

**MINNEAPOLIS ELECTRICAL JATC CONTINUING EDUCATION  
CLASS REGISTRATION INFORMATION  
2017- 2018**

Continuing Education class registration begins Tuesday, September 5th on-line and at the JATC in St. Michael.

**Registration fee is \$30.00 per class unless otherwise noted.**

Class availability is on a first-come, first-serve basis. Prior to registration, we urge you to check your account set-up on our website to ensure a smooth and timely registration and payment process.

If you do not have access to a computer, the JATC has computers available for you to use during the extended registration hours listed below:

Tuesday - Thursday                      September 5th – 7th                      8:00 am to 5:30 pm

We are also available from 8:00 am to 4:00 pm, Monday through Friday throughout the year if you need assistance with your registration.

All classes are held at the Minneapolis Electrical JATC at 13100 Frankfort Parkway NE, St. Michael. Directions can be found on our website: [www.mplsjatc.org](http://www.mplsjatc.org)

**Payment**

To secure your class, have your MASTERCARD, DISCOVER or VISA credit/debit card available for your on-line registration payment. Books, fees, materials, etc., are paid for at the time of your registration.

If you would prefer to pay with cash, check or money order, you can drop off your payment at the JATC during our office hours of 8:00 am – 4:00 pm, Monday thru Friday. You can also mail your check or money order to 13100 Frankfort Parkway NE, St. Michael, MN 55376. Note we cannot hold or reserve a spot in a class for anyone with a pending payment by mail.

**Refunds**

The registration fee is refundable for cancellations made at least one week or more prior to the start of a class. Cancellations less than one week prior to the start of a class will not be refunded. A refund for related books/fees/materials will be issued. Refunds will be issued to your original credit or debit card if you registered on-line within 120 days of cancelling. All other refunds will be issued with a check from the JATC. Refunds will be completed within 10-14 business days.

**Class Changes**

You may change your class date to another date (same class type) with no penalty if you make the request more than one week prior to the start date of a class. Class changes cannot be done on-line. Please call 763-307-8576 for assistance.

There is a \$15.00 late fee if you register one week or less prior to the start date of a class. The late fee per class will be added at the time of your on-line/in-person registration.

## Class Cancellations/Availability

When the JATC receives a class cancellation, that spot becomes available on-line. A class could change from FULL status to OPEN status at any time. If you are interested in a particular class that is full, please check the class status often for any cancellations. We do not maintain a waiting list or do call-backs on cancellations.

**The JATC will add classes periodically. Check on-line view for the most current class list and availability.**

Click on "DETAILS" on the column title bar for class details related to that particular class.

## 2017 NEC BOOKS

The new code books are available at no cost to IBEW Local 292 active members that are current on their dues. Books will be available to pick up at the JATC in St. Michael during regular business hours. You will need to bring your 2014 NEC book in order to obtain a new book. When you come to class at the JATC this school year, we will have it ready for you to pick up. We do have loaner codebooks available in class if you do not have one or are not eligible for a code book.

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.

IBEW members in good standing from across the country may take classes at the JATC. There is a \$30.00 registration fee and a \$75.00 tuition fee and the \$15.00 late fee (if applicable). They may register beginning week 3 of the annual registration held on-line and at the JATC in St. Michael, Minnesota.

Local 292 members are invited to go to [www.jatc.ibew110.org/](http://www.jatc.ibew110.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.