena**
East Los Angeles College
Pasadena City College
Mount San Antonio College

**Oxnard, Antelope Valley & Ventura**
Antelope Valley College
Oxnard College
Moorpark College

**South Bay**
Long Beach City College
LA Harbor College

**Oceanside/San Diego**
Palomar College
Mira Costa College

**California State University-San Marcos (Online)**
Anatomy & Physiology I & II

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

Like us on Facebook.
facebook.com/EducationFund
Take ESL classes for free!
We pay for the class and books.

Call 1-888-872-4606 for a STEP application or to talk to a Career Counselor.
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.

We offer in-person classes in Northern & Southern California for the following classifications:
• Imaging Techs
• Respiratory Therapists
• CNAs
• Medical Assistants
• LVNs

SOUTHERN CALIFORNIA ONLY:
• RNs

NORTHERN CAL ONLY:
• Behavioral Health

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, pharmacist 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):
   a. Registered Nurse- Any specialty area such as CCRN, CNOR, CRRN, PRN, etc.
   b. Respiratory Therapist-RRT, CPFT, etc.
   c. LVN-IV Certification, Podiatry certificate, etc.
   d. Imaging Tech-CT, MRI, Mammography, etc.
   e. Sonographer-Abdomen, OB, Adult or Fetal Echocardiography, etc.

For questions about this license and certification reimbursement program, please contact us at 866.804.2250 or visit www.seiu-uhweduc.org/pd.
We are pleased to offer online CEUs to California Certified Nursing Assistants and Home Health Aides through CNA Zone.

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.

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

These courses serve the following:
- Dieticians
- EMTs
- Lab Professionals
- Licensed Vocational/Practical Nurses
- Medical Assistants
- Occupational Therapists/Assistants
- Pharmacists
- Pharmacy Techs
- Physical Therapists/Assistants
- Registered Nurses
- Respiratory Therapists
- Social Workers
- Surgical Technologists

And more! check [www.edfundceus.org](http://www.edfundceus.org) for more information.
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<thead>
<tr>
<th>FREQUENTLY ASKED QUESTIONS</th>
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<tr>
<td><strong>DO MY UNION DUES PAY FOR THE EDUCATION FUND?</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>I WANT TO GO BACK TO SCHOOL – HOW DO I GET STARTED?</strong></td>
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<tr>
<td>The best way to start is to meet with an Ed Fund Career Counselor and make an education plan. Call 1-888-872-4606 to make an appointment with a counselor.</td>
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<tr>
<td><strong>HOW CAN THE ED FUND HELP TO PAY FOR MY EDUCATION?</strong></td>
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<tr>
<td>We have a variety of programs, depending on where you are in your educational path. Check page 3 of this catalog (Core Programs &amp; Services) to get a snapshot of what is available.</td>
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<tr>
<td><strong>HOW CAN I FIND OUT ABOUT IN-DEMAND JOBS AT MY EMPLOYER?</strong></td>
</tr>
<tr>
<td>For current hiring needs, you can check with your HR department and look at job listings. For longer-term employment trends, call 1-888-872-4606 to make an appointment with an Ed Fund Career Counselor.</td>
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<tr>
<td><strong>CAN MY CHILDREN ACCESS THIS BENEFIT?</strong></td>
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<td>No, this benefit is only for people who currently meet our eligibility requirements on page 2.</td>
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## Frequently Asked Questions

For the most updated information about our programs and services, visit our website at [www.seiu-uhweduc.org](http://www.seiu-uhweduc.org), or call us at 1-888-872-4606.

### 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 More Information About Your Programs?

Talk to your facility’s Ed Fund representative. If you don’t know who that is, call 1-888-872-4606.

### How Can I Get the Ed Fund to Bring Courses and Training Programs to My Facility?

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

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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

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Las Vegas, NV 89120
TEL: 702.547.6400

NORTHWEST
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