



HVAC Apprenticeship Program Registration for School Year 2024-2025

Greetings from the NIC Workforce Training Center:

Enclosed is registration information for the 2024-2025 HVAC Apprenticeship Program at the North Idaho College Workforce Training Center. Please review this letter, complete the registration information, and submit it with payment. Registration begins July 1 and closes September 3. Additional forms and calendars are available at our website: www.nic.edu/apprenticeship.

Start Dates: Please look online at www.nic.edu/apprenticeship for all class start dates and options.

Please Note: All years will be taught as “hybrid” classes, part online and part classroom. The online portion will utilize CANVAS. Apprentices are required to attend ALL in-person classes at the Parker CTE location, Rathdrum for instruction, labs, and exams. Orientation to the online coursework will be completed at the Parker CTE location. Apprentices will need their **own** email address and access to a computer and the internet to complete the course.

Tuition: Tuition includes the equivalent of 144 hours of instruction, books, and materials which will be distributed on the first day of class. Full payment must be received before a registration can be accepted unless enrollment in the payment plan or approval of a Sallie Mae loan has been confirmed.

HVAC Apprenticeship

1 st Year apprentices	\$1,850
2 nd Year apprentices	\$1,850
3 rd Year apprentices	\$1,850
4 th Year apprentices	\$1,850

Early Bird Discount
\$50 discount if you register on
or before July 31, 2024

How to Register:

By Mail: Complete the registration form, enclose a check or money order made out to NIC, or include a credit card number and mail to: Workforce Training Center, Apprenticeship Registration, 525 S. Clearwater Loop, Post Falls, ID 83854

In Person: At the Workforce Training Center (see address above).

By Phone: Call (208) 769-3214. **We can accept credit or debit from Visa and/or MasterCard, but you will need to have access to a computer, or fax in payment information for card processing.**

By Fax: Fax the completed form to (208) 769-3223.

By Email: Scan the completed form and email it to nicworkforcetraining@nic.edu

Payment Options:

Payment options include a payment plan (<https://mycollegepaymentplan.com/nicwctc>), Sallie Mae loan (www.salliemae.com), and limited scholarship funding. Visit www.nic.edu/apprenticeship and click on Payment Options for details. If you enroll in the payment plan or receive a Sallie Mae loan you must call Customer Service for verification at (208) 769-3214. Until you call us, you are **not** enrolled in class.

Scholarships: Scholarships can be combined with other forms of payment, but funding is limited. Apply early at www.nic.edu/forms/WTCScholarship.aspx. **Veterans:** May be eligible for VA Apprenticeship. Contact apprenticeship@nic.edu for further information. **Idaho LAUNCH:** LAUNCH funding is a once-in-a-lifetime benefit for Idaho residents, regardless of their financial situation. Idaho Launch has funds to pay 80% of enrollment. (The maximum benefit is \$3,500 per person) For more information, visit <https://www.nic.edu/idaholaunch/>.

Refund Policy: [Click Here](#)

For more information, please call the Customer Service Team at (208) 769-3214.

Brenda Hamilton, Manager for Apprenticeship

NORTH IDAHO COLLEGE APPRENTICESHIP PROGRAM REGISTRATION FORM

Name _____ Date _____

HVAC classes:

<input type="checkbox"/> 1 st Year	<input type="checkbox"/> Thursday	<input type="checkbox"/> Saturday
<input type="checkbox"/> 2 nd Year	<input type="checkbox"/> Thursday	<input type="checkbox"/> Saturday
<input type="checkbox"/> 3 rd Year	<input type="checkbox"/> Saturday	<input type="checkbox"/> Saturday
<input type="checkbox"/> 4 th Year	<input type="checkbox"/> Saturday	<input type="checkbox"/> Saturday

Email Address (required): _____

Address: _____

City: _____ State: _____ Zip: _____
Mailing address, if different from above

Cell Phone: _____ Alternate Phone: _____

Gender (circle one): Male / Female Birth Date: _____

Employer/Name of Company: _____

Employer's Email: _____

Employer's Address: _____

Employer's Phone #: _____

Apprentice # (Idaho): _____ (Washington): _____

Apprentice Authorization for Registration and Release of Information

- I authorize the person below to register me for classes and to make schedule changes.
- I authorize the person below to be informed of my attendance and grades.

Apprentice signature: _____ Date: _____

Authorized person: _____ → Email: _____

PAYMENT MUST ACCOMPANY THIS FORM

Registration is not complete until full payment is received in our office.

TOTAL \$ AMOUNT TO BE PAID OR CHARGED: _____

Cash Check MasterCard Visa P.O. _____

Name of person/company paying tuition: _____

Credit Card # _____ Expires: _____

Name on Credit Card: _____ CVV: _____

Signature: _____ **Date:** _____

- * I authorize North Idaho College to charge the above referenced card only for the **amount specified** to be used as payment for tuition/fees owed. **~OR~**
- * I authorize North Idaho College to charge the above referenced card for the **outstanding balance owed** for tuition/fees owed.