



# Calhoon MEBA Engineering School

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Email: applications@mebaschool.org • Web Site: www.mebaschool.org

## APPLICATION FOR 2016 COURSE ATTENDANCE

<b>OFFICE USE ONLY</b>	
Student ID #	_____
Admissions	_____
Registrar	_____

COMPLETE ALL SECTIONS and READ ENTIRE APPLICATION BEFORE SIGNING. Please use PEN and PRINT all information NEATLY and LEGIBLY. Photocopy as necessary for submission.

### SECTION I - Contact Information

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street City State Zip Code

Email: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

**SECTION II - Employment Information**     Engineer     Mate    /     Active MEBA Member     MEBA Retiree

All employer(s) for which you worked during the last 6 months. (Use page 3 if further space is needed.)

\_\_\_\_\_ Vessel Name \_\_\_\_\_

How does the requested class relate to your current or future employment?

### SECTION III – Housing Information

I request a     Non-Smoking Room     Smoker's Room                      My spouse     will     will not    accompany me.

Number of children that will accompany me \_\_\_\_\_ List children's ages \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### SECTION IV – Course Selection (IMPORTANT – Check only ONE COURSE per application)

<b>Deck Courses</b>	<input type="checkbox"/> Diesel Engineering	<input type="checkbox"/> Welding Proficiency	<input type="checkbox"/> Vessel Security Officer
<input type="checkbox"/> Advanced Meteorology	<input type="checkbox"/> Engineroom Resource Mgmt		
<input type="checkbox"/> Advanced Shiphandling	<input type="checkbox"/> Gas Turbine Engineering	<b>General Courses</b>	New/Unlisted Course (Indicate below)
<input type="checkbox"/> Advanced Stability	<input type="checkbox"/> Machine Shop Proficiency	<input type="checkbox"/> Advanced Fire Fighting	<input type="checkbox"/> _____
<input type="checkbox"/> ECDIS	<input type="checkbox"/> Marine Elec. Prop./HV Safety	<input type="checkbox"/> Basic Safety Training	
<b>Engineering Courses</b>	<input type="checkbox"/> MEECE	<input type="checkbox"/> Basic Tanker Operations	
<input type="checkbox"/> Advanced Pipe Welding *	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Damage Control / CBRD	
<input type="checkbox"/> CMEO	<input type="checkbox"/> Steam Engineering	<input type="checkbox"/> Leadership & Management	
<input type="checkbox"/> Container Refrigeration	<input type="checkbox"/> TIG Welding	<input type="checkbox"/> Small Arms	
	<input type="checkbox"/> Welding	<input type="checkbox"/> Tankship LNG	

**\*Students signing up for the Adv. Pipe Welding course must have successfully completed the CMES 4-week Welding course or the Proficiency Practical within the last two years.**

For course starting dates, see the current *Course Calendar*. The *School Web Site* lists descriptions, prerequisites and other important course details.

**Enter the STARTING DATE of the course you have selected above:** \_\_\_\_\_

If you are submitting multiple applications (maximum of 4), please indicate the priority of this application: \_\_\_\_ of \_\_\_\_

After your course application has been processed, you will receive by mail a Student Schedule. The Student Schedule will indicate one of 3 statuses for each course listed: (1) Registered, (2) Standby, or (3) Dropped. You will receive an updated Student Schedule if your status for any course changes. You are considered enrolled in any class for which you have a Registered status unless the Registrar's office receives notification to the contrary. If you are unable to attend an upcoming class for which you are registered, you **MUST** contact the Registrar no later than 2 weeks **PRIOR** to the start date of the class.

