

MINNEAPOLIS ELECTRICAL JATC CLASS REGISTRATION INFORMATION 2009- 2010

Class registration is ON-LINE. The JATC website is www.mplsjatc.org.

You may **VIEW** the classes on the website as of Saturday, September 5, 2009.

You may **REGISTER** for classes as of 8:00 AM on TUESDAY, SEPTEMBER 08, 2009, either on-line or in person at the JATC. On-line registration is available 24 hours a day.

All class availability is on a first-come first-serve basis. We suggest that you take time **NOW** to set up or check the set-up of your account on our website in advance of registration so that you can be assured of a smooth registration process.

We realize that not everyone has a home computer. You may have a relative, friend or neighbor willing to help you or you may wish to contact your public library, public high school or church; often these facilities have computer time that you can reserve (at no cost) for your use.

The JATC in St. Michael has computers that are available for you to use during the extended registration hours listed below. After those dates, the JATC is available for registration assistance during the regular business hours of 8:00 AM to 4:00 PM, Monday through Friday.

The JATC will be open the extended hours listed below specifically for individuals wishing to use our computers and for individuals needing assistance to complete the on-line registration process:

Monday	September 07, 2009	LABOR DAY HOLIDAY
Tuesday	September 08, 2008	08:00 AM to 06:00 PM
Wednesday	September 09, 2008	08:00 AM to 06:00 PM
Thursday	September 10, 2008	08:00 AM to 06:00 PM
Friday	September 11, 2008	08:00 AM to 06:00 PM

Please park in the large parking lot east of the JATC and enter through the east doors. We will have signs directing you to the registration area.

Please have your MASTERCARD, VISA, or DISCOVER credit/debit card available for your on-line registration to properly secure your class. Registration fee, books, materials, etc., are paid at the time of your registration.

We will not be able to reserve a spot for you in a class without payment. If you would prefer to pay with a check, money order or cash, please feel free to come to the JATC and we will be happy to assist you with the payment portion of the registration process to secure your class(es). We cannot hold a class for anyone wishing to pay at the first session of class. We cannot hold a class for anyone pending payment by mail.

FEES ARE NON-REFUNDABLE unless class changes are made by the JATC.

LATE REGISTRATION FEE POLICY

If you register for a class prior to the registration deadline of 11:59 p.m., two (2) weeks prior to the start of class, you will NOT be assessed a late fee. However, after the deadline a \$15.00 non-refundable fee will be added to the cost of the class. There is NO late fee if you are registering for Code of Excellence, Leadership, First Aid/CPR or OSHA 10 & 30 classes.

There is a \$75.00 tuition cost per class for contractor office employees, travelers working in Local 292 and 110, and members on honorary & participating withdrawal in addition to the registration fee of \$25.00 and the \$15.00 late fee (if applicable) per class at the time of on-line/in-person registration.

PRINTABLE CLASS LIST

A printable class list is available for you to print at any time during the school year. The copy you print will reflect the status of the class as of the date you print the copy; please realize class availability will change from day to day. The JATC will add classes periodically so please refer to the on-line view for the most current class list and availability.

Local 292, 343, and Local 110 have reciprocal Continuing Education journeyman classes. Local 110 & 343 members in good standing will be eligible to take the Local 292 classes following the same Local 292 registration guidelines, procedures and costs.

Local 292 members are invited to go to www.ibew110jatc.org or www.ibewlocal343.org to review the class opportunities and their respective registration processes.

All classes will be held at the Minneapolis Electrical JATC. Please use the link called "Directions to Us" on the www.mplsjatc.org website if you need directions to the JATC.

2008 NEC BOOKS: If you are a Local 292 book one member who has not received your copy and wish for someone to pick up your book on your behalf, please give them your full name & your union card number from your dues receipt. If you are planning to attend a JATC class this year and have not yet received your 2008 NEC book, we will have your new book ready for you to pick up in class.