



5179 Fishwick Drive  
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 (513)281-6924, Fax (513)281-6934  
 www.electricaltc.org

**Electrical and Telecommunications Apprenticeship**

August 6, 2009

Dear Apprentice,

We hope this letter finds you enjoying the summer. **Please read the following paragraphs carefully. They contain a lot of important information:**

**START SAVING NOW!!** The administration fee for the 09-10 school year is \$100.00 and may be paid in cash, money order, personal check (payable to the JATC) or with a **credit or debit card**. See below for details. Fees must be **paid in full** when books are picked up--no exceptions. If you are an LMCC Scholarship Recipient (see reverse side), your administration fee has already been paid in full!

**BOOK PICK UP INFORMATION**

**August 24th – September 4th**  
**Monday - Friday, 9:00 am - 4:30 pm**  
**Late Fee: \$10.00 (after Sep 4)**

**Reporting to class without books will result in an absence.**

Refer to the chart below for your class starting date, night(s), time and location:

Program	Year(s)	Start Date	Class Night(s)	Class Times	Location
Inside	1,2*	Tuesday, September 15, 2009	Tue & Thu	6 pm - 9 pm	Diamond Oaks
Inside	3*,4*,5*	Monday, September 14, 2009	Mon & Wed	6 pm - 9 pm	Diamond Oaks
Parallel	4	Tuesday, September 15, 2008	Tuesday	5 pm - 9 pm	Diamond Oaks
Parallel	5	Thursday, September 17, 2008	Thursday	5 pm - 9 pm	Diamond Oaks
Telecom	1	Friday, September 18, 2008	Friday	4 pm – 8 pm	JATC
Telecom	2*	Monday, September 14, 2008	Monday	4 pm – 8 pm	JATC
Telecom	3*	Tuesday, September 15, 2008	Tuesday	4 pm – 8 pm	JATC

**\*All years with an asterisk should complete Lessons 1 and 2 in the syllabus before the 1st night of class. Bring completed lessons and syllabus on the first night.**

Classroom assignments will be posted at the JATC office and on the web (www.electricaltc.org) Monday, August 24th, and at Diamond Oaks on Monday, September 14th.

Lastly, an Apprentice Overview has been included with this letter (unless you are a new apprentice). This is a summary of your apprenticeship through July 28, 2008. Changes made to your file after this date will be reflected on next year's summary. If you have any questions, **please call the office at (513) 281-6924**. Enjoy the last days of summer!

Sincerely,

Jason Walden  
 Training Director  
 Cincinnati, Ohio Electricians' JATC

You can now pay your Administration Fee using a debit or credit card! Go to [www.electricaltc.org](http://www.electricaltc.org) and click on "Administration Fee Payment" under Apprentice Resources, **OR** bring your card to the JATC office. There is no charge for online payment.