

**APPRENTICESHIP & CRAFT TRAINING PROGRAM
REGISTRATION INFORMATION AND MAPS
SUMMER 2010 SEMESTER**

Classes are conducted at the following training units. Students will need an ABC/CMEF application that has an authorized representative (AR) signature from their employer. If you have questions or need more information, please contact your company's training representative/HR Manager first! You may call CMEF at (713) 523-6222 if you cannot reach the appropriate person within your company and we will refer you to a company contact.

REGISTRATION FEES*:

COIPA 1 \$50.00 ABC Member.....\$515 Commercial Apprenticeship.....\$540
COIPA 2 \$100.00 Non-ABC Member.....\$625

- Due to the impact of the Contractor/Owner Investment Program (COIPA), Registration Fees are subject to change prior to the start of classes. Companies will be notified in ample time to make adjustments.

Attention: All registration forms should be submitted directly to the colleges.

SAN JACINTO COLLEGE – CENTRAL CAMPUS

Registration Dates, & Place Open enrollment starting April 1stWelding Building

SAN JACINTO COLLEGE – NORTH CAMPUS

Registration Date, Time & Place Open enrollment starting April 1st Student Building

LEE COLLEGE

Registration Date, Time & Place 5:00 – 8:00 pmThursday, May 27th.....ATC & Library

Special Notes:

- ✓ Students should ONLY register during Regular Registration when ABC/CMEF and company Authorized Representatives will be on hand to assist. However, at San Jacinto Central, students may register at any time at the Continuing Education (CE) Window.
- ✓ Students must fill out ALL registration forms required by the college.
- ✓ Some classes (mostly credit) may require you to purchase extra textbooks that are not paid for by CMEF.
- ✓ Students will not be allowed to register for any classes after the first week of class.
- ✓ NO REFUNDS WILL BE GIVEN FOR CLASSES UNLESS ABC/CMEF OR THE COLLEGE CANCELS THEM.
- ✓ If the student/employee shows up for the first class, they are automatically enrolled in the class, and the company will be invoiced, regardless of whether the student fails to attend any class thereafter. The AR MUST contact ABC/CMEF immediately after the first class if they hope to receive a removal of registration fees. However, ABC/CMEF cannot guarantee that the company will not be charged if the student/employee attends class the first night.

APPRENTICESHIP & CRAFT TRAINING PROGRAM STEPS TO REGISTER COURSES

1. If you are currently enrolled in an apprenticeship or craft training class, you may pre-register with your instructor near the end of the semester. If you are pre-registered, there is no need for you to register during regular in person registration. However, you must still have an Authorized Representative (AR) sign your registration form and, ultimately, you must verify with ABC/CMEF and/or the college that your class will indeed meet on the date and time for which you pre-registered.
 2. If you are NOT currently enrolled in Craft Training classes, you will register on the registration dates, times and places listed on the “Registration and Course Schedule” page. **READ THIS PAGE CAREFULLY AS REGISTRATION DATES, TIMES AND PLACES ARE DIFFERENT FOR EACH COLLEGE AND ACCORDING TO WHETHER THE CLASSES ARE FOR CREDIT OR NON-CREDIT.**
 3. To register for a class, you must complete the **Registration Form** (contained in this packet). The form should be completed **LEGIBLY** so that the information can be read. If the registrar cannot read the form, due to illegible handwriting or printing, the registration will not be able to be entered in the registration database and the trainee or apprentice may not receive credit for the course. **PLEASE COMPLETE THE FORM SO THAT OTHERS MAY READ IT!**
 4. **ALL information on the form must be completed.** Registration personnel will review the form and return any incomplete form to the trainee or apprentice for completion before allowing the individual to register for class. **IF THE TRAINEE OR APPRENTICE IS TAKING MORE THAN ONE CLASS, THEY MUST COMPLETE A SEPARATE **REGISTRATION FORM** FOR EACH CLASS.**
 5. Registration Fees are listed on the “Registration and Course Schedule” page. **THE REGISTRATION FORM MUST HAVE THE SIGNATURE OF THE COMPANY’S AUTHORIZED REPRESENTATIVE.** If the trainee or apprentice presents a **Registration Form** without a signature or the signature of an individual who is NOT the company’s Authorized Representative, s/he will be responsible for obtaining the correct signature to secure his/her registration – or – pay the non-member rate to ensure that s/he has a space in the class. Contact your company Training Coordinator if you have questions regarding who is the Authorized Representative.
 6. **TRAINEES ATTENDING LEE COLLEGE:** All classes at Lee College, with the exception of Insulation, are for college credit. This means that trainees attending Lee College must be enrolled in Lee College according to their admissions requirements. Trainees registering for classes will complete the Lee College registration form **AND** the CMEF **Registration Form**. Insulation classes are for non-credit and trainees taking Insulation classes will only complete the CMEF **Registration Form**. If you are enrolling at Lee College for the first time and have questions as to the enrollment process, please contact the college representatives list on the enclosed “Enrollment & Registration Assistance/Information” page. (Lee Main: 281.425.6460)
 7. **TRAINEES ATTENDING SAN JACINTO COLLEGE CENTRAL and NORTH CAMPUSES:** Most classes are non-credit. Thus, trainees need only to complete the CMEF **Registration Form**. Trainees wishing to enroll in credit classes must be enrolled in the San Jacinto College system according to the “Enrollment Process for San Jacinto College District”. If you are enrolling at a San Jacinto campus for the first time and have questions, please contact the college representatives list on the enclosed “Enrollment & Registration Assistance/Information” page. (Central Main: 281.476.1838 / North Main: 281.459.7129)
- DOL Apprentice Information:
8. If you are new to the Apprenticeship Program, you must also complete the forms to be registered with the U.S. Department of Labor (DOL). If you have questions or need information on the DOL registration process, contact your company’s Training Coordinator who will need to work with the ABC/CMEF Apprentice Liaison.

**APPRENTICESHIP & CRAFT TRAINING PROGRAM
ENROLLMENT & REGISTRATION ASSISTANCE/INFORMATION**

If you are enrolling for the first time and/or generally need help determining which class would best meet your educational needs, feel free to contact the following representatives who assist CMEF in making this training available to you:

Lee College:

Rod Hellyer, Industrial Liaison (281) 425-6460
Fax(281) 425-6278

San Jacinto College Central Campus:

Bryan Suarez, Welding Department Chairman (281) 476-1814
Admissions Office (281) 476-1819
Continuing Education Office (281) 476-1838
Fax.....(281) 478-2774

San Jacinto College North Campus:

Registrar's Office (281) 459-7129
Patricia Rice, Asst. to Dean of Continuing Ed..... (281) 459-7663