



## **Electrician Trainee (ET) Program Enrollment Information**

### **An Equal Opportunity Program**

Initial class tuition is due at the time of ET Program enrollment. Individuals can choose from a variety of class formats, including on-line, web cast, and traditional classroom training courses.

#### **How Do I Enroll in WECA's ET Program?**

1. Complete the Program Enrollment & Initial Class Sign-Up Form.
  - Complete required fields.
  - Select a course from WECA's course offerings.
  - Add the enrollment fee and course tuition to find your total amount due.
2. Choose Payment Method.
  - Payment is due at the time of sign-up and can be paid via cash, money order, check, Visa, or MasterCard. Make checks payable to WECA. There is an additional \$25 charge for all returned checks.
  - Please do not submit cash payments by mail.
  - Complete credit card information, if necessary.
3. Submit the form and full payment to WECA:
  - By mail or hand-delivery:

<b>Sacramento Office</b> 9719 Lincoln Village Drive, Suite 303 Sacramento, CA 95827 (877) 444-9322	<b>San Diego Office</b> 9320 Hazard Way, Suite B-1 San Diego, CA 92123 (877) 444-9322 <i>**Cash not accepted in the SD office</i>
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  - By fax: (916) 452-7011

*Once your completed enrollment form is processed, you will receive an enrollment confirmation from WECA that can be copied and mailed to the State of California with your State Electrician Trainee Registration form.*

#### **Program Requirements**

- **The Electrician Trainee Program enrollment fee and initial class tuition are non-refundable and do not qualify for refunds under the WECA refund policy.**
- The amount due for tuition (standard or late tuition) will be determined by the date your completed form and required payment is received by WECA. Sign-up and ensure that WECA receives your form by the Standard Tuition Date and pay the Standard Tuition Fee. Sign-up and submit your form after the Standard Tuition Date and pay the Late Tuition Fee.
- To remain active in the ET Program you must be currently attending or signed-up for a class within 3 months of your last class end date.
- For a full disclosure of WECA Electrician Trainee Regulations, please visit our web site at [www.goweca.com](http://www.goweca.com)
- Any changes to your class sign-up will be subject to WECA's Refund/Transfer Policies. Current Refund/Transfer Policies and forms are available at the WECA Offices or online at [www.goweca.com](http://www.goweca.com).
- Classes are subject to cancellation if minimum enrollment requirements are not reached.

