

APPLICATION

Application Notables

- Several items might delay the processing of your application; applications that are incomplete (i.e. missing information such as local number, registration number, class selection, class date, Business Manager's signature) will not be processed, they will be returned to you to complete and your selections will not be saved.
- If you do not have your registration number because you are an Apprentice, please indicate that.
- You may use one application to indicate multiple classes selected, only if they are the same class – this may ensure that you are enrolled in a desired class sooner if you list multiple dates, especially as classes fill up, this also cuts down on back-and-forth emails inquiring for class availability that **cannot** be guaranteed.
- Providing your email on the application will ensure a faster response as electronic mail, as a rule, is faster than traditional mail. It may be helpful to add NPTF@iuoe.org to your email contacts and/or check your SPAM folder for your initial correspondence.
- The NPTF understands that circumstances change, in the event that you cannot attend training please contact the fund so we may fill your spot.

Application Process – Summary

- Review the class descriptions and schedule
- Choose a class and date that works best for you
- Download the application
- Fill out your application
- Submit the application to your Local
- Wait for the NPTF's response

Application Process – Instructions

1. **Review** the class descriptions and decide which class is best for you and your skill level. If you have in-depth questions, or need more information that what is included in the downloadable packets above, please contact NPTF Assistant Director Keith Hoover (khoover@iuoetec.org) or NPTF Director Bryan Abel (babel@iuoe.org) for clarification.
2. **Choose** a class whose dates will work with your schedule, be mindful if a class commences or concludes around your work/vacation plans.
3. **Download** the training application, there is now only one application for all classes.
4. **Fill out** the application completely; a typed application is required.

5. **Submit** your application to your Local Hall or Training Site; all applications must contain a Business Manager's signature. Your Local will submit the signed application to the NPTF.
6. **Wait** for correspondence from the NPTF regarding your class selections. Please be patient while we process applications, as there are a high volume received during the training season. You may check to see where your application is in the process, but be aware that this may cause longer delays in the process, as all members will receive communication regarding their applications.