

OSA 2020 ADMIN SA EXAM TRAINING COURSE REGISTRATION

For those who did not take the Analyst Series Exam training in 2019 or for those who wish to take a refresher course, OSA is offering a special set of classes for the 2020 Admin SA exam. Please complete this coupon to register for the course. There is no charge to enroll for those represented by OSA. To receive the training, individuals not represented by OSA can join OSART, our related professional association, with a \$97.50 money order. If you paid the OSART fee for last year's training, you do not have to pay again.

Classes will be held over the ten evenings from January 21st to February 4th at the union office, 220 East 23rd Street, 7th Floor, in Manhattan from 6 to 9pm, with registration starting at 5:30pm.

OSA will be offering one subject per evening over ten successive evenings. There will be no class on Thursday, January 30, 2020 when the union will hold its next general membership meeting.

You can sign up for all ten sessions or only the individual sessions you wish to take.

The training materials are on the union's website at www.osaunion.org in the section for "Exams, Lists and Training." Please bring only the curriculum/

powerpoint material to each class. However, for the sessions on Personnel and In-Basket, bring all of the materials on the website.

On the coupon, please circle the day of the week for each session you are interested in attending or check the box to indicate you plan to take all ten sessions of training.

Return this coupon immediately to OSA by fax to 212-686-1231 or 212-686-1073 or call George Morgan at 212-686-1229. If you are not represented by OSA, bring this form, your \$97.50 money order payable to OSART and your OSART membership form to the union office no later than the first day of training.

Please keep a copy of the coupon for your records and bring it with you to all the sessions you attend. Also, be sure to call the **PHONE HOTLINE** at 212-330-8833 or check the **WEEKLY NEWS-LINE** page at www.osaunion.org regularly for any new information and/or changes.

Unless you hear from us, you will be registered for the evening(s) you choose. Keep your copy of this form. We will not be able to remind you of the sessions you chose to attend.

OSA 2020 ADMIN STAFF ANALYST EXAM TRAINING COURSE REGISTRATION

PRINT NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

AGENCY: _____ TITLE: _____

WORK PHONE: _____ CELL PHONE: _____

HOME EMAIL: _____ OSA REPRESENTED OSA NON-REPRESENTED

Please CIRCLE the individual evening session(s) you wish to attend OR check the box below:

I WILL ATTEND THE ENTIRE 10 SESSION TRAINING COURSE

TUES 1/21 Mgmt & Supervision WED 1/22 Personnel THURS 1/23 Math FRI 1/24 Statistics

MON 1/27 Operations Research TUES 1/28 Budgets & Contracts WED 1/29 Grammar & Communication

FRI 1/31 Interpersonal Skills & Conflict Mgmt MON 2/3 Training & Test Taking TUES 2/4 In-Basket Orientation

OSA REPRESENTED INDIVIDUALS can fax this form to 212-686-1231 or call George at the union office. INDIVIDUALS NOT REPRESENTED BY OSA should bring this form to the union office before the first training session, along with a \$97.50 money order and the OSART membership form you can find on the "Exams, Lists and Training" page of the union website at www.osaunion.org.