



The Education Assistance Program provides employees with an opportunity to acquire skills and knowledge needed for career development and advancement. This program supports the Power Authority's commitment to encourage employee performance and enhance professional development. Course work must be job-related or connected to a job or career an employee intends to pursue at NYPA. This application must be submitted to your immediate supervisor at least 30 days prior to registration.

EMPLOYEE INFORMATION (please type or print all information)

Employee's Name	Employee ID#	Date of Hire:
Job Title	Department/Location	Phone Extension

ACADEMIC INFORMATION

Major Field/Degree Name:	Degree Level:
Name of Educational Institution:	Undergraduate
Starting Date for Course(s):	Graduate
Proposed Coursework:	Certificate/Certification

EMPLOYEE COMMENTS

Please describe how your current position will benefit from this program? How will it support your NYPA Development Plan?

I certify that I have read and understand EP:3.6 Education Assistance Program Policy & EP-PRO:3.6 related procedure and the information I provided is correct.

Employee Signature	Print Name	Date
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TO BE COMPLETED BY SUPERVISOR

For coursework only: please answer the following questions:

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| Yes | No | 1. Is the coursework required for the employee to keep his or her present position? |
| Yes | No | 2. Will the coursework maintain or improve the employee's skills needed in his or her position? |
| Yes | No | 3. Is the coursework needed to meet the minimum education requirements of the employee's position? |
| Yes | No | 4. Will the coursework qualify the employee for a new job at NYPA? |

Supervisor: Your signature verifies that compliance with the eligibility criteria of the Education Assistance Program policy has been met.

Employee's Immediate Supervisor Signature	Print Name	Date
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HUMAN RESOURCES APPROVAL

This application for education assistance: ___ is approved ___ is not approved

Reason for disapproval: _____

Human Resources Signature:	Date
Print Name:	

*The Site HR designee will provide a copy of this form to the site Regional Manager