

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 Fontes -  
at [nancy.fontes@ept488.ca](mailto:nancy.fontes@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: \_\_\_\_\_