



# 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 ALTERNATE LOCATION TRAINING

**COMPLETE ALL SECTIONS and READ ENTIRE APPLICATION BEFORE SIGNING**

Please Use PEN and PRINT all information NEATLY and LEGIBLY. Photocopy as necessary for submission.

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

Address: \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_  
Street City State Zipcode

Email: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ Alt. Phone #: (\_\_\_\_) \_\_\_\_\_

Last Employer: \_\_\_\_\_ Last Vessel: \_\_\_\_\_ Last Rating: \_\_\_\_\_

Last Dues Receipt: (\_\_\_\_) \_\_\_\_\_ Union Book No. (\_\_\_\_) \_\_\_\_\_ Group No. \_\_\_\_\_  
Letters Number Letters Number

What USCG License(s) do you currently hold? \_\_\_\_\_

### List of Approved Course Topics

(Please Indicate (☒) the Topic for your Course Application)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ABS SafeNet                | <input type="checkbox"/> Dynamic Positioning (DP) Operator* | <input type="checkbox"/> OPMPP                            |
| <input type="checkbox"/> Advanced Cargo Operations  | <input type="checkbox"/> ECDIS                              | <input type="checkbox"/> RADAR Recertification            |
| <input type="checkbox"/> Advanced Fire Fighting     | <input type="checkbox"/> GMDSS                              | <input type="checkbox"/> Refrigerant Recovery EPA Testing |
| <input type="checkbox"/> Advanced Meteorology       | <input type="checkbox"/> Helicopter Control Officer         | <input type="checkbox"/> Safe Gulf Class (DP)*            |
| <input type="checkbox"/> Advanced Shiphandling      | <input type="checkbox"/> Helicopter Egress (DP)*            | <input type="checkbox"/> Ship Mgmt - Safety Mgmt          |
| <input type="checkbox"/> Advanced Stability         | <input type="checkbox"/> Helicopter Fire Fighting           | <input type="checkbox"/> Ship Security and Tactics        |
| <input type="checkbox"/> Advanced Watchkeeping      | <input type="checkbox"/> Lifeboatman                        | <input type="checkbox"/> Small Arms                       |
| <input type="checkbox"/> ARPA                       | <input type="checkbox"/> MAXIMO                             | <input type="checkbox"/> Tankship DL                      |
| <input type="checkbox"/> Basic Safety Training      | <input type="checkbox"/> Medical Care PIC                   | <input type="checkbox"/> Vessel Security Officer          |
| <input type="checkbox"/> Bridge Resource Management | <input type="checkbox"/> Medical Care Provider              | <input type="checkbox"/> Voyage Planning                  |
| <input type="checkbox"/> Damage Control             | <input type="checkbox"/> MERCOMMS                           |   |

A list of Approved Schools is located on the reverse side of this form.

Please enter the details below about the course you wish to attend (Important: Only **ONE COURSE** is allowable per application)

Name of Course: \_\_\_\_\_ Tuition \$ \_\_\_\_\_ Date of Course: \_\_\_\_\_

Name of School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**\* You must contact the Houston Union Hall prior to making your application for this course.**

- I have read and understand all of the eligibility and reimbursement requirements stated on the reverse side 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 reimbursement for this course will not be issued until all loaned materials are returned and any monies owed to the school are paid.

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

## PLEASE READ THIS INFORMATION CAREFULLY!

### ELIGIBILITY

All Alternate Location Training Courses **MUST** be approved by the Director or the Assistant Director of Academics of the Calhoun MEBA Engineering School **BEFORE** the course is attended and/or tuition is paid.

This MEBA Training Plan contains a provision allowing eligible members to be reimbursed the cost of tuition (only) paid for applicable training courses taken at other educational institutions. Not all schools or training programs are approved by the USCG to comply with new requirements. Not all training is covered for reimbursement by the MEBA Training Plan.

Generally, only training which duplicates that provided at the Calhoun School, that is required by USCG as a condition of document renewal, or has been approved for professional development, will be reimbursed.

The schedule of approved reimbursable courses and monetary amounts is subject to change should industry and /or regulatory conditions so require. The Board of Trustees of the Training Plan must approve said changes.

To apply for Alternate Location Training:

- 1) You must not be retired, **and**
- 2) You must be a member in good standing, **and**
- 3) You must have at least 30 days employment within the previous 12 months by a company that contributes to the MEBA Training Plan.

### SUBMITTING AN APPLICATION

Send this completed application to the school by mail, fax, or personal delivery. All information **MUST** be supplied or the application will be returned to you without approval.

This application **MUST** be submitted **PRIOR** to your enrollment in the desired training program. Failure to do so may impact your ability to receive reimbursement of tuition paid by you.

The School Registrar will notify you regarding the approval or disapproval of your application.

### REIMBURSEMENT

After you have completed your approved training, you must:

- 1) Completely fill out the **MEBA Training Plan Application for Reimbursement of Tuition for Attendance at Approved Commercial Schools**. This reimbursement application form is available on the school website ([www.mebaschool.org](http://www.mebaschool.org)). It is also available at all union halls and the Calhoun School Administrative Office. It may be copied and faxed for convenience.
- 2) Have an authorized Union Official complete **Section III: Union Certification** of the reimbursement form.

- 3) Make 1 copy of your course payment receipt(s) and 2 copies of your course Certificate(s) of Completion. Forward these copies with your completed reimbursement application to:

#### **Reimbursements**

**Calhoun MEBA Engineering School  
27050 St. Michaels Rd.  
Easton, MD 21601**

After your application has received payment approval, a check will be forwarded to you for the tuition amount not to exceed the maximum allowable reimbursement approved by the Board of Trustees.

Note: Transportation, lodging, meals, books, and other incidental expenses incurred while taking approved training at alternate locations are **NOT REIMBURSED**.

### APPROVED SCHOOLS

The following schools have conducted USCG Approved and/or Continuing Education courses and have been approved by the Calhoun MEBA Engineering School. You should contact them directly to obtain course outlines, schedules, and tuition fees.

Alaska Dept. of Public Safety (Juneau, AK)	907-465-3117
Atlantic Fleet Helo Operations School	732-938-4979
California Maritime Academy	707-654-1275
Delgado Community College (New Orleans, LA)	504-483-4038
Great Lakes Maritime Academy	800-748-0566
Houston Marine (New Orleans, LA)	800-947-7737
India Tango Marine Fire Fighting (WA)	206-782-2647
Lynnhaven Shooting Range (Norfolk, VA)	757-427-2627
Maine Maritime Academy	207-326-2485
Maritime Professional Training	888-839-5025
Massachusetts Maritime Academy (MA)	508-830-5000
MERCOMMS Unlimited	850-233-7769
Military Sealift Command (Atl) (NJ)	732-938-4979
Military Sealift Command (PAC) (CA)	619-524-9600
Military Sealift Command (Norfolk, VA)	757-443-5600
MITAGS (MMP School) MD)	410-859-5700
North Bend Fire Academy (WA)	206-234-5678
Northeast Maritime Institute (MA)	508-992-4025
Sailor's Union of the Pacific (CA)	619-223-5460
Seaman's Church Institute (NY)	212-349-9090
State University of NY (Ft. Schuyler)	718-409-7341
Texas A&M University (TX)	409-740-4850
USMMA (King's Point, NY - GMATS)	516-773-5387

If the school you wish to attend for an approved class is not listed, please contact that school and request a course description. Forward the course description along with your application. The school and course will be reviewed for approval or disapproval.