

Registration Form Details – PLEASE READ

TABE Tests (Test of Adult Basic Education)

Year 1 apprentices are NO LONGER required to take this test. If an employer requires this test for their program, please contact Liz.

Advanced Placement Testing

If you marked on your application form that you are interested in taking Advanced Placement Testing - you will receive a letter with details along with a sign-up form for the test. The test will be offered prior to the start of classes. You must complete the form and sign up in advance of the test. An invoice will be included with the sign-up form. Year 1 or 2: Total Cost = \$150 (Math = \$75, Blue Print & TMT = \$75). There is NO advance placement testing for Year 3 or Year 4.

Employer Contact

It is important to list an employer contact person on the application form. Please be sure to give us their name, phone number and email. We correspond with employers on a regular basis throughout the year and it is helpful to have this information. It is OK to list more than one.

Tuition & Book Fees

If you marked on your application form that you (the apprentice) are responsible for tuition and/or book payment, you will receive an appropriate invoice in the mail prior to the start of classes. Monthly payment plans are available for tuition. Please inquire. Note: All books MUST be paid for PRIOR to the start of classes if being paid by you (the apprentice). If your employer is responsible for payment, they will receive an invoice directly.

Books

New this year, eBooks! If you wish to order an eBook for a particular title, you may do so. You will be provided with codes to your eBook(s) on the first day of class. The NTMA will not provide electronic devices to use the eBook(s). Apprentices and/or employers will be responsible for electronic devices. Please note: some eBooks are on subscription basis, meaning after the subscription period is over, you will no longer be able to access the eBook. Some books are required for multiple courses, so you may need to purchase another subscription the following program year for the same book. Only choose books for the current program year you are enrolling in. If you do not need books, do not select them.

If you've selected to receive hard copy books – those will be provided to you on the 1st day of class. If you've selected eBooks – the codes for access will be provided to you on the 1st day of class.

If you're interested in purchasing used books or renting books on your own, contact Liz for book information.

Site Selections

Please indicate your First & Second site choice where you would like to attend on the registration form. **NOTE: Due to enrollment constraints, your preferred site may not be available.** First come, first served. Get your registration forms in early.

Confirmation Letter

Upon receipt of your registration form, we will send you a confirmation letter confirming your school location with start date/times for classes.

Registration with the Department of Labor & the Apprenticeship and Training Office

Employers please contact Marshall Palmer at the Apprenticeship and Training Office (ATO) at the PA DoL to register your apprentice with the state of PA. Ph: 724-810-6351 | ATO Hotline: 717.787.6997 or email Marpalmer@pa.gov

If you do not have a registered apprenticeship program, contact Liz for more information about the NTMA's Group Sponsored program.

Site Schedules - All Classes start the week of September 11th.

Central Westmoreland CTC- Year 1 & 2 Tuesdays 5:30-9:30PM / Year 3 & 4 Thursdays 5:30-9:30PM

Northern Westmoreland CTC - All years: Wednesdays 5:30-9:30PM

New Century Careers Anselmo Training Innovation Center- Year 1 & 4 Tuesdays 5:30–9:30PM / Years 2 & 3 Thursdays 5:30–9:30PM

Questions, contact Liz Blashock at (412) 212-6868 or email at blashock@pghntmf.org

The NTMA affords equal opportunities to all qualified persons regardless of their race, color, religion, creed, sex, age, national origin, sexual orientation, veteran status or non-job related handicap or disability.