FALL 2014 – SPRING 2015

CAREER COUNSELING
TRAINING
FINANCIAL ASSISTANCE

SEIU UHW-WEST & JOINT EMPLOYER EDUCATION FUND
CAREER COUNSELING AND WORKSHOPS
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
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)
STEP supports students in prerequisite classes at local community colleges. Support includes tuition, books, fees, career counseling, and often tutoring. Classes include English, ESL, Math, Chemistry, Anatomy, Physiology and Microbiology, as well as Psychology and Medical Terminology. Additional classes that are required for entry into an Allied Health or nursing programs are supported.

ADVANCE YOUR CAREER (AYC)
Provides training, books, and exam fees for short-term (less than 12 months) training for a new career.

UPGRADE PROGRAMS
Based on employer needs and designed to help employees move into high-demand, hard-to-fill positions such as Certified Phlebotomy Technician, Sterile Processing Technician, Surgical Technician, Medical Assistant, and Mammographer. Specialty credential review courses may be offered when needed.

LONG TERM CARE SERVICES
Programs and courses tailored for employees who work in long term care settings. Opportunities include Certified Nursing and Restorative Nursing Assistant training, Workplace English Skills and GED Test Preparation.

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.

STIPEND PROGRAM
Allows people who are enrolled in an in-demand degree or certificate programs to reduce their hours of work and get paid for their time. This is a very competitive program with limited space.

PROFESSIONAL DEVELOPMENT
Continuing education classes offered online and in-person. Courses are provided by experts in the field and are designed for eligible employees needing to obtain Continuing Education Units (CEUs) or further develop their skills in their chosen profession. Support also provided to obtain specialty license/certification in your current field.
CAREER COUNSELING
MENU OF SERVICES

Career Exploration
Interest & Skill Assessments
Labor Market Information
Workshops

Education & Academic Resources
College Exploration
Local Training Programs
Academic Advising

Job Search
Job Search Strategies
Resume & Cover Letter Assistance
Interview Preparation

VISIT US ON THE WEB: WWW.SEIU-UHWDUC.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.

ACADEMIC SUCCESS
Designed for new STEP students, this workshop provides the tools you need to excel in college-level classes. Learn techniques for navigating the school system, managing your time effectively, speed reading, note-taking and test-taking strategies.

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.

HEALTHCARE REFORM & YOU
We’ve been hearing a lot about healthcare reform – but what will it mean for your career? Learn about some of the major changes that are anticipated in the next few years, and get ideas about how you can stay ahead of changes.

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 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. The following are examples of Skill Builders classes:

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

**SPANISH INTRO TO MEDICAL TERMINOLOGY**
For fluently 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. *(Three days)*

**CPR CERTIFICATION**
Get certified in CPR! Successful completion of this American Heart Association (AHA) certified class results in BLS card. *(One day, 5 hours)*

**ASSAULTIVE BEHAVIOR MANAGEMENT**
Learn techniques to use when dealing with the potentially assaultive client, including verbal de-escalation skills and hands-on techniques. Meets the state requirements for AB508. *(4 hours)*

Check our website at [www.seiu-uhweduc.org](http://www.seiu-uhweduc.org) for an updated schedule of Skill Builders classes. 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!
INCREASE YOUR KNOWLEDGE OF COMPUTERS!
In-person classes:
**BASIC COMPUTERS**
New to computers? Learn the basics of using computers and internet/email. *(One 8-hour day)*

**BASIC WORD & EXCEL**
An introduction to using Microsoft Word & Excel for work, home, and school. *(4-hour or 15-hour course)*

**SKILL BUILDERS ONLINE**

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

*Classes include:*
- Intro to Medical Terminology
- Intro to Biology
- Intro to Anatomy & Physiology

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

**ALSO, you can access online classes through SkillSoft, including:**
- Computer Skills
- Business writing
- Customer service
- Project Management and many more!

**KP employees:** Log in to KP Learn at learn.kp.org and look for the Ed Fund eLearning Library Orientation.

**Non-KP employees:** Go to www.seiu-uhweduc.org/skillbuilders to sign up.
CAREER CO
Helps you figure out what you want to do.

SKILL BUILDERS
Short-term classes help you feel more confident on the job.

STEP
Pays for tuition, books, and fees for college prerequisite classes.
COUNSELING
Helps you figure out what you want to do, and how to do it.

UPGRADE PROGRAMS & AYC
Help you train for in-demand positions.

PROFESSIONAL DEVELOPMENT
Free CE classes for licensure or certification, and support for specialty certifications.
AYC helps you move up the career ladder by paying for books, tuition, and related costs for training programs that prepare you to enter a new job.

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

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

Questions?
Call toll-free: 888.872.4606 or visit us online at www.seiu-uhweduc.org/upgrade

Like us on Facebook.
facebook.com/EducationFund
The STEP program pays for tuition, books, and fees for students in prerequisite classes at local community colleges, and often provides tutoring. Classes include English, Math, Sciences, and other prereqs such as Psychology and Medical Terminology.

Visit [www.seiu-uhweduc.org/STEP](http://www.seiu-uhweduc.org/STEP) for more information or call 888.872.4606 to talk to a career counselor about how to get started.

**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**
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**
Merced College
Modesto Junior College
San Joaquin Delta College
Willow International Center
Fresno City College
Reedley College
Madera Center

**Central Coast**
Allan Hancock College
Cuesta College

**Online**
Modesto Junior College (Medical Terminology)

Check our website for details [www.seiu-uhweduc.org/STEP](http://www.seiu-uhweduc.org/STEP)
STEP supports students in prerequisite classes at local community colleges with tuition, books, career counseling, and often tutoring. Classes include English, Math, Sciences, and other prereqs such as Psychology and Medical Terminology.

