

1. “Pre-authorization for Outside Accredited Programs” must be completed, submitted and approved by the Director of Education PRIOR to program commencement.
2. Member Forms available from the education department upon request.
3. To obtain Pre-Authorization, the following must be submitted:
 - Completed Pre-Authorization Form
 - Course Description complete with a breakdown of the cost from training provider ; Tuition, Books, etc.

Documents must be sent to the APTC – Nancy Tichon - at nancy.tichon@ept488.ca to be approved.

4. UA Member must be a member in good standing for a minimum of one (1) year.
5. Local Union 488/Edmonton Pipe Trades Educational Trust Fund must have received or be currently receiving employer contributions on behalf of member.
6. Programs must be trade-related as determined by the Edmonton Pipe Trades Educational Trust Fund Trust document.



**MEMBER PRE-AUTHORIZATION FOR
OUTSIDE ACCREDITED PROGRAMS -
TRADE RELATED**



Name: _____ UA Card #: _____

Address: _____

City & Province: _____ Postal Code _____

Email: _____ Phone #: _____

Course Name: _____

Registration Fee (Tuition Only) : _____

Start Date: _____ End Date: _____

OFFICE USE ONLY

Good Standing (Y/N) _____ Receipt Received (Y/N) _____ Certificate Received (Y/N) _____

Approved (Y/N) _____

Amount: _____ Approved by: _____

Cheque #: _____ Issued On: _____