- I have read and understand all of the provisions and eligibility requirements stated on the following page of this application.
- I hereby certify that all the above statements are true and correct to the best of my knowledge and belief.
- I understand that if I make false statements and collect money fraudulently from the MEBA Training Plan, I am liable to expulsion from the Union in accordance with the provisions of the Constitution.
- I understand that acceptance is based on eligibility requirements and the date the application is received at the school.
- I understand that in order to be eligible for reimbursement, all my transportation arrangements must be made through the Plans travel agent by calling 1-877-324-6322.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

## PLEASE READ THIS INFORMATION

### ELIGIBILITY

Requirements to attend the Calhoon MEBA Engineering School:

1. Member in good standing with District No. 1, MEBA
2. 30 days of covered employment under the Training Plan, including days of paid vacation from the MEBA Vacation Plan, within the 12 months prior:
  - a. to the start date of a class at Calhoon MEBA Engineering School or other approved school; or
  - b. to the date of the class application for Calhoon MEBA Engineering School courses only
3. Be assigned to a qualified Employer for which the Officer worked the highest number of days in the six months preceding the month in which the officer submits an application to attend training courses at the School; a qualified Employer for purposes of this requirement is an Employer that has sufficient training-week allocation to cover the length of the class.

In the event a participant does not meet these requirements, he/she will be notified by the School Registrar. At that time he/she can contact the Registrar to determine other options that may be available.

Most courses taught at CMES include graded practical exercises. In order to participate, you **MUST BE FIT FOR DUTY**.

### MAXIMUM COURSE APPLICATIONS

To allow equal access to all qualified participants, no more than four (4) applications for classes may be submitted per semester. If submitting several applications simultaneously, it is important to specify the **priority** in the space provided on the application form. For more details, refer to *Admission Policies* on the school's web site. Two of these applications are registered. The remaining applications are placed on the standby list.

### REQUIRED DOCUMENTS

Each **participant must** have in his/her possession and produce for inspection the following documents:

- ❖ **Current Dues Receipt & Discharges**
- ❖ **Copies of Receipts if you have driven more than 400 miles**
- ❖ **Photo Identification**

### ROOM AND BOARD

Room and board at the School is furnished to any MEBA Training Plan participant while satisfactorily enrolled and attending a class. There are no room fees for a participant's spouse or registered guest while staying in the same room with the participant. However, there are charges for meals and additional room if required.

Arrival time for a class is **no earlier than noon** Saturday before the start date. Departure time is **no later than 1700** on the final day of the class graduation. If an additional day is requested, CMES' commercial daily rate is charged to the participant.

### DRESS CODE

Due to the frequency of important visitors to the school, the dress code is business casual. The code will be applied during normal business hours (0800 – 1600) in the academic buildings and in the cafeteria during meal hours, except on weekends.

### PENSION AND MEDICAL COVERAGE

Pension and medical coverage accrues per full class day to eligible participants while attending Calhoon MEBA Engineering School classes.

Coverage shall not accrue for periods when a participant is receiving wages from an Employer, vacation benefits from the MEBA Vacation Plan, or attending an outside/vendor seminar.

Pension credits and medical coverage are calculated from the first to the last class-day, including weekends.

### TRANSPORTATION

Participants shall be entitled to receive reimbursement equal to the cost of a 7-day advance purchase coach, round trip airfare from the nearest airport to the participant's home of record within the United States. If a participant resides outside the United States, his/her home of record for the purpose of paying this allowance is deemed to be the point of entry into the continental United States that is closest to his/her actual home of record.

Round trip transportation reimbursement is payable for any class that is one-week or longer in duration and is paid upon course completion. Participants may receive a maximum of two round-trip transportation reimbursements in any one school year, excluding back-to-back classes. There must be a one-week break between classes to be eligible to receive a second transportation reimbursement. All airfare shall be pre-arranged through the Training Plan's travel coordinator.

A class may run as late as 1400 on its last day. Do not make travel arrangements that require you to leave the school before that time.

### PENALTIES

Neither credit for completion of any class nor transportation or training allowances are given to a participant until all loaned materials are returned and any monies owed the School have been paid in full. Loaned materials include books & equipment issued in the class and any other borrowed or loaned School property. Monies owed include meal charges, bookstore purchases, examination fees, boat damage assessment, and boat fuel.

### RETIRES

Retired MEBA members are eligible to attend classes on a space-available basis. Pension, medical, and transportation benefits are not payable.

### GROUP 3/APPLICANTS

Under certain circumstances, Group 3/Applicants who do not meet the eligibility requirements under the Plan may be eligible to attend certain classes required for service aboard government owned vessels and passenger ships.

