



# Calhoon MEBA Engineering School

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



## REQUEST 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.

### SECTION I - Contact Information

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

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

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

### SECTION II - Employment Information Engineer Mate

**Member must include a copy of his/her current dues receipt and latest discharge.**

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

\_\_\_\_\_

A list of Approved Courses and Schools is located on the CMES website - Admissions page.  
Please enter the information below about the course you wish to attend. (Important: Only **ONE COURSE** is allowable per application)

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

- I have read and understand all of the eligibility and reimbursement requirements stated on the reverse side of this application.
- I have included a copy of my current dues receipt and latest discharge with this form.
- 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 subject to expulsion from the Union in accordance with the provisions of the Constitution.

**Evidence of successful completion of the desired class must be submitted to the CMES within 6 months of the completion of the course. Please see back of form for additional information.**

**All Members wishing to attend training at an Alternate Location *MUST* be approved by the CMES Director prior to attending the training.**

*Any deck officer applying to MITAGS for a designated course, be sure to call MITAGS Admissions Office directly to ensure discounted rates are applied.*

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

<b><u>For Office Use Only</u></b>	
<b>School Approval:</b>	
_____	_____
Signature of Director of Calhoon MEBA Engineering School	Date

**PLEASE READ THIS INFORMATION CAREFULLY!**

**ELIGIBILITY FOR REIMBURSEMENT OF TUITION FEES FOR ATTENDANCE AT APPROVED COMMERCIAL SCHOOLS**

Subject to the provisions set forth in the MEBA Training Plan Rules & Regulations, an officer shall become eligible for reimbursement of tuition fees for upgrading his/her license or for additional training at a commercial school, provided the officer:

- a) Has not retired; and
- b) Is a member in good standing in District No. 1-PCD, MEBA; and
- c) (1) has 30 days on the payroll of one or more Employers who contributed to the MEBA Training Plan within a period of twelve consecutive months preceding either the date on which the officer commences the upgrading or training course; or  
(2) is an employee of District No. 1-PCD, MEBA or has 30 days on the payroll of District No. 1-PCD, MEBA within a period of twelve consecutive months preceding either (i) the date on which the officer commences attendance at the School or (ii) the date the officer applies to the School to attend training courses.

Please contact the school if you have questions about the following eligibility requirements:

- Government vessel training rules for eligible members, or
- Special training eligibility for non-eligible members and applicants pertaining to government vessel service, or
- Special training eligibility for non-eligible members and applicants pertaining to occupational credentials.

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 CMES to determine other options that may be available.

An officer may become eligible for reimbursement of up to \$1,200 per year for tuition costs at approved schools for courses which the Director determines are STCW related.

**SUBMITTING AN APPLICATION**

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

**Upon successful completion** of the desired class, a copy of the Certificate of Completion and a copy of the tuition receipt issued must be submitted to CMES **within 6 months of the completion** of the course. Failure to do so will prohibit your ability to receive reimbursement of tuition paid by you.

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

The Member should notify CMES if they are unable to attend or were unsuccessful in passing the requested course.

**APPROVED COURSE TOPICS & MAXIMUM REIMBURSEMENT RATES**

A current list may be found on the CMES website - Admissions page.  
[www.mebaschool.org](http://www.mebaschool.org)

**USCG APPROVED SCHOOLS**

A listing of USCG approved schools and courses may be found on their website at: <http://www.uscg.mil/nmc>.

**GOVERNMENT REQUIRED TRAINING**

Members required to attend MSC approved courses need to contact the CMES Academic Manager at (410) 822-9600. He will assist with arranging the necessary training.