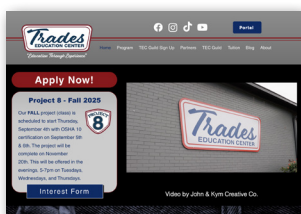




READY TO APPLY? HERE'S THE PROCESS

Step 1

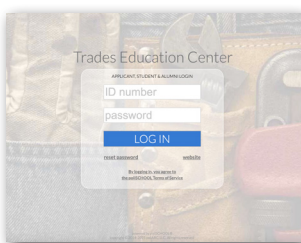
Go to www.trades-ed.org and click on the “Apply Now!” button.



You will be directed to our **online application** where you will select a session (Spring, Summer, Fall). Once you completely fill out the application and submit it, you will receive a confirmation email. You will also receive a follow up text or second email letting you know you have been accepted, pending a background check. You will also be invited to take a tour of the facility if you haven't already.

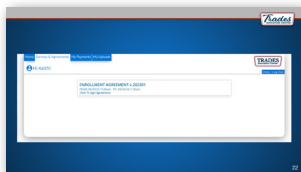
Step 2

Once you are **accepted**, you will proceed with **Enrollment**.



Enrollment requires three major tasks: Your Documents; Signed Forms; and the Enrollment Fee.

Your Documents - You will upload to the **TEC Portal** a copy of a document verifying your education (High School Transcript, High School Diploma, GED, etc.) and a digital photo or scan of your valid ID (Driver's license or State ID).



Signed Forms - You will review & sign the following agreements in the **TEC Portal** (Enrollment Agreement, Media Waiver/Release, TEC Activity Release of Liability, and TEC Payment Plan - if applicable)

Enrollment Fee - Through the **TEC Portal**, you will need to pay the \$250 Enrollment Fee to reserve your spot. This includes a \$50 Application Fee, a \$50 TEC Guild Membership Fee, \$50 Enrollment Fee, and a refundable \$100 Materials/Equipment Fee.

Step 3

You're in! Check the **session calendar** and get ready to learn by doing!



www.trades-ed.org • (404) 954-2646
8144 Jefferson Road • Unit 300 • Athens, GA 30607

Trades Education Center is a private organization that is in compliance with the Georgia Nonpublic Postsecondary Education Commission - Georgia Code 20-3-250.3 (a)(2).

