



# Calhoon MEBA Engineering School

27050 St. Michaels Rd., Easton, MD 21601 • Phone: (410) 822-9600 • Fax: (410) 822-7220  
Email: applications@mebaschool.org • Web Site: www.mebaschool.org

## APPLICATION FOR 2021 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 – Please print legibly

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 employers for which you worked during the last 6 months.

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

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

### SECTION III – Housing Information

Please Note: Due to COVID-19, students are not allowed to bring guests on campus until further notice.

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

<b>Deck Courses</b>	<input type="checkbox"/> Engineroom Resource Mgmt	<input type="checkbox"/> TIG Welding	<input type="checkbox"/> Small Arms
<input type="checkbox"/> Advanced Meteorology	<input type="checkbox"/> Gas Turbine Eng. (5-weeks)	<input type="checkbox"/> Welding	<input type="checkbox"/> Tankerman DL
<input type="checkbox"/> Advanced Shiphandling	<input type="checkbox"/> Industrial Networking	<input type="checkbox"/> Welding Proficiency	<input type="checkbox"/> Tankship LNG
<input type="checkbox"/> Advanced Stability	<input type="checkbox"/> Instrumentation		<input type="checkbox"/> Vessel Security Officer
<input type="checkbox"/> ECDIS	<input type="checkbox"/> Machine Shop Proficiency		
	<input type="checkbox"/> Marine Elec. Prop./HV Safety	<b>General Courses</b>	
<b>Engineering Courses</b>	<input type="checkbox"/> MEECE	<input type="checkbox"/> BST Refresher (STCW)	
<input type="checkbox"/> Advanced Pipe Welding *	<input type="checkbox"/> PLC	<input type="checkbox"/> BST Revalidation (STCW)	
<input type="checkbox"/> Container Refrigeration	<input type="checkbox"/> Refrigeration (2-weeks)	<input type="checkbox"/> Damage Control / CBRD	New/Unlisted Course (Indicate below)
<input type="checkbox"/> Diesel Engineering	<input type="checkbox"/> Steam Engineering	<input type="checkbox"/> Leadership & Management	<input type="checkbox"/> _____

**\*Students signing up for the Adv. Pipe Welding course must have successfully completed the CMES 4-week Welding course 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 email 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 of 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

### NOTE (new as of Feb. 21, 2020)

All CMES course materials are provided to students for non-commercial, personal professional training purposes only. Non-commercial purposes means that students may not sell or commercialize the materials provided to them in connection with CMES courses or use the course materials for purposes other than personal professional training purposes. Any student who uses any CMES materials for commercial purposes or for purposes other than his or her personal, professional knowledge shall be prohibited from taking any further courses at CMES, and may be subject to legal action. For example, students may not use CMES course materials to train other students in a commercial setting.

Students must abide by all CMES policies and the CMES Code of Conduct.

### 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. Guests are not allowed until further notice.

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

Please refer to the MEBA Medical and Benefits Plan and MEBA Pension Trust Summary Plan descriptions for information about coverage and benefit accrual while at school.

### 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, but are not limited to, meal charges and examination fees.

### RETIREES

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.