

ADMINISTRATIVE STAFF ANALYST EXAM TRAINING COURSE 2005

The Organization of Staff Analysts is offering a training course for the Administrative Staff Analyst Exam. OSA/OSART permanent ASA's are eligible to register for this course. Please complete the coupon below and return it by mail or fax as soon as possible. Registration is based on a first come first serve basis.

Classes will be held each evening **Monday through Friday** starting at 5:30 for registration and distribution of materials, to 9 PM beginning **Monday, April 18th** for a training set of seven weeks. Day classes will be held **Saturday and Sunday** from 8:30 for registration and distribution of materials, to 4PM, covering 2 sessions per day, for a training set of four weeks beginning **Saturday, April 23rd and Sunday, April 24th**. The training will take place in the OSA office 220 East 23rd Street, 7th floor.

The same classes will be given each evening. Therefore, you sign up for just one evening a week and come for 7 consecutive weeks, or you sign up for a Saturday or a Sunday and come for 4 weeks.

Please CIRCLE which evening or day classes you are interested in attending. Special refresher courses will be added for MATH and GRAMMAR after the training. They will begin the week of June 6th. If you need to take these classes, please CIRCLE MATH and/or GRAMMAR evening or day. You will be notified as soon as we know the schedule. (It depends on how many are interested.)

Please return this coupon immediately, in no case later than April 9th. Do not call the office to change your appointment. Be sure to call the hotline 212-330-8833 or check the NEWSLINE page of the OSA website, www.osaunion.org on a regular basis for possible updated information.

Unless you hear from us you will be registered for the day you choose. (EXCEPT FOR THE MATH AND/OR GRAMMAR CLASSES.) Keep your copy, as we will not be able to remind you which day you chose. YOU MUST BRING YOUR REGISTRATION COUPON WITH YOU WHEN YOU ARRIVE FOR TRAINING EACH TIME.

ADMINISTRATIVE STAFF ANALYST EXAM TRAINING COURSE

Return to OSA 220 East 23rd Street, Suite 707, NYC 10010
FAX: 212-686-1231, 212-686-1073

PRINT NAME _____ AGENCY _____

WORK PHONE _____ HOME PHONE _____

SS# _____ MEMBER: OSA /_/ OSART /_/

/_/ I am not an OSA or OSART member. Enclosed please find my postal money order payable to "OSART" for \$97.50.

CIRCLE ONLY ONE AND if needed, THE MATH AND/OR GRAMMAR CLASSES.

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

MATH EVENING DAY ----- GRAMMAR EVENING DAY
