



## **Electrician Trainee (ET) Program Enrollment Information**

### **An Equal Opportunity Program**

Initial class tuition is due at the time of ET Program enrollment. Individuals can choose from a variety of class formats, including self paced on-line, live web cast (Get Wired), and traditional classroom training courses.

#### **How Do I Enroll in WECA's ET Program?**

1. Complete the Program Enrollment & Initial Class Sign-Up Form.
  - Complete all required fields.
  - Select a course from WECA's course offerings.
  - Add the enrollment fee and course tuition to find your total amount due.
2. Choose Payment Method.
  - Payment is due at the time of sign-up and can be paid by cash, money order, check, Visa, or MasterCard. Make checks payable to WECA. There is an additional \$25 charge for all returned checks.
  - Please do not submit cash payments by mail.
  - Complete credit card information, if necessary.
3. Submit the completed form and full payment to WECA:
  - By mail, hand-delivery, or walk-in:
    - Sacramento Office**
    - 3695 Bleckely Street
    - Rancho Cordova, CA 95655
    - (877) 444-9322, option #2
  - By Email: [etregistrar@goweca.com](mailto:etregistrar@goweca.com)

*Once your completed enrollment form is processed, you will be emailed an ET program enrollment confirmation letter from WECA that should be sent to the State of California with a State Electrician Trainee Registration form.*

#### **Program Requirements**

- **The Electrician Trainee Program enrollment fee is non-refundable and does not qualify for refunds under the refund policy.**
- The amount due for tuition (standard or late tuition) will be determined by the date your completed form and required payment is received by WECA. Sign-up and ensure that WECA receives your form by the standard tuition date and pay the standard tuition fee. Sign-up and submit your form after the standard tuition date and pay the late tuition fee.
- To remain active in the ET Program you must be currently attending or signed-up for a class within three months of your last class end date.
- For a full disclosure of WECA Electrician Trainee Regulations, please visit our web site at [www.goweca.com](http://www.goweca.com)
- Any changes to your class sign-up will be subject to WECA's refund or transfer policy. The current refund or transfer policy and form is available at the WECA Sacramento Office or online at [www.goweca.com](http://www.goweca.com).
- Classes are subject to cancellation if minimum enrollment requirements are not reached.