Visit [www.seiu-uhweduc.org/STEP](http://www.seiu-uhweduc.org/STEP) for more information or call **866.804.2250** to talk to a career counselor about how to get started.

Central Los Angeles
East Los Angeles College  
Los Angeles City College

Inland Empire & Riverside
Moreno Valley College  
Riverside City College  
San Bernardino Valley College

Orange County
Orange Coast College  
Santa Ana College

San Fernando Valley
Pierce College  
Valley College  
Mission College

Oxnard, Antelope Valley & Ventura
Antelope Valley College  
Oxnard College

Bakersfield
Bakersfield College

South Bay
Long Beach City College  
LA Harbor 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

Modesto Junior College (Online)
Medical Terminology

Oceanside/San Diego
Palomar College  
Mira Costa College

Check our website for details [www.seiu-uhweduc.org/STEP](http://www.seiu-uhweduc.org/STEP)

Like us on Facebook.  
facebook.com/EducationFund
DO YOU WANT TO IMPROVE YOUR ENGLISH?
¿QUIERES MEJORAR TU INGLÉS?
GUSTO MO BANG GUMALING SA PAGSASALITA NG ENGLISH?

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 meets the needs of 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 provide support for people to obtain licensure and/or certification in their current field, including for specialty areas. To find the most updated program schedule and applications, please visit www.seiu-uhweduc.org/pd

Choose from a variety of CE topics.

**IMAGING TECHS**

*Online classes through the ASRT* - Choose from a variety of CE topics offered online directly by the ASRT. Courses can be taken at your convenience!

*In-Person Classes* - Each Spring and Fall at least one new imaging CE class is offered in both Northern & Southern CA. Course topics vary each season.

**RESPIRATORY THERAPISTS**

*Law & Professional Ethics for RCPs* - This is the course required for all RCPs every four (4) years and we offer it directly through the CA Society of Respiratory Care (CSRC). This course provides an overview of basic ethical principles and how they apply to healthcare in general and respiratory therapy in particular. Course offered twice each year in both Northern & Southern CA. 3.0 Contact Hours

*In-Person Classes* - Each Spring and Fall at least one new respiratory CE class is offered in both Northern & Southern CA. Course topics & contact hours vary each season.

**CNAS & MEDICAL ASSISTANTS**

*In-Person classes* - These are specifically intended for the CNA, CHHA, RNA or MA in compliance with Title 22 and certification board continuing education requirements. No RN or LVN credit will be granted. Courses offered in various locations twice each year in both Northern & Southern CA.

**NURSING (SOUTHERN CA)**

*In-Person Classes* - Offered at least twice every year, these courses are designed to meet the needs of current Registered Nurses & Licensed Vocational Nurses in Southern CA. Course topics and contact hours vary each season.

**BEHAVIORAL HEALTH (NORTHERN CA)**

*In-Person Classes* - Offered twice per year, in Northern California, these courses cover both pre and post-licensure topics.

VISIT WWW.SEIU-UHWEDUC.ORG/PD FOR UPDATED COURSE LISTINGS, OR CALL 866-804-2250 FOR MORE INFORMATION.
CE REIMBURSEMENT
If your job requires Continuing Education and we offer no CE options for you, you may be eligible for our CE Reimbursement program! We reimburse up to $200/ calendar year for CE classes related to your license. This benefit is also available for those holding specialty certifications which require a certain number of CE units to be obtained in that particular field (e.g. CCRN, Nuclear Medicine, and Mammography). Eligibility for this benefit is restricted, so please contact us at 866.804.2250 for more information.

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 of this 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

ONLINE CEU CLASSES: New in 2014! 24-7 access to online CE classes to be taken at your convenience! Take CEU classes for any of the following job classifications:
- RN, LVN/LPN, CNA
- Dietician/Diet Tech
- EMT
- Lab Professional
- Social Worker
- Physical Therapist/Assistant
- Respiratory Therapist
- Pharmacist/Tech
- Surgical Technologist
- Occupational Therapist/Assistant
- AND MORE!

Register today at www.edfundceus.org!
### Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do my union dues pay for the education fund?</strong></td>
<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>
</tr>
<tr>
<td><strong>How can the Ed fund help to pay for my education?</strong></td>
<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>
</tr>
<tr>
<td><strong>How can I find out about in-demand jobs at my employer?</strong></td>
<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>
</tr>
<tr>
<td><strong>Can my children access this benefit?</strong></td>
<td>No, this benefit is only for people who currently meet our eligibility requirements on page 2.</td>
</tr>
</tbody>
</table>
### I Want to Take Classes but My Supervisor Won’t Give Me the Time Off. Can the Ed Fund Help?

The Education Fund is a separate organization from your union and your employer, and cannot get involved in workplace issues. However, we can provide a letter explaining the Education Fund benefits which you can give to your supervisor. You can also ask your union steward for assistance.

### How Can I Get More Information About Your Programs?

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 Help My Coworkers Learn More About Ed Fund Benefits?

Talk to your facility’s Ed Fund Champion or 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?

Become an Ed Fund Champion. Ed Fund Champions help raise the visibility of our benefits. If you are interested in becoming an Ed Fund Champion call toll free 866-804-2250.
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
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
Tenet Healthcare
• Doctor’s Hospital, Manteca • Doctor’s Medical Center, Modesto
• San Ramon Regional Medical Center • Desert Regional Medical Center
• JFK Memorial Hospital • Lakewood Regional Medical Center
• Los Alamitos Medical Center • Sierra Vista Medical Center
• Twin Cities Community Hospital
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