



North Idaho College

525 Clearwater Loop, Post Falls, Idaho 83854
Workforce Training and Community Education

HVAC Apprentice Program Registration for School Year 2026-2027

Greetings from the NIC Workforce Training Center:

Enclosed is registration information for the 2026-2027 HVAC apprentice program at the North Idaho College Workforce Training Center. Please review this letter, complete the registration information, and submit it with payment.

Registration begins July 1. Additional information is available at the NIC Workforce Training Center [Apprenticeship website](#).

Start Dates: Please look online at the [HVAC Apprenticeship site](#) for all class start dates and options.

Please Note: Apprentices will need their own email address, access to a computer, and the Internet to complete the course.

- **In person classes-**Classes will be taught as “hybrid” classes, part online and part classroom. The online portion will utilize CANVAS. **Apprentices are required to attend ALL in-person classes at the Parker Technical Education Center for instruction, labs, and exams.**
- **Online classes-** Online only classes will be self-directed with access to an instructor through CANVAS for questions. In person attendance is required for orientation on the first day of class.

Tuition: \$1950

Tuition includes the equivalent of 144 hours of instruction, books, and materials, which will be distributed on the first day of class. Full payment must be received before a registration can be accepted unless enrollment in the payment plan or approval of a Sallie Mae loan has been confirmed. For payment plan information, see Payment Options on page 2.

How to Register:

Online: Log on to your student profile on the Workforce Training Center [registration website](#). Do NOT create a new profile if you are a returning apprentice. Use the forgot username/password option if you don't remember how to log on.

By Mail: Complete the registration form, enclose a check or money order made out to NIC, or include a credit card number and mail it to: Workforce Training Center, Apprentice Registration, 525 S. Clearwater Loop, Post Falls, ID 83854.

In Person: At the Workforce Training Center.

By Phone: Call our Customer Service Team at (208) 769-3333. Have your payment info available.

By Fax: Fax the completed form to (208) 769-3223.

By Email: Scan the completed form and email it to the [Workforce Training Center](#).

Payment Options:

If you enroll in the payment plan or receive a Sallie Mae loan, you must call Customer Service for verification at (208) 769-3333. **Until you call us, you are not enrolled in class.** Visit [Payment Options](#) for details.

- **Payment Plan:** How to sign up for a payment plan can be accessed on the [payment plan website](#).
- **Sallie Mae loan:** Information can be accessed at the [Sallie Mae website](#).
- **Scholarships:** Scholarships can be combined with other forms of payment, but funding is limited. Apply early at the Workforce Training Center [Scholarship page](#).
- **Veterans:** May be eligible for VA funding. Visit the [VA benefit page](#) or contact the Apprenticeship team for more information.
- **Idaho LAUNCH:** LAUNCH funding is a once-in-a-lifetime benefit for Idaho residents, regardless of their financial situation. Idaho Launch has funds to pay up to 80% of enrollment. (The maximum benefit is \$3,500 per person.) For more information, visit the [Idaho LAUNCH page](#).

The refund policy can be viewed in [frequently asked questions](#).

For more information, please call the Customer Service Team at (208) 769-3333.

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Apprenticeship Program Manager

**NIC WTC Apprenticeship Program – HVAC Registration Form HVAC classes
are held at the Parker Technical Center, Rathdrum, Idaho:**

Select your program year (check one):

1st year Thursday	1st year Saturday	1st year Online
	2nd year Saturday	2nd year Online
	3rd year Saturday	3rd year Online
	4th year Saturday	4th year Online

Student Information

Name:

Email Address (required):

Address:

City:

State:

ZIP:

Mailing Address:

Cell Phone:

Alternate phone:

Date of Birth (MM/DD/YYYY):

Gender (choose one):

Male

Female

Apprentice number (Idaho):

Apprentice number (Washington), if applicable:

Employer Information (if employed)

Employer/Company Name:

Employer's Email:

Employer's Address:

Employer's phone number:

Student Authorization for Registration and Release of Information-

I authorize the person below to register me for classes and to make schedule changes.

I authorize the person below to be informed of my attendance and grades.

Student Authorization

Student Signature:

Date:

Authorized person:

Authorized person email:

Payment-Registration is not complete until full payment is received in our office.

Payment Method

Cash
Check

Credit or Debit Card

Purchase Order (P.O.)

Name of person/company paying:

Credit or Debit Card number:

Expiration number (MM/YY): Name CVV:

Name on Card:

Signature: Date:

I authorize North Idaho College to charge the above referenced card only for the **amount specified** to be used as payment for tuition/fees owed.

-or-

I authorize North Idaho College to charge the above referenced card for the **outstanding balance owed** for tuition/fees owed.