

MINNEAPOLIS ELECTRICAL JATC CONTINUING EDUCATION CLASS REGISTRATION INFORMATION  
2011- 2012

Continuing Education class registration begins TUESDAY, SEPTEMBER 06, 2011 at 8:00 AM on-line and at the JATC.

You may **VIEW** the classes on the website as of 8:00 AM, THURSDAY, September 01, 2011.

The JATC in St. Michael has computers that are available for you to use during the published extended registration hours listed below as well as 8:00 AM to 4:00 PM, Monday through Friday throughout the year.

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| Monday    | September 05, 2011 | HOLIDAY            |
| Tuesday   | September 06, 2011 | 8:00 AM to 6:00 PM |
| Wednesday | September 07, 2011 | 8:00 AM to 6:00 PM |
| Thursday  | September 08, 2011 | 8:00 AM to 6:00 PM |
| Friday    | September 09, 2011 | 8:00 AM to 6:00 PM |

Please have your MASTERCARD, DISCOVER or VISA credit/debit card available for your online registration to properly secure your class. Books, materials, etc., are paid for at the time of your registration.

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 will not be able to reserve a spot for you in a class without payment. 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.

\*\*\*\*\* **REGISTRATION FEE POLICY**\*\*\*\*\*

As of January 1, 2011, registration fee is \$30.00 per class.

The registration fee refund is available for cancellations made at least **two weeks before** the start of the class. If you cancel less than two weeks before the start of the class, we will not refund the registration fee.

If you register two weeks or less BEFORE the START of a class, a \$15.00 late fee per class will be added at the time of your on-line/in-person registration.

EXCEPTION: Late fee does not apply to Code of Excellence, Leadership,  
FA/AED/CPR and OSHA 10 & 30 classes.

**PLEASE NOTE:**

In addition to the registration fee and late fee (if applicable), there is a \$75.00 tuition cost per class for contractor office employees; travelers working in Local 292; Local 292, 110 and 343 members on honorary and participating withdrawal; and members of Local 292, 110 and 343 who are not in good standing (not current in their dues).

## **PRINTABLE CLASS LIST**

Please follow the instructions if you wish to print a class list at any time during the school year. The copy you print will reflect the status of the classes 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 online view for the most current class list and availability.**

Please note on the column title bar the word "DETAILS". If you click on this, each class will show a dropdown box with a class description and many details related to that particular class.

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All class availability is on a first-come, first-served basis. Prior to registration, we urge you to take time to check your account set-up on our website; this will ensure a smooth and timely registration and payment process starting September 6, 2011.

All classes are held at the Minneapolis Electrical JATC. Please use the link called DIRECTIONS TO US on the [www.mplsjatc.org](http://www.mplsjatc.org) website if you need directions to the JATC.

**Local 292, Local 110 and Local 343 have reciprocal Continuing Ed journeyman classes. Local 110 and 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](http://www.ibew110jatc.org) to review the Local 110 class opportunities, the Local 110 registration form and registration process. You may also call Local 110 directly at 651-772-8746 with any questions.**

**Local 292 members are also invited to call Local 343 Training Director Andy Toft at 507-529-7721 for information on Local 343 class availability. Wind Generation classes are available through Local 343.**

### **2011 NEC BOOKS:**

The JATC will have copies of the 2011 code book available to lend you for your class. Your instructor will have a book for you to borrow each day or night of your class.

If you wish to purchase a 2011 code book from the JATC, we have them available to purchase for \$70.00. Please call ahead to order & pay for your book. We will then have your code book ready for you at the time of your first class.

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### **REMEMBER: YOU ARE RESPONSIBLE FOR YOUR CLASS CERTIFICATES AND WALLET-SIZE COMPLETION CARDS!**

Some can be replaced for a fee and some are *irreplaceable*. We suggest that you photocopy, laminate, file, etc., your documentation carefully; you may not need it today but you may in the future. Thank you.

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