



## 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](http://www.nic.edu/apprenticeship).

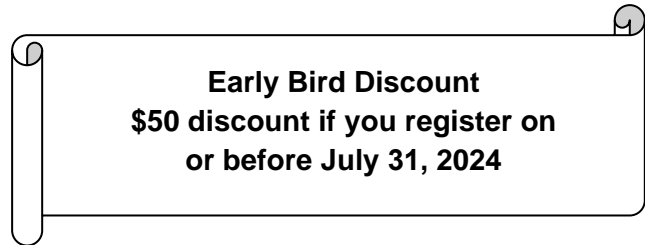
**Start Dates:** Please look online at [www.nic.edu/apprenticeship](http://www.nic.edu/apprenticeship) for all class start dates and options.

**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 <sup>st</sup> Year apprentices	\$1,850
2 <sup>nd</sup> Year apprentices	\$1,850
3 <sup>rd</sup> Year apprentices	\$1,850
4 <sup>th</sup> Year apprentices	\$1,850



### 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](mailto:nicworkforcetraining@nic.edu)

### Payment Options:

Payment options include a payment plan (<https://mycollegepaymentplan.com/nicwctc>), Sallie Mae loan ([www.salliemae.com](http://www.salliemae.com)), and limited scholarship funding. Visit [www.nic.edu/apprenticeship](http://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](http://www.nic.edu/forms/WTCScholarship.aspx). **Veterans:** May be eligible for VA Apprenticeship. Contact [apprenticeship@nic.edu](mailto: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 \$5,000 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 <sup>st</sup> Year	<input type="checkbox"/> Thursday	<input type="checkbox"/> Saturday
<input type="checkbox"/> 2 <sup>nd</sup> Year	<input type="checkbox"/> Thursday	<input type="checkbox"/> Saturday
<input type="checkbox"/> 3 <sup>rd</sup> Year	<input type="checkbox"/> Saturday	<input type="checkbox"/> Saturday
<input type="checkbox"/> 4 <sup>th</sup> 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 \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(circle one): Male / Female

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.