



Calhoun 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 2012 COURSE ATTENDANCE

OFFICE USE ONLY	
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: _____, _____ State _____ Zip Code _____
Street City

Email: _____ Primary Phone #: _____ Alt. Phone: _____

Location (city & state) of the MAJOR airport closest to your home: _____

SECTION II - Employer Information

Engineer Mate / Active MEBA Member MEBA Retiree

Last Employer: _____ Last Vessel: _____ Union Book #: _____

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)

<input type="checkbox"/> Advanced Cargo Operations	<input type="checkbox"/> Data Comm. & Networking	<input type="checkbox"/> Hazmat Technician	<input type="checkbox"/> Refrigeration
<input type="checkbox"/> Advanced Fire Fighting	<input type="checkbox"/> Diesel Engineering	<input type="checkbox"/> Human & Labor Relations	<input type="checkbox"/> Ship Mgmt. - Safety Mgmt.
<input type="checkbox"/> Advanced Meteorology	<input type="checkbox"/> ECDIS	<input type="checkbox"/> Industrial Electronics	<input type="checkbox"/> Small Arms
<input type="checkbox"/> Advanced Pipe Welding *	<input type="checkbox"/> Electrical Troubleshooting	<input type="checkbox"/> Instrumentation	<input type="checkbox"/> Steam Engineering
<input type="checkbox"/> Advanced Shiphandling	<input type="checkbox"/> Electricity	<input type="checkbox"/> Machine Shop	<input type="checkbox"/> Tankship LNG
<input type="checkbox"/> Advanced Stability	<input type="checkbox"/> Electricity Refresher	<input type="checkbox"/> Marine Elec. Prop./HV Safety	<input type="checkbox"/> TIG Welding
<input type="checkbox"/> Advanced Watchkeeping	<input type="checkbox"/> Fast Rescue Boat	<input type="checkbox"/> Medical Care - PIC	<input type="checkbox"/> Upgrading Eng. -Mgmt. Level
<input type="checkbox"/> Applied Diesels	<input type="checkbox"/> Gas Turbine Engineering	<input type="checkbox"/> Medical Provider	<input type="checkbox"/> Vessel Security Officer
<input type="checkbox"/> Basic Safety Training	Gov. Vessel Operations**	<input type="checkbox"/> Op. Prin. of Marine Pwr. Plants	<input type="checkbox"/> Welding
<input type="checkbox"/> BST Refresh/Adv FF Refresh	<input type="checkbox"/> CMEO	<input type="checkbox"/> Programmable Logic Controllers	New/Unlisted Course (Indicate below)
<input type="checkbox"/> Container Refrigeration	<input type="checkbox"/> MSC Officer/Small Arms	<input type="checkbox"/> Refresher Training Engineer Off.	<input type="checkbox"/> _____

*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.

**Students may take the MSC Officer and Civilian Mariner Engineering Officer (CMEO) classes together or separately. Engineering Officers need both classes. Deck Officers only need the MSC Officer course. If you take both classes consecutively, it will only be counted as one towards your yearly allowance.

For course starting dates, see the current Course Calendar. The School Catalog and School Web Site list descriptions, prerequisites or 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 credit for completion of the course will not be given until all loaned materials are returned and any monies owed to the school are paid.

DATE _____ SIGNATURE OF APPLICANT _____

PLEASE READ THIS INFORMATION

COURSE ELIGIBILITY

All Calhoon MEBA Engineering School Courses are open to MEBA Training Plan participants in good standing

- AND -

within the 12 months prior to the start date of a class at Calhoon MEBA Engineering School or other approved school, have a minimum of 30 days of covered employment with a company(s) that contributes to the MEBA Training Plan. Days of paid vacation from the MEBA Vacation Plan are counted as days of employment.

- OR -

within the 12 months prior to the date of the class application for Calhoon MEBA Engineering School courses only, have a minimum of 30 days of covered employment with a company(s) that contributes to the MEBA Training Plan. Days of paid vacation from the MEBA Vacation Plan are counted as days of employment.

Note: Under this qualification, you may apply for no more than 2 classes beyond the 12-month eligibility period.

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

REQUIRED DOCUMENTS

On the first day of the class **participants must** have in their possession, and produce for inspection the following documents:

- ❖ **Vessel Discharges**
- ❖ **Vacation Vouchers**
- ❖ **Current Dues Receipt**
- ❖ **Photo Identification**

(Photo ID is not required by students who have previously had a photo taken by the school administration.)

MAXIMUM COURSE APPLICATIONS

To allow equal access to all qualified participants, you may not submit more than four (4) applications for classes held 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.

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 is a charge if an additional room is 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's commercial daily rate is charged to the participant.

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, vacation benefits, or attending an outside/vendor seminar.

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

TRANSPORTATION REIMBURSEMENT

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 and is paid upon 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 agent.

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 and equipment issued in the class, materials borrowed from the School library, and any other borrowed or loaned School property. Monies owed include meal charges, bookstore purchases, examination fees, boat damage assessment, boat fuel, and drug test fees.